

**howest**  
hogeschool

**FAQ**

**Student guidance**  
**Digital learning**

**How do you do it?**

The measures related to the coronavirus have a major impact on the lives of students. The way of following lessons, studying, making group work...has completely changed. As you continue your studies mainly from behind your laptop, you may feel like you have more time and freedom.

However, how can you ensure that your commitment and motivation stay sharp and that you accumulate as little study backlog as possible?

On the next page you will find frequently asked questions. The questions are divided into four themes:

- Questions about online study
- Questions about day and week structure
- Questions about lessons
- Other questions

On the next page you will find an overview of the themes and related questions. By clicking on a theme or on a question, you will immediately end up in the right place in this document. At the end of each theme you can return to the overview. Some answers may change over time. That is why we always update this document with the most recent information. Do you have questions that you cannot find an answer to? Contact the [Talent Coaches!](#)

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## QUESTIONS ABOUT ONLINE STUDY

### Q1. Do I have to be online all the time?

Contact with your teachers to monitor the workload is now important. That is why we call upon everyone to be online as much as possible during the digital lesson times when the teachers are online. This way you can easily ask questions and you are immediately on board. This also makes it easier for the professors to see where students might get stuck.

### Q2. How do I process 'online' study material the best way?

Most classes can take place online. The material for self-study is provided by the various study programs. Don't postpone your school work! After the Easter holidays, it is not long before 'the block' and exam period are upon us. This way you will not be faced with unpleasant surprises. If you have questions about planning, be sure to take a look at the theme: [questions about day / week structure](#)

The process of study online or offline is not that different. The step-by-step plan below can help you with this.

- STEP 1: Process all your study material into 1 document
  - Mix your notes, course, manual, PowerPoint into 1 document, 1 source containing ALL information.
  - **TIP:** Start from your course or handbook and add items from your notes and PowerPoint. These sources of information already contain a lot of information.
  - **WHY?** while studying you have 1 document on which you can focus.
- STEP 2: ACTIVE reading
  - When processing a chapter, always ask a number of questions
    - Do I understand everything here?
    - Can I give a practical example here?
  - **WHY?** Understanding is crucial to include the subject matter. By asking questions while reading, you retain the subject matter longer.
- STEP 3: Create a personalized TABLE OF CONTENTS
  - Look at the table of contents of the chapter you are processing.
  - Read the chapter again and check whether the titles in the table of contents cover the load for you. Is that not the case? Then add some subtitles.
  - **TIP:** Is there no table of contents? Then put together one yourself.
  - **WHY?** A table of contents ensures that you get a grip on the structure of the course. You see connections between different chapters. Very often exam questions arise from this.
- STEP 4: Distinguish MAIN AND SUBSIDIARIES
  - Read the chapter again and indicate the main and secondary issues.
  - Where can you find important information?

- The introduction = tells you what the chapter will be about
  - The last paragraph of the chapter = often forms a conclusion of the chapter
- Then search the core sentence in the various paragraphs. Underline this.
- **WHY?** By structuring your text, it is easier to find out what is important to study while studying.
- STEP 5: MEMORIZE
  - Start by learning the table of contents of your chapter.
  - Then learn the elements you have underlined.
  - Make sure you can explain everything in your own words
  - You can memorize by loudly saying things, mindmapping etc.
  - Learn a part and repeat this before moving on to the next part. Build up like this. Note: Make sure that you also repeat the last parts of your chapter sufficiently.
  - **WHY:** By memorizing information you can reproduce information during the exam. By first learning the table of contents and then the content, you have a good idea of the large structure and the content.
- STEP 6: REPEAT
  - Repeating, repeating, repeating is the message.
  - **WHY?** By repeating, you ensure that the learning material ends up in your long-term memory. When you start with the 'block' you will notice that you have actually already remembered a lot. So it will also be easier to reproduce the material during your exam.

If you have any questions about this studymethod, please contact the talent coach by clicking on [this link](#)

Take also a look at the website of [teleblok](#). Here you can find practical and useful tips about processing study material, planning... You can also contact them.

Q3. I notice that distance learning is difficult because something can be optimized from an organisational point of view, what can I do?

You can signal this to the student representative of your class or you can send an e-mail to your program coordinator.

Q4. Can I share recording teaching/lessons with other students?

No. To share this video to others or to publish it on social media, permission is first required from the teacher, otherwise there is an infringement of the privacy of the teacher as this falls outside the household use as defined within the GDPR (also known as AVG - General Regulation on Personal Data Processing).

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## QUESTIONS ABOUT DAY AND WEEK STRUCTURE

### Q1. How do I structure my day/week?

Planning is all the more important now. In addition to following your schedule in which self-study and digital lessons alternate, it is also necessary to plan time in order to actively process the subject matter offered to you! So make a concrete schedule where you can plan everything, including your digital lessons, study time, working on assignments, deadlines, leisure time, hobbies, .... Use colours to get an overview. Here is an example of a weekly planning:

	Ma.	Di.	Woe.	Do.	Vrij.	Za.	Zon.
6-7u							
7-8u	7u: Opstaan + klaarmaken						
8-9u							
9-10u	LES zie lessenrooster Howest	9u30: Opstaan + klaarmaken					
10-11u						FITNESS	10u: Opstaan + klaarmaken
11-12u							
12-13u	ETEN/PAUZE	ETEN/PAUZE	ETEN/PAUZE	ETEN/PAUZE	ETEN/PAUZE	ETEN/PAUZE	ETEN/PAUZE
13-14u		LES		LES	BUSINESS		FRANS
14-15u	LES zie lessenrooster Howest	zie lessenrooster Howest	LES	zie lessenrooster Howest	Lezen H1 (les herhalen)		Overlopen grammatica
15-16u		OFFICE TOOLS	zie lessenrooster Howest		ENGELS		GROEPSWERK
16-17u		Taak maken		ENGELS	Woordjes H3 + overlopen	SHOPPEN MET	Opstart, taak bekijken

How do you start planning? Start from your schedule and a TO DO list: which subject matter do you have to process, which assignments do you have to make/finish, ... when am I going to do what and where do I put them in my weekly overview. Work step-by-step and keep in mind the goal you want to achieve. Tick off if you have succeeded in doing so!

Here some more tips:

- Go for efficiency: work intensively and concentrated! Then relax intensely!
- Plan realistically. When you are at your sharpest. Know yourself: if you are a morning person, plan the most difficult things in the morning. If you're more of an evening person, plan for the evening.
- Make enough time for yourself in your planning, talk to others, show solidarity and share material, take part in online discussions, test yourself with new exercises and check whether you have understood the subject matter. And above all: think positive!
- Don't plan everything full! Make sure there are enough 'buffer hours' left, so that you can slide if something didn't go as planned! A planning is nml. flexible: changes can and may be made.

If you have any questions about this theme, please contact the talent coach by clicking on [this link](#).

Take also a look at the website of [teleblok](#). Here you can find practical and useful tips about processing study material, planning... You can also contact them.

## Q2. How much do I study best in one day?

Actually, you better formulate this question as follows: "How long can I concentrate"? The answer to that question differs from person to person, but there are guidelines:

Watch this **1 min video**: '[How to get school work done?](#)' and you immediately know how to do this. Also ideal for people who sometimes dare to postpone their school work.

While studying, take into account the duration of your concentration: work in blocks of e.g. 50 minutes and then take a 10-minute break. Do you notice that 50 minutes is still too long? Then work in blocks of 25 minutes and take a 5-minute break. After 4 times 25 minutes you can take a 25 minute break. This will sharpen your focus and is based on the Pomodoro method. You will also find all kinds of apps you can use: Brain Focus, Focus to do: Pomodoro timer, Forest, Cold Turkey, ...Or next website: <http://tomatoist.com>

If you have any questions about this theme, please contact the talent coach by clicking on [this link](#).

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## QUESTIONS ABOUT LESSONS

### Q1. What can I do in advance to follow the lessons as smoothly as possible?

Taking digital lessons requires a lot of concentration and is often more tiring than physically following the lesson in a classroom. Therefore, choose a place where you can fully concentrate and are not distracted.

Before you start a digital lesson, just put the necessary material on your desk. No mobile phone, no disorder, ... Make a technical check: is your laptop sufficiently charged, do you have a good sitting headphone, is your internet connection good? Turn off your computer when you no longer need it.

Sit up straight. Sagging goes at the expense of your concentration. In an upright position, your energy goes to your brain and your body does not go into relaxation mode.

Also check with the lecturer involved how you can ask questions in case things are unclear. Dare to do so!

### Q2. I missed a lesson. Now what?

Don't panic if you didn't immediately understand something or if a lesson passed you by because you got stuck with a part you didn't immediately understand. After the lessons during the day there will be enough time left to call a friend in the evening, skyping facebooking, texting and so on. Just because you're alone at home doesn't mean you have to understand everything on your own. Help from a fellow student can now, more than ever, offer a solution.

Often lessons are also recorded by the teachers so that you can view them afterwards. However, we recommend that you follow the lessons as much as possible at the times when you normally have lessons. This way your day and week structure will remain roughly the same as before.

### Q3. There's something I don't understand. Now what?

Here is the rule also: don't panic. Teachers do everything they can to answer as many questions as possible. For example, many courses open discussions on leho where you can ask your questions. You can also contact the teacher of that course directly by email or through teams. You can also ask your classmates to find an answer to your questions. Dare to take action so that you certainly understand everything, otherwise studying will become a lot more difficult.

### Q4. I have questions about the content of a lesson

If you have course related questions, please contact your lecturer (or a fellow student as a first step).

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## OTHER QUESTIONS

### Q1. I need a chat because for some reason I don't feel well mentally, who can I contact?

You can always contact an employee of Stuvo. You can find their contact details through [this link](#). They offer a listening ear in all discretion. The conversations can continue by telephone, chat or video call. Please indicate which communication method is most comfortable for you. You can also take a look at the FAQ-list of student counseling. It contains all kinds of questions and answers about how to deal with this situation mentally. We recommend it! The questionnaire can be found on the course site of Leho, [Stuvo Brugge](#) or [Stuvo Kortrijk](#)

### Q2. I have questions about my studies ( planning, procrastination, reorientation, facilities)

If you have any questions about this themes, please contact the talent coach by clicking on [this link](#).

Take also a look at the website of [teleblok](#). Here you can find practical and useful tips about processing study material, planning... You can also contact them.

### Q3. I have questions about my finances, housing, mental health and sports,culture and leisure. Where can I go?

Ook de medewerkers van Stuvo stelden een FAQ-lijst samen waar ze een antwoord bieden op de meest gestelde vragen omtrent boven vernoemde thema's. De vragenlijst kan je terugvinden op de cursussite van Leho, [Stuvo Brugge](#) of [Stuvo Kortrijk](#). Je kan hen natuurlijk ook contacteren. Hun contactgegevens kan je vinden via [deze link](#). De gesprekken kunnen telefonisch, via chat of videogesprek doorgaan. Geef gerust aan welk communicatiemiddel voor jou het meest comfortabel is.

Stuvo employees also compiled an FAQ list where they answer the most frequently asked questions regarding the above-mentioned themes. The questionnaire can be found on the course site of Leho, [Stuvo Brugge](#) or [Stuvo Kortrijk](#). Of course you can also contact them. Their contact details can be found through [this link](#). The conversations can continue by telephone, chat or video call. Please indicate which communication method is most comfortable for you.

### Q4. I have questions about the corona virus. Where can I get information?

It is important to take a good look at where the information comes from. Everywhere on the internet there are many different stories / tips / info spread that do not contain the correct information. So take a critical look at the sources. Some useful sites are:

- <https://www.info-coronavirus.be/nl/>
- <https://www.zorg-en-gezondheid.be/uitbraak-coronavirus-covid-19>

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