

How to Create a Remote Study Group

Study groups are a great way to meet new people and learn. Studying in groups reinforces learning and encourages the use of study skills such as note-taking, time management and organization skills. Working in a group helps students think about different perspectives and ways to solve problems. An effective study group requires intentional planning, check out these tips to get started.



1. Forming the group

It is important to seek out like-minded people when organizing a study group, so do not limit yourself to just friends. A group filled with members that share the same expectations, such as earning good grades or completing assignments, fosters a positive learning environment. Decide on group size but keep it small, a group with 2 to 6 people is optimal. This group size would allow for discussion and interaction, a larger study group may lead to unnecessary distractions and socialization.

2. Choose a meeting place

Select a meeting place and time that works for everyone. It is best to limit the study session to 2 to 3 hours at a time. Do not stay in an environment that is distracting or filled with disturbances. There are various video-call platforms to choose from that can be used to meet with your group. Some examples include [Skype](#), [Google Meets](#), [WhatsApp](#), or [Facebook Messenger](#). For virtual collaboration on assignments/projects, you can use [Google Drive](#). Another free option is [Notion](#), which you can access with your .net email address and your group can collaborate on projects together!

3. Develop an agenda

What is the purpose of your study group? Do you plan on practicing problem sets? Is it meant for individual quiet study and accountability checks? Pick a format for your study session. An agenda will keep your group focused and optimize the effectiveness of your study time. Discuss and set expectations and goals for your group team. This would ensure you stay productive. If you decide to include small group activities as a team, consider these questions: What is the objective of the activity? What prep work is needed for this activity? If your group is unsure of study activities to implement, you can find ideas on the Collaborative [Learning Activities for Remote Study Groups](#) page. During the first meeting, group members should take the time to get to know each other by sharing their names, course schedules, strengths and weakness.

4. Assign roles

Division of tasks makes everyone feel welcomed and a contributing member of the group. Identify the strengths of each member and assign facilitators, moderators, note takers and time-keepers to keep the study sessions organized and minimize technical difficulties. To ensure greater success, the group should always maintain a positive attitude, as some study sessions may not go according to plan, which can be a bit discouraging.

5. Create a regular meeting plan.

Amongst your study group, discuss what day and time works best for everyone and often you would like to meet. Ideally, you want to meet with your group at least once a week, so you can discuss questions/concerns or set a plan for the next week. Note takers should send group minutes at the end of the study session to ensure all everyone stays on track.



References

Academic Success Center. (n.d.). Remote Study Group Set-Up Questions. Oregon State University.
<https://success.oregonstate.edu/learning/remote-online-learning>

Academic Success Center. (n.d.). Collaborative Learning Activities for Remote Study Groups. Oregon State University.
https://success.oregonstate.edu/sites/success.oregonstate.edu/files/LearningCorner/Tools/remote_study_group_activities.pdf

Student Experience. (n.d.). How to Create an Online Study Group. Retrieved from New England College.
<https://www.newenglandcollegeonline.com/resources/educational/how-to-create-an-online-study-group/>

Agenda template retrieved from: <https://lessonresearch.net/prepare-step/adopt-an-agenda/>

This tip sheet was developed by student leaders within the Student Learning Centre.

Student Learning Centre

Call: 905.721.8668 ext. 6578

Email: studentlearning@ontariotechu.ca Downtown Oshawa Location: 61 Charles St.
Website: ontariotechu.ca/studentlearning North Oshawa Location: Student Life Building



Example of a meeting agenda template to be used during group study sessions:

Time	Agenda Item
1 minute	Choose Roles
Review Norms	Review Norms
variable	Review
variable	Today's Content
5-10 minutes	Meeting Summary

Today's Notes: _____

Action Items: _____ **What** _____ **Who** _____

