DIGITAL LEARNING & LIBRARY SERVICES

TIMELINE FOR PROGRAMME MANAGERS - MONTHLY

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**
- **All new students** attend Introduction to Library Services in person or online **BOOK HERE**

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** to book in Introduction to Library Services for new students joining in Term 1 (in person where physical libraries are located on campus or online for IICL and distance learners) **BOOK HERE**

11 JULY

- **All new staff** to ensure they've attended a library **Welcome Event**
- **All existing staff** book an appointment with their Information Skills Librarian - **skills@uwtsd.ac.uk**

12 AUGUST

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

skills@uwtsd.ac.uk

www.digitalservices.uwtsd.ac.uk/library