

LLR TIMELINE FOR PROGRAMME MANAGERS - TERMLY

**APRIL: ALL STAFF UPDATE THEIR ONLINE RESOURCE LISTS AND
PLACE ANY ADDITIONAL ORDERS**

TERM 01

- 1. **All new students** complete online Unit 1 of Finding and Using Information: [Identifying Information](#) (also provided as part of Welcome)
- 2. **All new students** complete new student [Digital Skills Questionnaire](#)
- 3. **All new students** complete online unit [Academic Integrity & Avoiding Plagiarism](#)
- 4. **All new students** attend synchronous [Finding and Using Information](#) session (this must be after the first assignment has been set) - [BOOK HERE](#)
- 5. **All new students** attend a synchronous [Digital Skills Induction](#) session - [BOOK HERE](#)
- 6. **All new students** to complete online unit [Referencing: The Basics](#)
- 7. **All new students** attend synchronous referencing session - [BOOK HERE](#)
- 8. **Level 6 and 7 students** attend a synchronous [Literature Searching/Dissertation](#) session (if not attended in level 5) - [BOOK HERE](#)

TERM 02

- 1. **All level 5 students** attend a synchronous Advanced Searching session - [BOOK HERE](#)
- 2. **All level 5 students** complete Unit 4 of Finding and Using information online: [Evaluating Information](#)
- 3. **All level 6 students** complete current student [Digital Skills Questionnaire](#)
- 4. **All level 6 and 7 students** attend a synchronous Digital Skills Employability Session - [BOOK HERE](#)
- 5. **All continuing Level 4 students** to complete online Units: [Introduction to AI](#) & [How can I use AI?](#) (Staff)

TERM 03

- 1. **Level 5 students** attend a synchronous Literature Searching/Dissertation session. (can also be done in December of level 6) - [BOOK HERE](#)
- 2. **All Programme Managers** to [book in tours](#) for new students joining in Term 1 (where physical libraries are located on campus)
- 3. **All new staff** to ensure they've attended a library [Welcome Event](#)
- 4. **All existing staff** book an appointment with their Academic Liaison Librarian - [BOOK HERE](#)
- 5. **All staff** review this checklist and start making preparations for the next academic year