Learning and Study Process
Academic Success Center

1 Daily

Go To Class
Take Notes
Read Textbook
Do Homework
Practice Content
Get Help

2 Weekly

Consolidate course content

3 Final/Test

- Go back through old material
- Self-test by creating practice exams for yourself

How well do I know this content?

- I already know it
- I sort of know it
- I don’t know it
- I don’t know it

Skip it
Review it
Practice it

RIT Division of Student Affairs
Academic Success Center
Monroe Hall, 2080
asc.rit.edu | asc@rit.edu
(585) 475-6682

Connect with us at: ASCatRIT
Get organized:
• Choose from outline, bullets, mind mapping, narrative, Cornell or note cards.
• Use one notebook per course
• Use a new page for each day of notes
• Date each set of notes
• Label each set of notes with the topic

Leave space:
• Leave gaps so you can fill in information later that you missed or are confused about

Practice:
• Do example problems and compare your solutions to the in-class example's steps and results

Say it out loud:
• Repeat your notes out loud word for word or paraphrase information with a study partner

Color code:
• Use colored pens and highlighters to show important information

Create or draw:
• Mind maps, charts, and pictures

Predict
• Predict test questions according to how you are going to be tested

Reformat notes:
• Compare and combine test notes and lecture notes
• Rewrite notes, but don’t copy them; rewrite them into Cornell format
• Identify areas for clarification

Before lecture:
• Get to class 5 minutes early and take time to review your notes and any questions you have about the material from the previous day

After lecture:
• Draw a line under your notes and write 2-3 sentences that summarize what concepts were covered and why they were important
• Review your notes and indicate any areas that you do not understand
• Write down any questions you have about content in your notes

Skim:
• For quick review look at objectives, summaries, pictures, bold terms, and headings

Preview:
• Read the intro/objectives and summary
• Skim headings, pictures, and questions

Chunk it:
• Identify specific areas to focus on
• Read for mastery (don’t try to read the entire chapter at once)

Question:
• Turn headings and objectives into questions

Read:
• Read for main points and key ideas, vocabulary, formulas, and concepts

Mark:
• Underline key works and phrases
• Write notes in the margins

Use Post it notes:
• Use them to summarize important information

Map it:
• Create a mind map to show organization of topics

Outline:
• Create an outline using headings and include important details as you read

Reread:
• Reread your underlines and margin notes to look for key points

Integrate:
• Add important information to your lecture notes- use a color coded system to show the notes you added are from your text
Ask Questions
Seek clarity on areas you are unsure about with professors, classmates, and other resources.

Create Visuals
Create charts, tables, or pictures to organize information and review.

Map It
Draw a visual representation of the information.

Organize Materials
Make concept sheets. Sort by formulas, vocabulary, concepts, and examples.

Outline It
Make a master outline.

Summarize
Write a chapter summary and compare it to the text summary.

Make Connections
Consider how the information relates to you; develop real-world examples.

Practice
Do example problems and compare your solutions to the example’s steps and results.

Make Questions
Turn headings and objectives into questions, write questions on flashcards to quiz yourself.

Teach
Explain topics and concepts to study groups, partners or someone not familiar with the topic.

Learn Vocabulary
Make a 3-column vocabulary list with examples or diagrams; create Flashcards with definitions and examples.

Memorize It
Make lists and flashcards for information that needs to be memorized.
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3 Final

Final review is pre-test review. Determine your strengths and weaknesses and then put together a plan for success.

PRACTICE IS KEY

MAKE A CHEAT SHEET

Most Important Information
• Concise Notes
• Formulas
• Short Phrases
• Important Dates
• Diagrams
• Vocabulary
• Venn Diagrams

TEST YOURSELF

Answer questions you formulated or questions given to you. Test yourself with questions you anticipate to be more difficult than the questions on the exam.

USE YOUR RESOURCES

Talk with professors, tutors and friends about the content you still don’t understand.

STUDENTS WHO STUDY USING ACTIVE RECALL TECHNIQUES TYPICALLY PERFORM 50% BETTER (RECALLING INFORMATION FROM MEMORY)

TIME IT

Do practice under the same timed conditions you will experience when being tested.

OVERLEARN IT

STUDY → GOT IT? → STUDY IT ONE MORE TIME

3-5 DAYS

Time to start reviewing prior to the test date.

TIME TO START REVIEWING PRIOR TO THE TEST DATE

Do problems from previous quizzes and exams, review the most difficult material again.

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