DIGITAL LEARNING & LIBRARY SERVICES

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**
9. **All new students** attend Introduction to Library Services in person or online **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 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**
3. **All new staff** to ensure they've attended a library **Welcome Event**
4. **All existing staff** book an appointment with their Information Skills Librarian - **skills@uwtsd.ac.uk**
5. **All staff** review this checklist and start making preparations for the next academic year

skills@uwtsd.ac.uk

www.digitalservices.uwtsd.ac.uk/library