

LLR TIMELINE

FOR PROGRAMME MANAGERS

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](#)

DECEMBER

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

FEBRUARY

- All level 6 and 7 students attend a synchronous Digital Skills Employability Session - [BOOK HERE](#)

APRIL

- All staff update their [Online Resource Lists](#) and [place any additional orders](#)

JUNE

- All programme managers book in tours for new students in September - [BOOK HERE](#)

AUGUST

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

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](#)

NOVEMBER

- All new students attend synchronous referencing session - [BOOK HERE](#)
- All new staff book and attend a library tour for themselves - [BOOK HERE](#)

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](#)

MARCH

- All Level 4 students to complete online Units: [Introduction to AI](#) & [How can I use AI?](#)

MAY

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

JULY

- All new staff book and attend a library tour - [BOOK HERE](#)
- All existing staff book an appointment with their Academic Liaison Librarian - [BOOK HERE](#)

