LLR TIMELINE

FOR PROGRAMME MANAGERS - MONTHLY

LLYFRAUaRHAGOR
BOOKS&BEYOND
Llyfrgell ac Adnoddau Dysgu | Library & Learning Resources

1

SEPTEMBER

- **All new students** complete Unit 1 of Finding and Using Information: **Identifying Information** (also provided as part of Welcome)
- **All new students** complete new student **Digital Skills Questionnaire**
- **All new students** complete online unit **Academic Integrity & Avoiding Plagiarism**

2

OCTOBER

- **All new students attend** synchronous Finding and Using Information session (this must be after the first assignment has been set) - **BOOK HERE**
- **All new students** attend a synchronous Digital Skills Induction session - **BOOK HERE**
- **All new students** to complete online unit **Referencing: The Basics**

3

NOVEMBER

- **All new students** attend synchronous referencing session - **BOOK HERE**
- **All new staff** to ensure they've attended a library **Welcome Event**

4

DECEMBER

- **Level 6 and 7 students** attend a synchronous Literature Searching/Dissertation session (if not attended in level 5) - **BOOK HERE**

5

JANUARY

- **All level 5 students** attend a synchronous Advanced Searching session - **BOOK HERE**
- **All level 5 students** complete Unit 4 of Finding and Using information online: **Evaluating Information**
- **All level 6 students** complete current student **Digital Skills Questionnaire**

6

FEBRUARY

- **All level 6 and 7 students** attend a synchronous Digital Skills Employability Session - **BOOK HERE**

7

MARCH

- **All Level 4 students** to complete online Units: **Introduction to AI** & **How can I use AI?**

8

APRIL

- **All staff** update their **Online Resource Lists** and **place any additional orders**

9

MAY

- **Level 5 students** attend a synchronous Literature Searching/Dissertation session (can also be done in December of level 6) - **BOOK HERE**

10

JUNE

- **All programme managers** book in tours for new students in September (where physical libraries are located on campus) - **BOOK HERE**

11

JULY

- **All new staff** to ensure they've attended a library **Welcome Event**
- **All existing staff** book an appointment with their Academic Liaison Librarian - **BOOK HERE**

12

AUGUST

- **All staff** review this checklist and start making preparations for the next academic year