

NEW TERM F2020

Succeed in My Studies at a Distance

Presenter



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Student Services Office

Presenters



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Counselor, Study Help and Success
Student Services Office

Available to answer your questions



Services aux étudiants
HEC MONTRÉAL

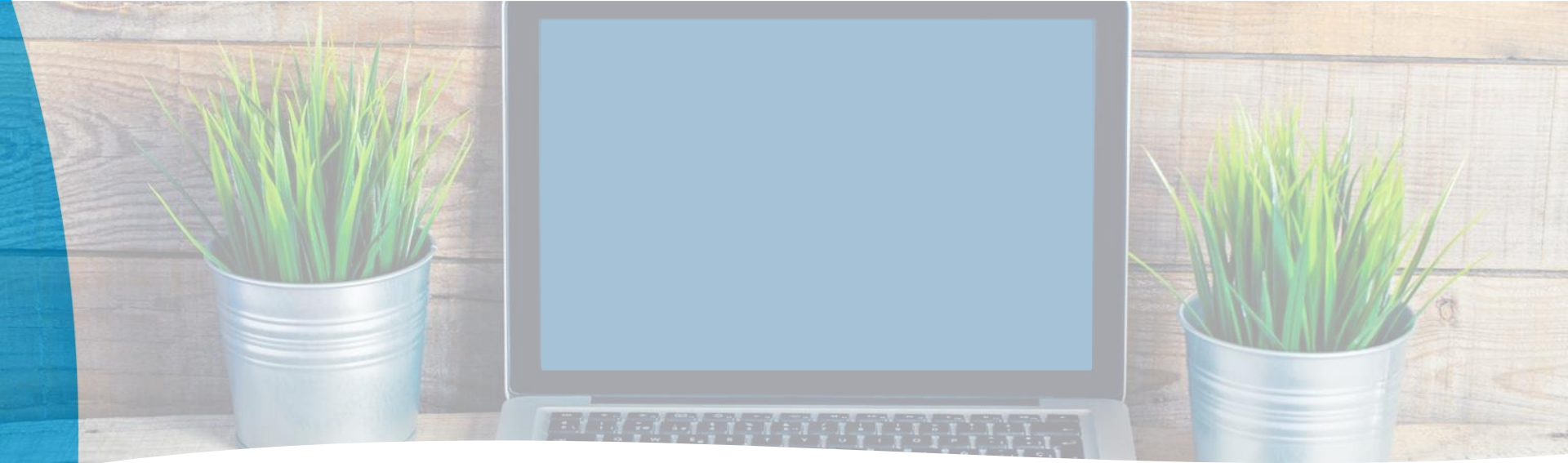
Webinar Objectives

- Reassure you about the new term
- Provide an overview of the technological tools and platforms that you will use
- Get concrete tips and advice from a professor and a Study Help Resources counsellor
- Understand your role and responsibilities
- Answer your questions



Online Classes





Three questions...

- What form will my remote learning take?
- What platforms will be used by my professors?
- How will we communicate?



IN-PERSON LEARNING



REMOTE LEARNING





ASYNCHRONOUS

Learning materials to read, watch, or consult online

Various tasks to complete at any moment *before a deadline*



SYNCHRONOUS

Live online session via Zoom or Teams

EXPECTATIONS OF THE STUDENT



Autonomy and discipline



Presence and active participation



Many different pedagogical approaches



Lecture-style



Interactive



Flipped
classroom



Simulations,
games, etc.



Many different pedagogical approaches



Lecture-style



Interactive



Flipped
classroom





Simulations,
games, etc.

- Depending on:
 - Instructor preference
 - Subject and course content
- Flexibility is required, but this variety helps accommodate all tastes and learning styles!



Synchronous learning – Three possible scenarios

INSTRUCTOR		STUDENTS	
Remote		Remote	









Synchronous learning – Three possible scenarios

INSTRUCTOR		STUDENTS	
Remote		Remote	
In class		Remote	



Synchronous learning – Three possible scenarios

INSTRUCTOR		STUDENTS	
Remote		Remote	
In class		Remote	
HyFlex		Some students in class Some students remote	

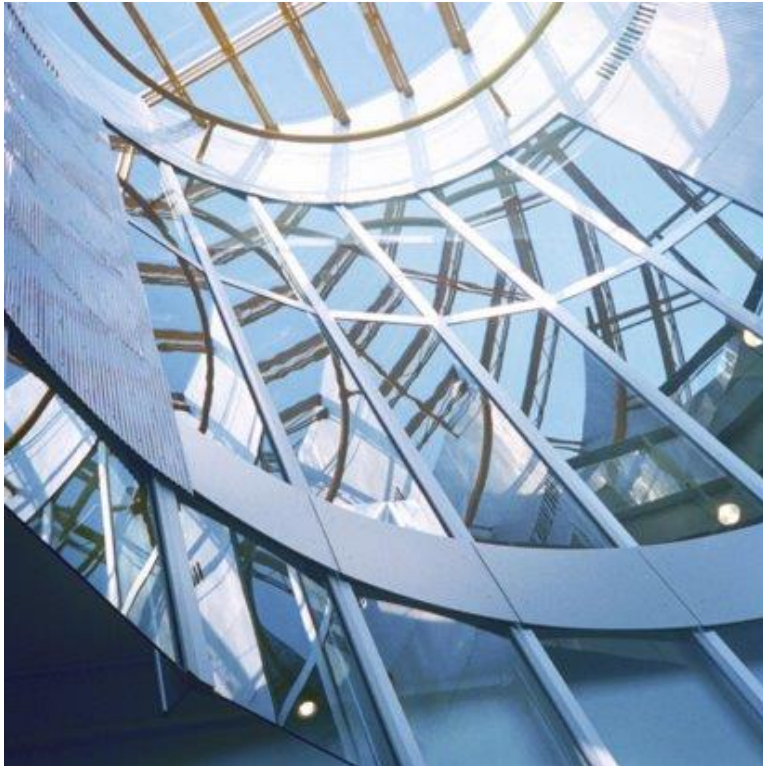
Synchronous learning: Two platforms used by HEC Montréal



Zoom



Zoom



LEARN COLLABORATE CREATE

Username

Password

[Cannot access your account ?](#)

[LOGIN](#)



Services aux étudiants
HEC MONTREAL

- Accueil
- Annonces
- Plan de cours
- Agenda
- Remise de travaux
- Ressources
- Administration du site
- Liste d'étudiants
- Classe en ligne (VIA)
- Tests & Quiz
- Classe en ligne Via
- Éval. feedback
- Éval feedback2
- Clavardage
- Zoom
- Wooclap
- Padlet -test

ACCUEIL

Affichage des informations du site [Modifier](#) [Lien](#) [? Aide](#)



Bonjour à toutes et tous,

Bienvenue au cours Introduction au marketing (30-100-17 WE01) 100% en ligne ! Mon nom est Lucy Baunay et je suis ravie d'être votre auxiliaire d'enseignement du **1er mai** au **4 juillet 2019**. Nous allons nous voir en direct à trois reprises sur la plateforme VIA, accessible à partir de l'onglet réservé à cet effet dans le menu de gauche dans Zone Cours : **le 2 mai, le 13 mai et le 20 juin**. Ces séances seront disponibles en re-visionnement par la suite, mais je vous recommande d'être avec moi en direct - ce sera beaucoup plus vivant!

Je suis disponible par courriel si vous avez des questions ou des doutes sur quelque chose, et je fais de mon mieux pour répondre le plus rapidement possible, généralement les lundis, mercredis et vendredis : lucy.baunay@hec.ca

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Annonces récentes [Lien](#) [? Aide](#)

Options

Annonces
(aperçu des annonces des 10 derniers jours)

Il n'y a actuellement aucune annonce à cet endroit.

Calendrier [Lien](#) [? Aide](#)

Options S'abonner

août 2020 [<](#) [Aujourd'hui](#) [>](#)

dim.	lun.	mar.	mer.	jeu.	ven.	sam.
26	27	28	29	30	31	1
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août 2020

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Your current time zone is (GMT-04:00) Montreal. [✎](#)

Upcoming Meetings

Previous Meetings

Cloud Recordings

Auto-formations et didacticiels [🔍](#)

Start Time

Topic

Meeting ID

Mon, Aug 17 (Recurring)
3:00 PM

Séance 2

927 2900 5335

Join



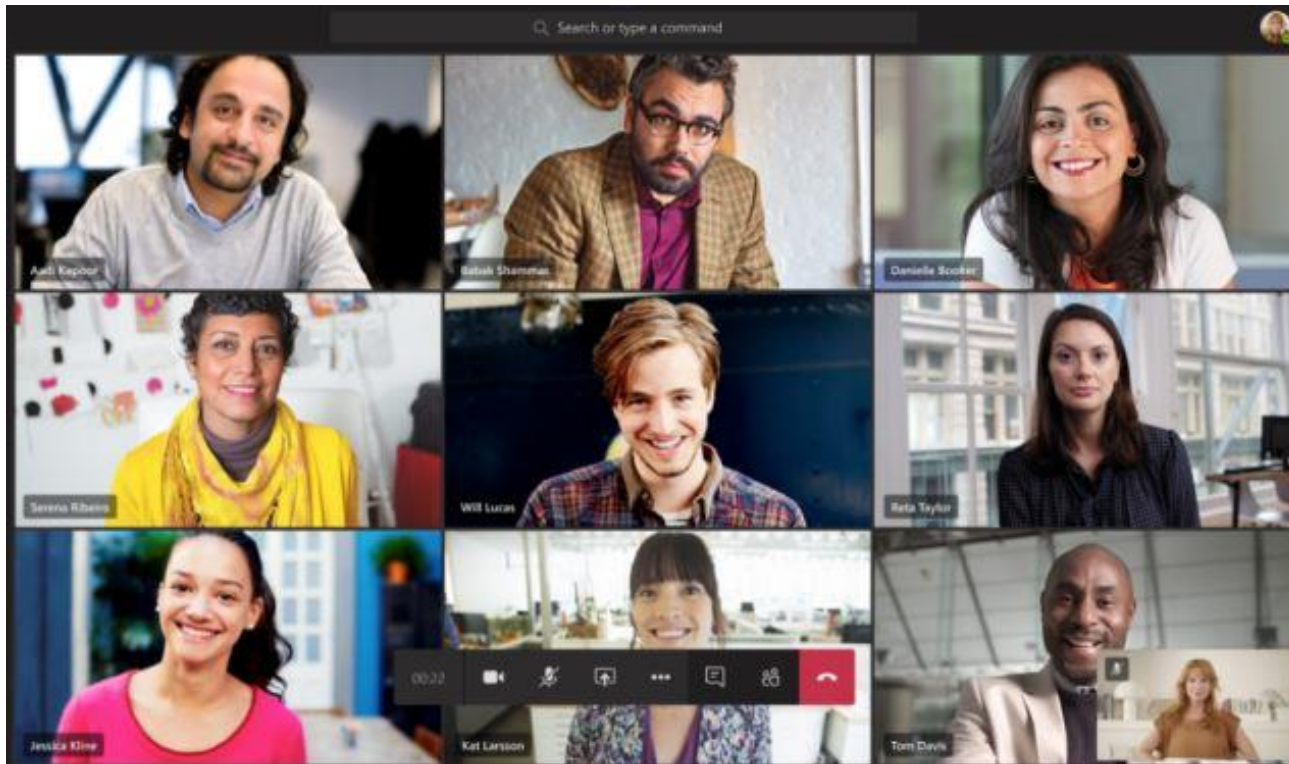
Zoom



- [Download and Install Zoom](#)
- [Join a Zoom meeting](#)



Teams



Teams



- Collaborative work tool
- Not integrated into ZoneCours
- Installation necessary



Teams



Recherchez ou tapez une commande

HEC Montréal

Toutes les équipes

OE

O365-TECH50701.E2020 - Exploi... ⋮

Général

1. [REDACTED] le monde change / transformation numé...
2. Comment gérer les défis de la transi... numérique
3. Comment des applications pour vos utilisateurs
4. Le côté sombre des TI
5. Profiter de Big Data
6. Journée de la simulation ERP/HR
7. Sujets spéciaux

Équipe 1 🗄

Équipe 2 🗄

Équipe 3 🗄

Équipe 4 🗄

Équipe 5 🗄

Équipe 6 🗄

Équipe 7 🗄

Équipe 8 🗄

Publications Fichiers Notes +

Bienvenue en cours !

Essayez de @mentionner le nom de la classe ou d'étudiants pour démarrer une conversation.

Class channels

Private channels



Plateforme Teams

- [Installing Teams \(Fr\)](#)
- [General information about Teams](#)





Prepare for a synchronous class:

- Always refer to the syllabus
- Download and install necessary technology
- Make sure you have a camera and headset with microphone
- [Technological requirements](#) (Fr)



Once I connect to my synchronous class meeting...

- Mute microphone upon entering the virtual classroom
- Keep mic muted unless you have the floor
- Follow professor's instructions regarding the camera (on or off)



Once I connect to my synchronous class meeting...

- Follow professor's instructions regarding the chat feature



Chat conversations may be recorded!

- Use "Raise Hand" feature when you wish to contribute



To communicate with my professor...

Depending on their preferences: email, forum, chat feature on Teams, etc.

To communicate with my peers...

Chat feature on Teams, or email via "Student list" in ZoneCours





My professors...

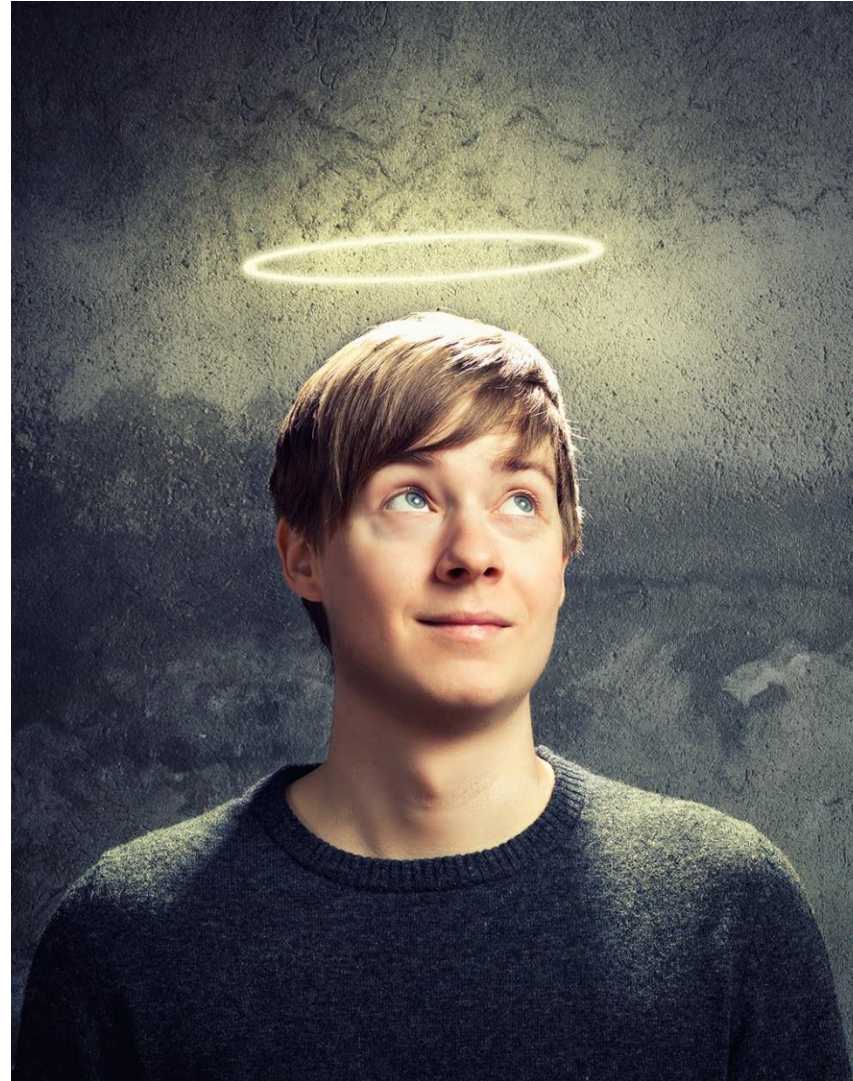
...Are not there for tech support. [Submit a help request to IT Support](#)

...Are there to guide me, I have nothing to fear!



To be an exemplary student...

- [Fall 2020 Student Guide](#)
- ["Start Off on the Right Foot" Webinar](#)
- Start preparing for synchronous learning!



Recommendations from a Professor



Key components of success

Discipline

Consistency

Preparation

Proactivity

Tools

Evaluations

Group Work

Priorities

Support
Systems



Key components of success - Discipline

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- Make a work schedule
 - "I'll do it when I have time" too often becomes "I only have one hour left and I haven't even started yet"
- Share your work schedule with friends and family
- Plan for TWO hours of work for every ONE hour of class

Emploi du temps

Heure	Lundi	Mardi	Mercredi	Jeudi	Vendredi	Samedi	Dimanche
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
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19:00							
20:00							
21:00							



Key components of success - Consistency

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- No athlete gets to the Olympics by preparing the night before ("cramming")
- Consistent work (readings, analysis, exercises, etc.) helps you assimilate concepts and techniques
- Concepts and techniques presented in one class meeting are often based on those presented in the previous meetings



Time Management

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

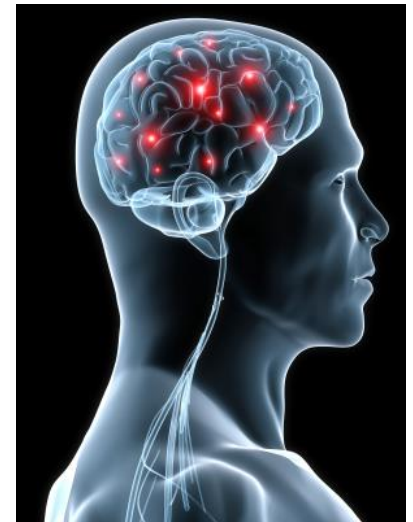
- Get to work right away:
 - Exams come faster than you think!
 - End-of-session work will all be due at the same time!
- Don't leave for tomorrow what you can do today.
- Manage your time!



Key components of success - Preparation

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- Being prepared helps you:
 - Understand required readings
 - Do prep work
 - Analyze case studies
- Not being prepared means:
 - Losing time during class
 - Wasting your classmates' time with irrelevant questions



Key components of success - Proactivity

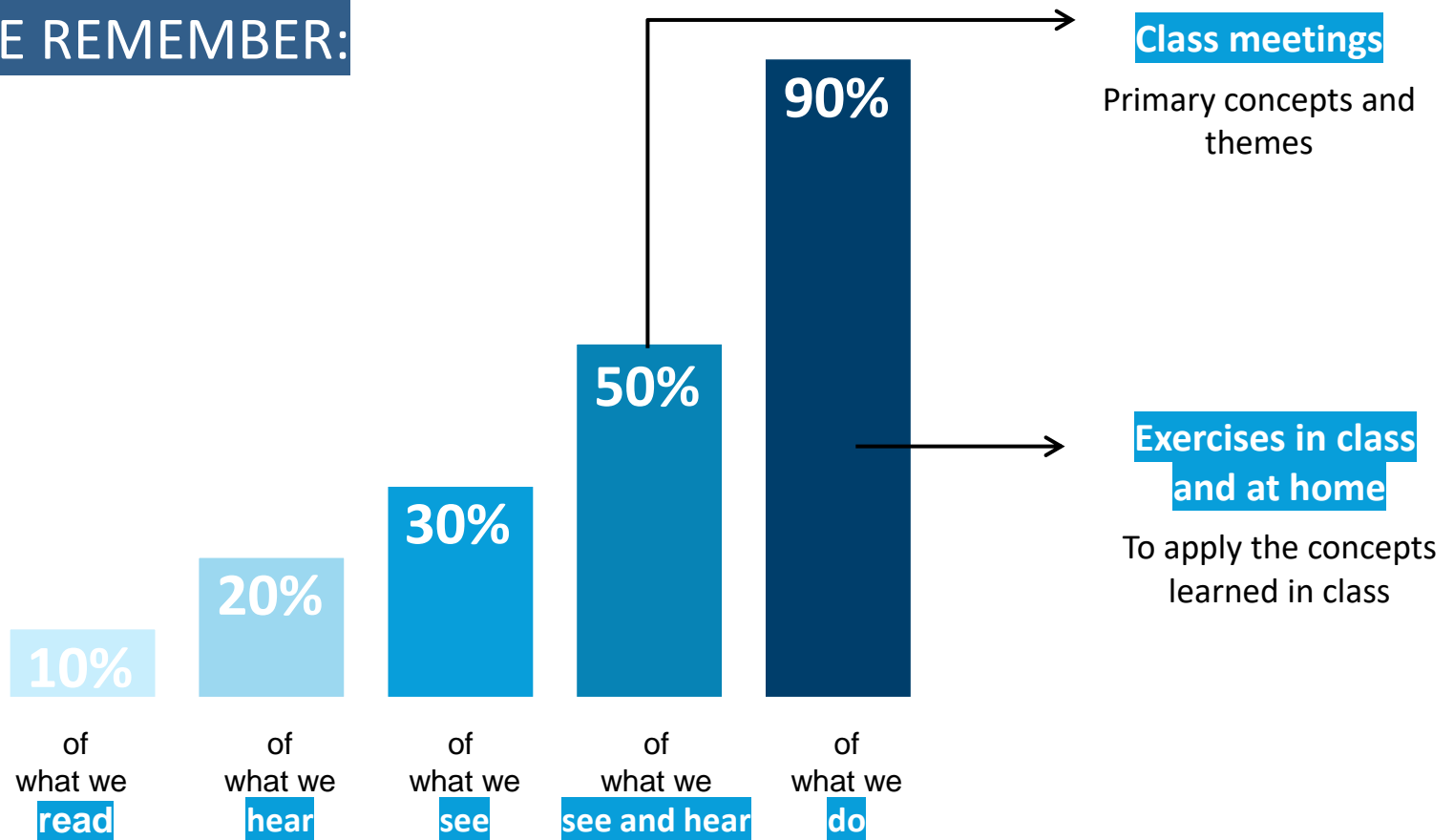
Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- At home, when you study a text or a video, or in a class, be proactive!
 - Take notes (written, on a tablet, on your phone...)
 - Engage with the proposed activities (discussions, projects, etc.)
 - Eliminate distractions (social media, etc.)
 - Reorganize your notes when class is over

Key elements of success - Proactivity

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

WE REMEMBER:



Key components of success - Tools

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- There are many tools that HEC Montréal uses to communicate with you :
 - **ZoneCours** (course plan, announcements, projects, quizzes, access to Zoom, etc.)
 - **HEC en Ligne** (schedules, rooms, midterm and final grades, etc.)
 - **HEC E-mail** (communications from the university and professors, etc.)
 - **Zoom** (synchronous classes, team meetings, meetings with professors)
 - **Teams** (synchronous classes, team meetings, meetings with professors)
 - **Studio Yuja (via ZoneCours)** (recordings, asynchronous classes, etc.)
- Your professors expect that you use these tools to find all necessary information, so get to know them!



Key components of success - Evaluations

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- Their format may be quite different depending on the subject:
 - Length
 - Open period
- Evaluation will take place through:
 - Tests & Quizzes on ZoneCours
 - Projects and work turned in on ZoneCours
 - Videos to upload to YouTube
- Test out these tools and your internet connection to avoid any unexpected surprises during exam periods.



Key components of success - Group Work

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- Groups created by the professor or with your classmates
- Organize group work (Fr) as soon as possible
 - Agendas fill up fast!
- Plan for revision time
- Use tools like Zoom and Teams to meet up virtually



Key components of success - Priorities

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- Evaluate your workload and work conditions :
 - Is it the right time to study?
 - Take into account any changes that may take place during the session



Key components of success - Support Systems

Discipline	Consistency	Preparation
Proactivity	Tools	Evaluations
Group Work	Priorities	Support Systems

- Know who to reach out to:
 - Your professor for questions about class, concepts, themes
 - Your program coordinator, as a last resort
 - For technical problems with online tools:
 - **IT Service Center** (accessible via the "IT Services" menu, under "My HEC Montréal")
 - Not your professor (... especially not while they are teaching!)



Tips for Success



Distance Learning



Concentrate on one task at a time and eliminate distractions.



More on Distance Learning

- **Establishing Priorities and Negotiating Studies, Work and Family** webinar
 - **9 September**, 10:00 am and 8:30 pm
 - [Register for free](#) (Fr)
- [Student Guide](#)
- **Education during confinement** video on the [Support and Resources webpage](#) (Fr)

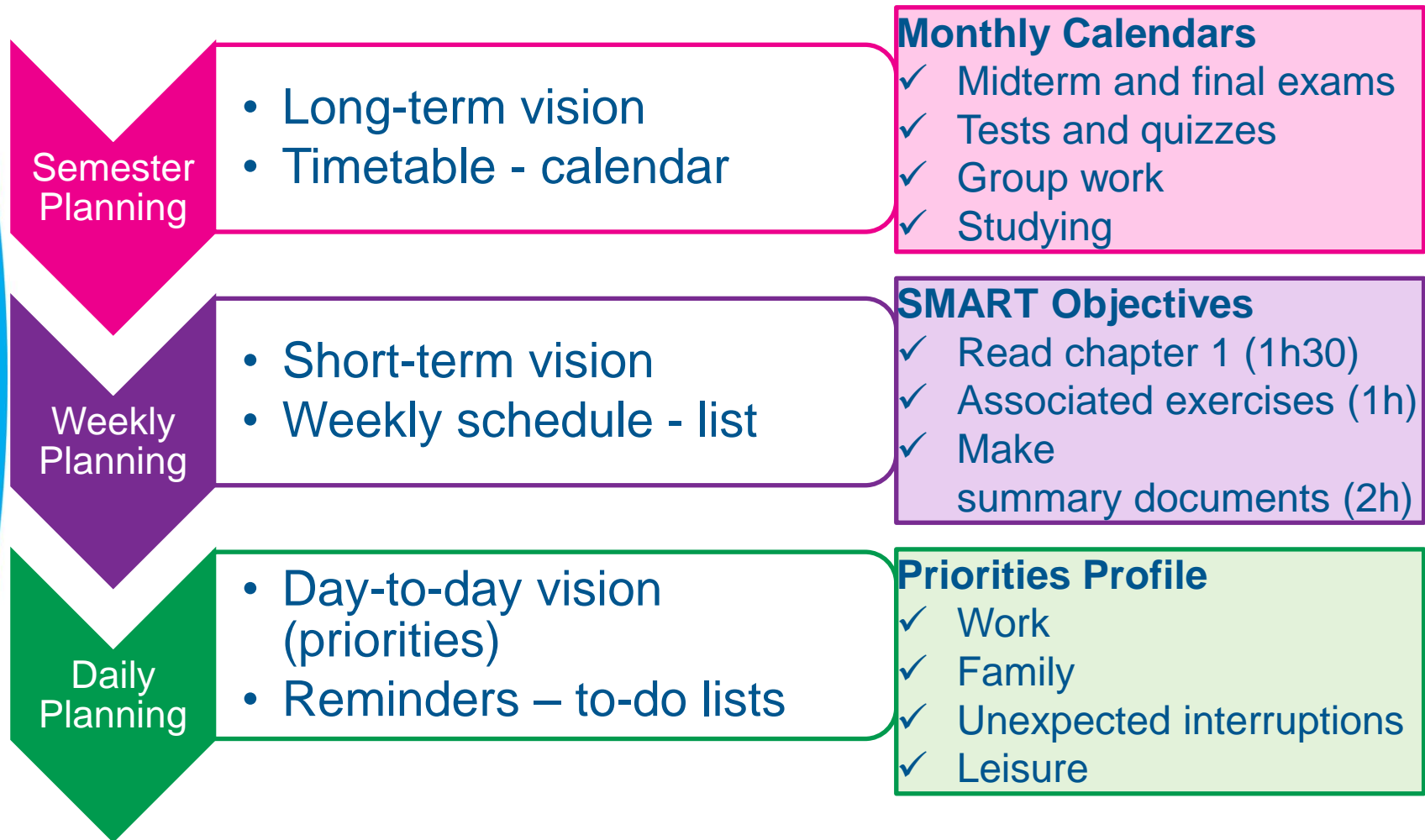


Time Management: Fictional student profiles

- I write a to-do list every day, but I still get the impression that I'm falling behind! I often forget the dates of quizzes.
- I use an agenda in which I record all important dates. I don't have a job, so I have a lot of time to study. However, when I try to work, I end up getting distracted by something else. At the end of the day, I feel like I didn't get anything done, even if I spent 7 hours studying!



Time Management: Ingredients for good planning



More on Time Management

- **Semester Planning** webinars
 - 14 September, 10:00 am
 - 16 September, 8:30 pm
 - [Register for free](#) (Fr)
- In the [Time Management toolbox](#)
 - [Time management worksheet](#) (Fr)
 - Video: [Organize and plan for the semester](#) (Fr)
 - Guide : [Motivation and Time Management](#)



Note Taking: Fictional student profiles

- I don't take notes in class because I don't know what I should write, or I just take pictures of everything.
- I only copy what the professors write on the board.
- I'm in an online class. Taking notes while watching videos is impossible!



Note Taking

1. Plan out your note taking
2. Take notes during class
3. Complete your notes after class



Studying: Possible questions

I don't know where to start studying, or how to remember everything. **(What)**

What should I prioritize when studying? Readings, PPTs, exercises, old exams? **(What)**

Is it better to study one subject per day or many (blocks of two hours per subject)? **(When)**

Should I rewrite my notes and memorize them, or simply reread them? **(How)**

Should I take breaks while studying? How long should I try to concentrate for? **(How)**



Effective Studying: A question of balance



Effective Studying: A question of balance

What to study

Start with the course structure to see what's essential:

- Learning objectives
- Main themes
- Concepts
- Exercises and activities
- Exam type (Multiple choice questions, development, case study)

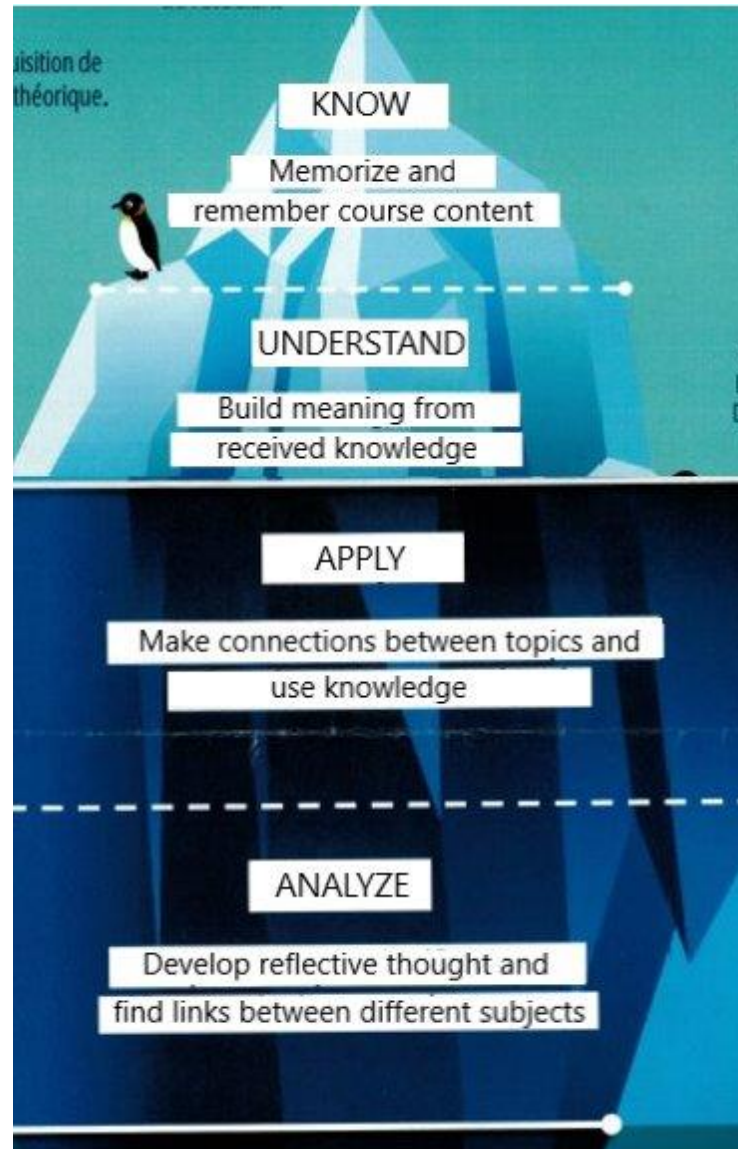
In short, check your **syllabus / course plan**



Effective Studying: A question of balance

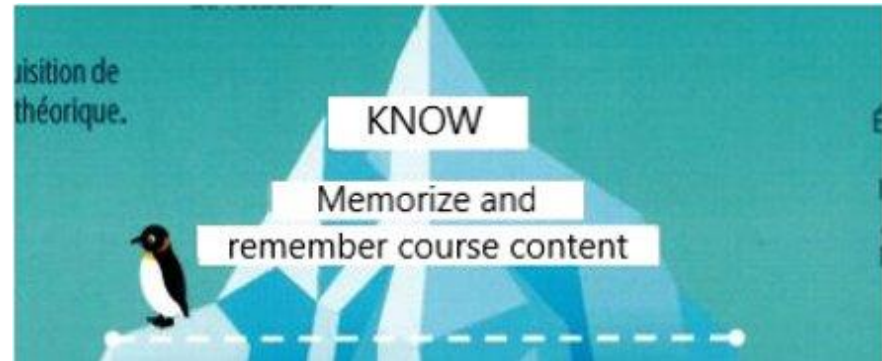
How?

- Memorize
- Understand and make connections between topics
- Use your knowledge in a given scenario
- Project creation (thesis, research, evaluation)



How?

Memorization, even for open-book exams!



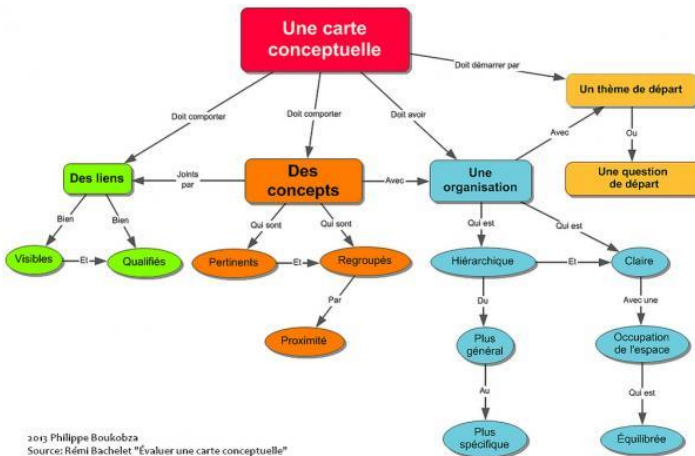
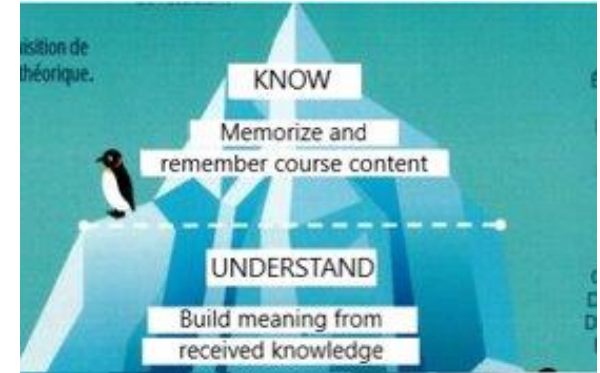
- Favor short and spaced-out blocks of study (3 x 20 minutes over 3 days) rather than one one-hour block (Mason, 2016)
- Vary study methods
- Competitions with classmates

How?

Effective Studying: A question of balance

Understand and make connections between topics

- Make concept maps and charts



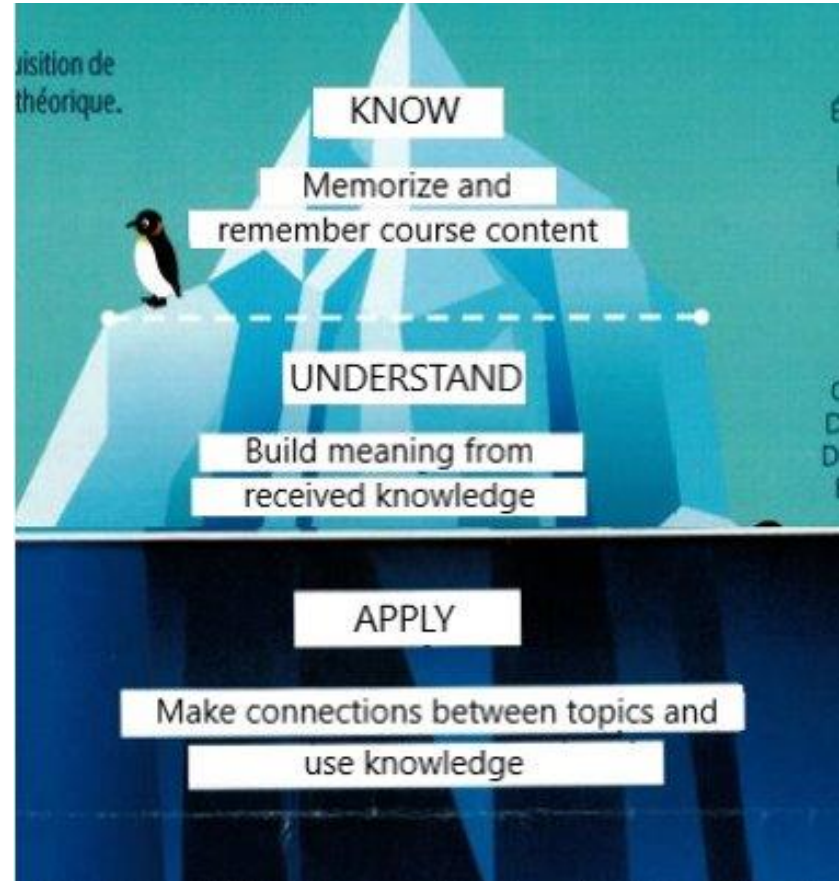
2013 Philippe Boukobza
Source: Rémi Bachelet "Évaluer une carte conceptuelle"



How?

Use your knowledge in a given scenario

- Redo exercises
- Case studies
- Practice exams



When?

3 weeks before the exam

- Schedule study blocks

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2 Revision Modules 1 to 3	3	4	5 Revision Modules 4 to 6	6	7	8
9 Revision Modules 7 to 9	10	11	12 Revision Modules 1 to 5	13	14	15
16 Revision Modules 6 to 9	17	18	19 FINAL REVISION	20 EXAM Course A	21	22
23	24	25	26	27	28	29

Effective Studying: A question of balance

When ?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06:00 - 07:00							
07:00 - 08:00	Sport		Sport		Sport		
08:00 - 09:00							
09:00 - 10:00	Course A	Études	Course C	Course D	Library	Work	
10:00 - 11:00							
11:00 - 12:00							
12:00 - 13:00	LUNCH						
13:00 - 14:00	Study	Course B	Study	Study	Unexpected	Work	
14:00 - 15:00							
15:00 - 16:00							
16:00 - 17:00							
17:00 - 18:00							
18:00 - 19:00	DINNER						
19:00 - 20:00	Reading	Reading	Reading	Reading			
20:00 - 21:00							
21:00 - 22:00							
22:00 - 23:00							
23:00 - 24:00							



More on Studying

- **Discovering X-Mind** webinar
 - 28 September, 10:00 am
 - 30 septembre, 8:30 pm
 - [Register for free](#) (Fr)
- **Bring Your Notes – Study Planning** webinar
 - 5 October, 10:00 am
 - 7 October, 8:30 pm
 - [Register for free](#) (Fr)
- In the ***Study Strategies*** section of your [toolbox](#):
 - [Preparing for Exams](#) video (Fr)
 - [Preparing for Exams](#) summary sheet (Fr)
 - [Effective Work Habits](#) guide
- In the ***Optimal Conditions for Success*** section of your [toolbox](#):
 - [Hello Concentration](#) video (Fr)
 - [Improve Your Concentration](#) summary sheet (Fr)



Reading: Fictional student profiles

- I can't read everything, it's too much and I don't have enough time.
- I read the entire chapter from start to finish and I still can't remember anything.
- I can't tell what's important when I read.



Steps to active reading

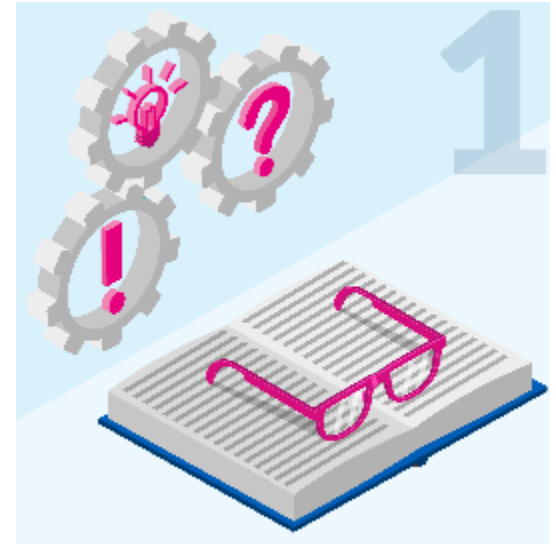
1. Purpose of reading
2. Overview / pre-reading
3. Attentive reading (identification and annotation of important passages)
4. Review



More on Reading

Self-guided training in writing – Centre de formation en langues des affaires (Fr)

- *Utilize reading strategies*
- *Create a plan, an introduction and a conclusion*
- *Write a paragraph*
- *Enrich your vocabulary*
- *Write a professional e-mail*



Stress Management: Resources and support

In your [toolbox](#), section on Optimal Conditions

[Stress Management](#) video (Fr)

[Stress Management](#) guide

Video on [Mental Health in Confinement and Deconfinement](#) (Fr)

Page on [Grieving](#) (Fr)

[Psychological Support Resources at HEC Montréal](#)

Anxiety and Exams webinar

14 October 2020, 10:00 am ou 8:30 pm

[Register for free](#) (Fr)



Support and Resources at HEC Montréal

Practical information



Psychological Support:

sae.soutien@hec.ca

Support for Disabled Students:

sae.soutienhandicap@hec.ca

Study Support:

sae.soutienreussite@hec.ca

Support and Resources

Consult the [Study Help Resources](#) page: Videos and guides (time management, study strategies, optimal conditions for success, etc....), *thé-études* coffee hour meetings, individual support

[Centre d'aide en mathématiques et statistique](#) (Fr)
(Math and Statistics Help Center)

Student Guide

Stay informed about upcoming events

- Newsletters
- Facebook
- Student Associations

SUPPORT AND RESOURCES



« Students

Newly admitted students

International students

Campus life

Course enrollment

My program

Academic calendar and

STUDY SUPPORT

Want to study more effectively? Adopt strategies and learning methods tailored to your requirements? HEC Montréal offers [practical educational support services and resources](#).

PSYCHOLOGICAL SUPPORT

Are you suffering from personal, family or academic problems? Please feel free to ask about the [psychological counselling and referral services](#) provided by Student Services.



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Any questions?

