



## **YOUR TOP TEN LIST OF TOOLS FOR ACADEMIC SUCCESS!**

- 10. SYLLABUS** This is your GPS for the course: your faculty's expectation of what you will learn and how you will act. Read all sections of the syllabi so you know what to expect in each class. Transfer your test and assignment due dates to your daily planner or electronic calendar.
- 9. CANVAS** Check out all the information that is posted in the different Canvas sections at the start of the course. Review this information a few times each week for updates and to know your grades on tests and assignments.
- 8. CLASS** Go to class! Lectures provide the information that you will need to understand and apply on your tests. Don't rely on PowerPoint slides alone for understanding concepts.
- 7. POWERPOINTS** Before class, create a framework for listening and note-taking by looking at PowerPoint slides, previous day's notes, syllabus topic, and the chapter title, bold face print, pictures, diagrams, and summary.
- 6. NOTES** Take notes in class. Print out copies of PowerPoint slides or take your laptop with you to class for note-taking. Previewing the information before class improves your ability to listen and take notes. Write down explanations of information on the slides. The more notes you have, the easier it will be to understand the concepts and diagrams later.
- 5. MEMORY** Review your notes within 24 hours of class and fill them in with the information still in your memory. Focus on the relationship between the concepts and identify what you don't understand.
- 4. BOOK** Preview the chapter to see its overall structure and how much of the information you understand from lecture. Read the chapter summary first. Divide your reading up into small chunks for easier concentration.
- 3. VISUALS** Create pictures, graphs, charts, information maps, Venn diagrams, and other visual representations of the material you are learning.
- 2. RESOURCES** Identify all the learning resources for the class: online help programs, study guides, office hours, and TA hours. Utilize campus resources like CFAR, the Writing Center, and the Math Center.
- 1. STUDY PARTNER** Practice teaching others the course material. You will retain up to 90% of the material if you are able to explain it to someone else.