# GET SET FOR STUDYING

*Having firm study strategies in place from first year will aid progression and make assignment writing and exam revision easier throughout your University life.*

## Here are some handy tips, apps and assistive software that may help:

### Library

Check out the [Getting started Page](#) from the library, here you will find information about library resources, IT services and support for your studies.

### Microsoft Office

As a student you will have access to Microsoft Office/Office 365 and be able to [download](#) this to your PC for the duration of your course. This will also give you access to 1Tb of data storage though HWU OneDrive.

### Apps

There are many Apps available to support learners in different areas. Check out our [Assistive Technology](#) page for details of apps that we recommend.

### Reading

Reading is a key skill, and you will find that you need to do a lot of reading at university. Reading texts and journal articles in your own subject will help you become familiar with the principles of your subject. Your course reading list is a good starting point.

Check out our [Assistive Technology](#) page for information on text to speech software.  If you have a Windows computer, you can download a free text to speech program called Balabolka [here](#).  To compliment the software, you

can also download advanced synthetic Scottish voices for free [here](#), (you will need your university e-mail address).

## **Note-taking**

Many lecturers now make their PowerPoint slides available online for students, but they will present much more information during the lecture than is shown on the slides. They may also give very useful tips for assignments or exams; therefore, it is important to attend allyour lectures and tutorials.

There is a list of [Assistive Technology](#) on our website that can help with notetaking, such as AudioNotetaker and Inspiration, a mind-mapping program for summarising your notes.

[MindGenius](#) is an alternative to Inspiration and once you become a student you can download this to your own PC.

## **Referencing**

Is an essential skill that all students need to develop, almost all pieces of academic coursework require referencing.

[EndNote](#) allows you to collate, annotate and organise your references, create reference lists and add citations in your text. This is available on all University networked PCs.

[Citethisforme](#) is a free online tool to help with Harvard referencing style.

## **Getting organised and managing your time**

You need to have the ability to keep track of time:
- Know when and where you should be for scheduled classes, events and exams
- Know when work has to be handed in
- Keep to deadlines

### **Outlook Calendar**

Add your timetable to this, schedule in revision, assignments hand-in dates, exam times, dates and locations.

Use the **Student Portal** and **Vision** to keep up to date with university and course information.

There are online guides and tutorials on VISION, Office, Outlook and Endnote – amongst others [here](#)

## Exam Revision

To help you get the most out of the time you'll spend on revision, you need to develop 'active learning' techniques for example ask yourself questions about the subject, explain information in different ways, e.g. by using mind maps or diagrams or use cue cards.

Check out our [Assistive Technology](#) page for some apps that we recommendto help with revision.

## Presentations

Most students will give oral presentations as part of their course at university. For presentations you need to research a topic, plan the content, structure and delivery and prepare PowerPoint or visual support

Check out our [Assistive Technology](#) page for information on Audio Notetaker which can help you record and rehearse your presentation. The PowerPoint App is available on most devices including iOS and Android.

## Help and Advice

Peer mentoring – receive help and advice from a current student on your course – if interested contact [Emma Smail](#) to arrange.

[Power Hours](#) can help develop your academic skills

[Help with Academic Writing](#) – meet a tutor on a one-to-one basis.

[Subject Librarian](#) - Each School has its own dedicated Academic Support and Liaison Librarian who can help with all aspects of information gathering

InformS – Sign up to this blog to keep up to date with all Information Services news.

If you require more information on any of the above, you can contact the Disability Service.