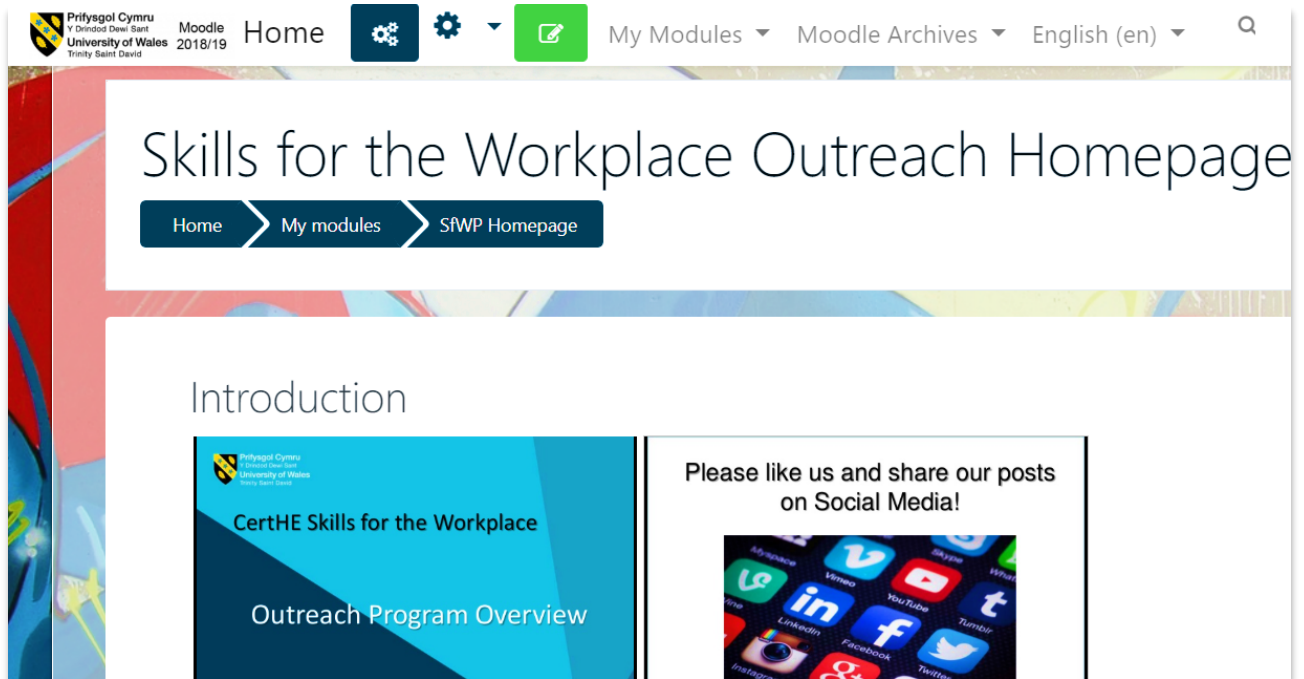


The SfWP Outreach Homepage on Moodle



The screenshot shows the Moodle interface for the Skills for the Workplace Outreach Homepage. The top navigation bar includes the University of Wales logo, the Moodle 2018/19 version, and links to Home, My Modules, Moodle Archives, and English (en). The main heading is "Skills for the Workplace Outreach Homepage". Below this is a breadcrumb trail: Home > My modules > SfWP Homepage. The content area is titled "Introduction" and features a blue banner for "CertHE Skills for the Workplace Outreach Program Overview". To the right, there is a section titled "Please like us and share our posts on Social Media!" with a grid of social media icons including WhatsApp, Viber, Skype, WeChat, LinkedIn, YouTube, Facebook, and Twitter.

Table of Contents

Introduction	3
How to find the SfWP Homepage	3
Login	4
Start Page	5
Your Modules.....	5
SfWP Outreach Homepage Layout.....	6
SfWP Outreach Homepage Sections	6
Content Examples	7
Professional Writing and Study Skills	8
Harvard Referencing	9
Researching.....	9
Assignment Submission via Turnitin.....	10
Folders.....	10

Introduction

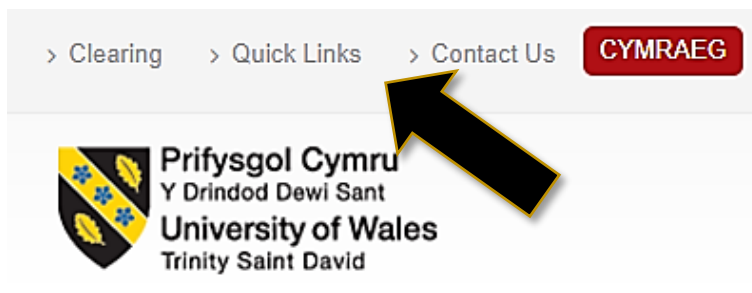
All SfWP Outreach Program staff and students are automatically enrolled on the Skills for the Workplace Homepage when they enrol on Moodle for the first time.

The Homepage contains information and resources about the program in general, plus advice and guidance on a range of topics.

If any students can't see this page in their list of courses when they login, they should contact their tutor in the first instance who will then arrange with the relevant university staff for this omission to be rectified for them.

How to find the SfWP Homepage

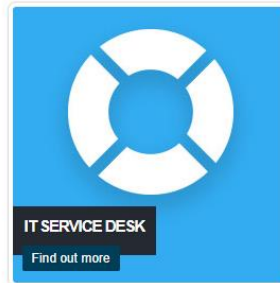
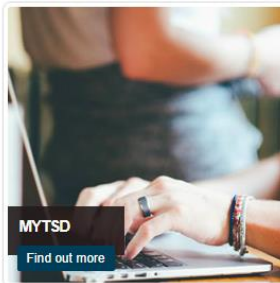
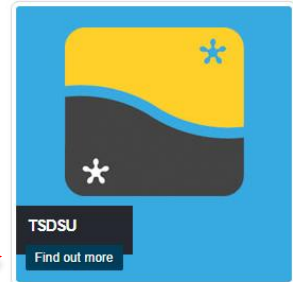
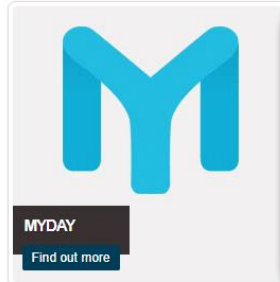
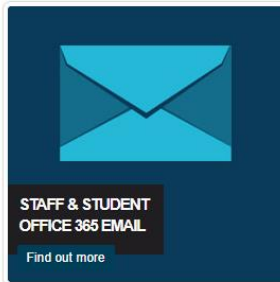
Go to the UWTSd homepage <http://www.uwtsd.ac.uk/> and click on Quick Links in grey at the top of the page.



Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

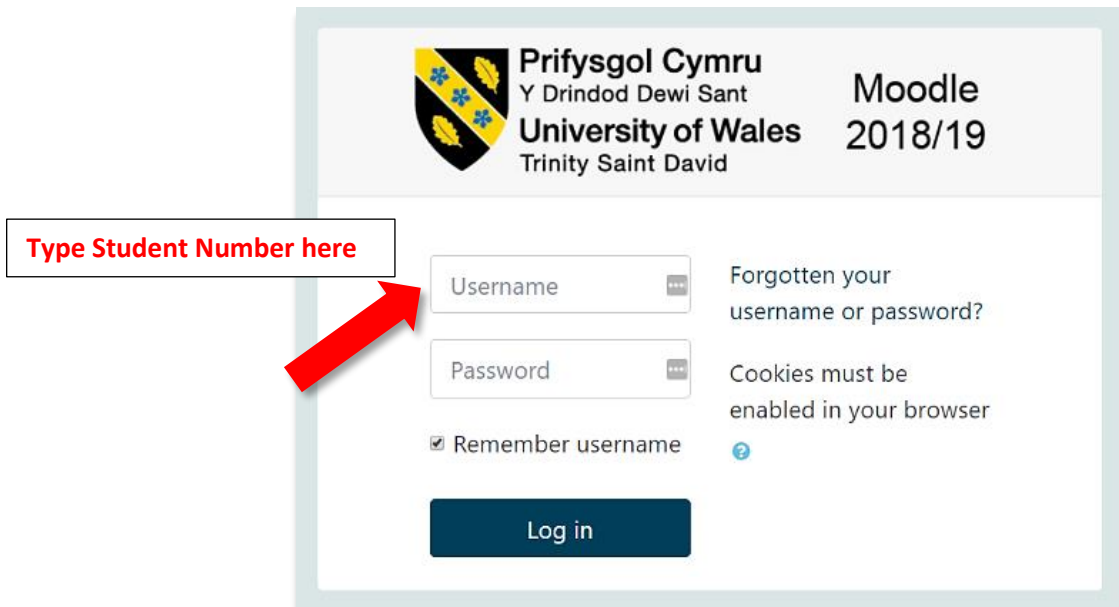
Click on the **red tile** that says **MOODLE**

Access to email, support services, information and resources for UWTSD students and staff made easy.



Login

You will then come to the login page. Regardless of where you attend classes (even if it is in Swansea) use the info for **All other students** and use your Student Number **which IS your username** and the password you set when you first logged in to MyTSD to login.



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Moodle
2018/19

Type Student Number here

Username

Password

☒ Remember username

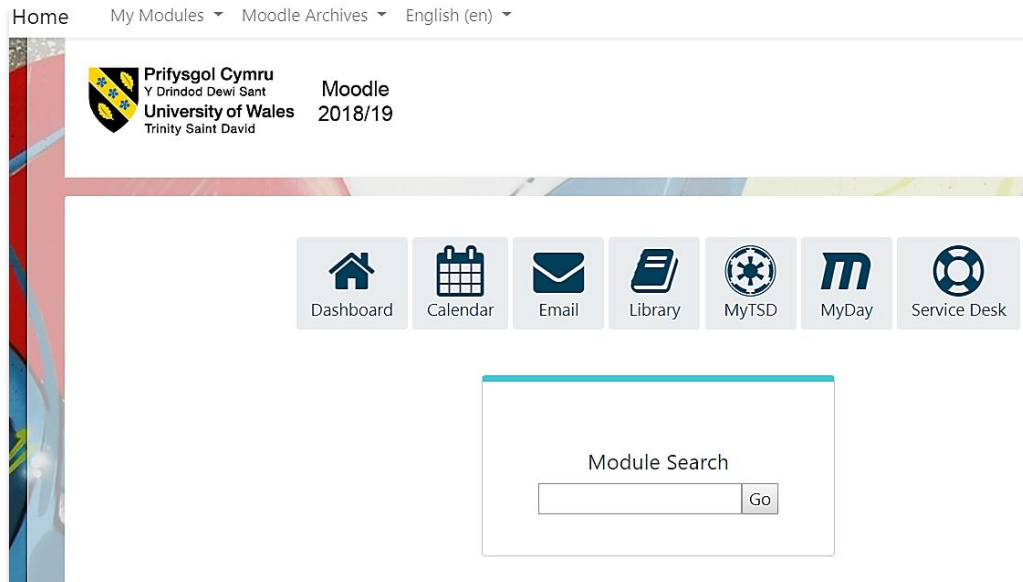
Log in

[Forgotten your username or password?](#)

[Cookies must be enabled in your browser](#)

When you login you will arrive at this start page.

Start Page

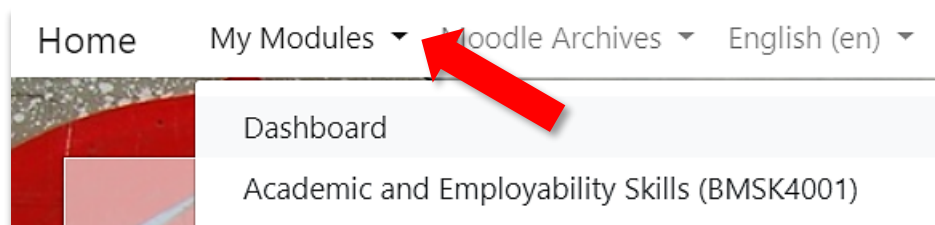


Your Modules

Scroll down to see your modules.



You can also access your modules from the navigation bar at the top of the page.



SfWP Outreach Homepage Layout

Important and immediate information is placed at the top of the page

The sections below contain a wide range of information guides and videos designed to help you consistently produce high-quality academic work at all Levels. Please consult your individual tutor if you need any help with these resources.

 SfWP Outreach Induction Guide

 Important! University Regulations Student Guide (link)

This guide explains in some detail:

- **Your responsibilities as a student**
- **The university's responsibilities to you**

Please read this as soon as you join us
(and anytime you have a query about regulations during your period of study).

 University Regulations Student Guide (pdf)

 General Student Guides on MyDay

Contains Student Guides to:

- University Wifi (Eduroam)
- Library
- Moodle
- The university in general etc.

 Complete Office365 Guide 2018

SfWP Outreach Homepage Sections

The page is then divided into sections as shown below and you can **open and close them** as needed to view the contents.



Instructions: Clicking on the section name will show / hide the section.



► Open all ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

- 1 ► Course Books from SAGE @ 25% Discount
- 2 ► Program Information
- 3 ► University Information
- 4 ► Professional Writing and Study Skills
- 5 ► Harvard Referencing
- 6 ► Researching
- 7 ► Assignment Submission via Turnitin
- 8 ► SfWP on Social Media
- 9 ► Level 5 and Level 6

Content Examples

Professional Writing and Study Skills

▼ Professional Writing and Study Skills



Basic Library Skills Introduction



Professional Writing Skills: Note Taking and Academic Writing



SfWP Generic Assignment Template



Basic Word and Excel Guides



Communication Skills



General Assignment Guidance



General Study Resources



Learning Logs



Library Guides - UWTSd



Reflection



Personal Development Planning



Presentation Skills



Professional Writing Skills



SMART Objectives



Time Management



Harvard Referencing

Harvard Referencing

SfWP Quick Referencing Overview 2018

A video guide to Harvard Referencing

UWTSD Official Harvard Referencing Handbook 2018 (pdf file)

Researching

Researching



Video Guide to the UWTSD Library 2017



SfWP Quick Guide to Online Research

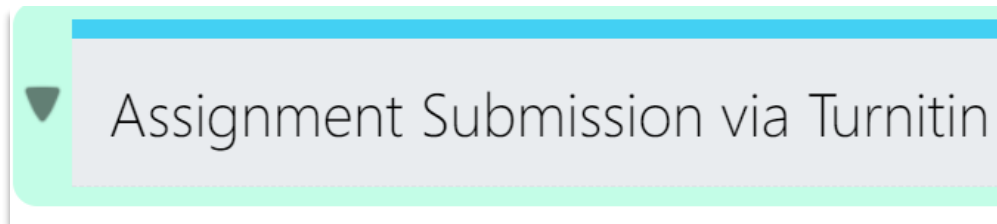


Digital Research Skills

How to find '*trustworthy and creditable sources*' for your online research by using:

- Google Advanced Search
- Google Scholar
- UWTSD Online Library

Assignment Submission via Turnitin



Student Guide to using for Assignment submission



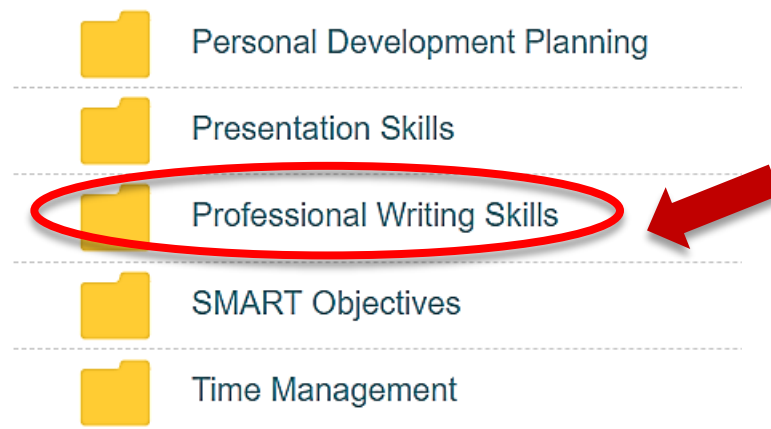
Turnitin Originality Check Demo Video



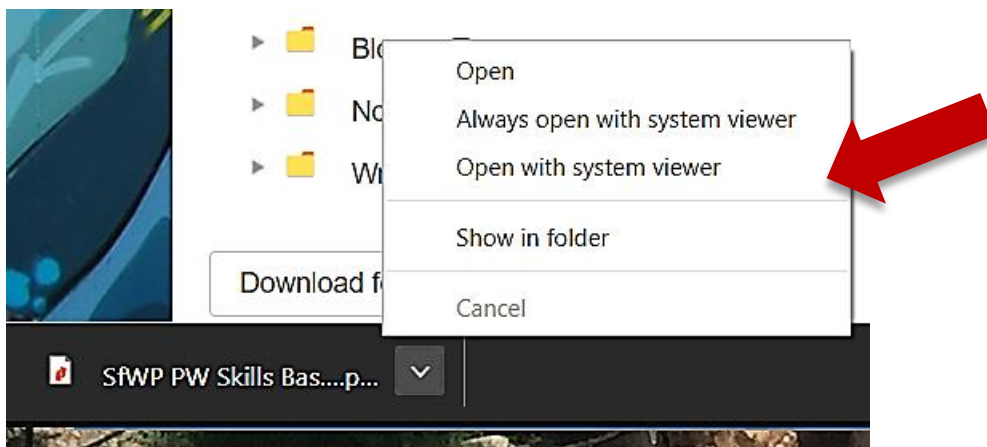
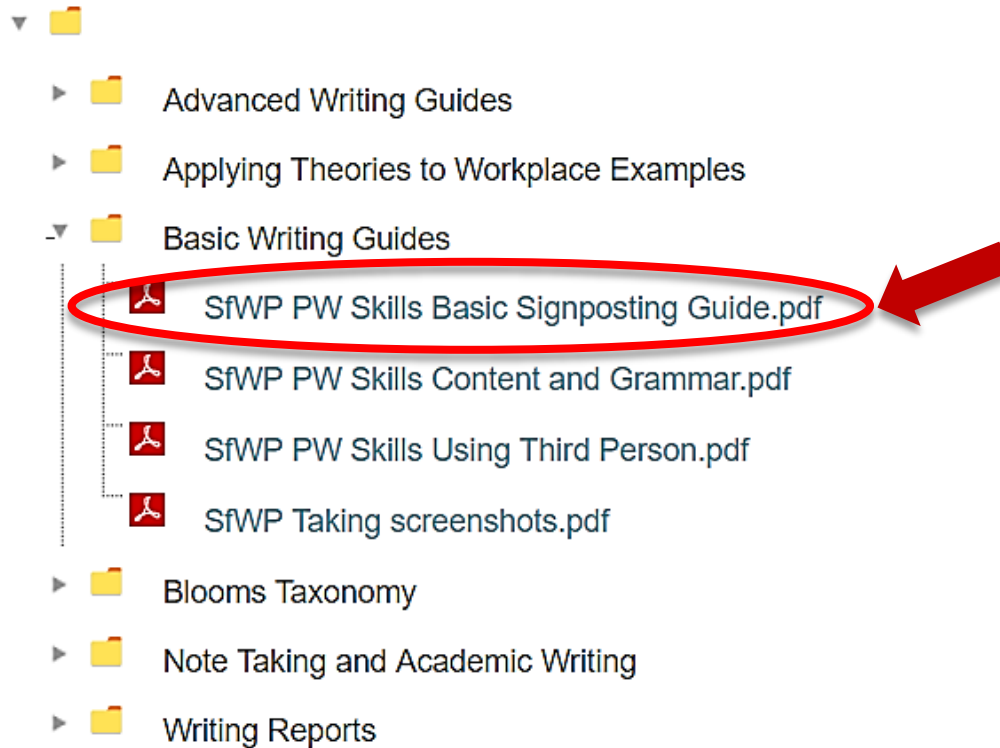
Turnitin Training Guides and Resources

Folders

As there are rather a lot of resources contained on this Homepage, they have been organised and divided into folders to help you to easily locate the files you are looking for. Clicking on a folder will take you into that folder – and often to a number of clearly labelled sub-folders. Clicking on the small arrow to the left of a sub-folder will open it. Just click on the file you need to open/download it and save it to your device, if you wish.



Professional Writing Skills



You will need a suitable file viewer to open pdf files on your device. If one is not already installed, you can download a free one by using a Google search or visiting your App store on your device.