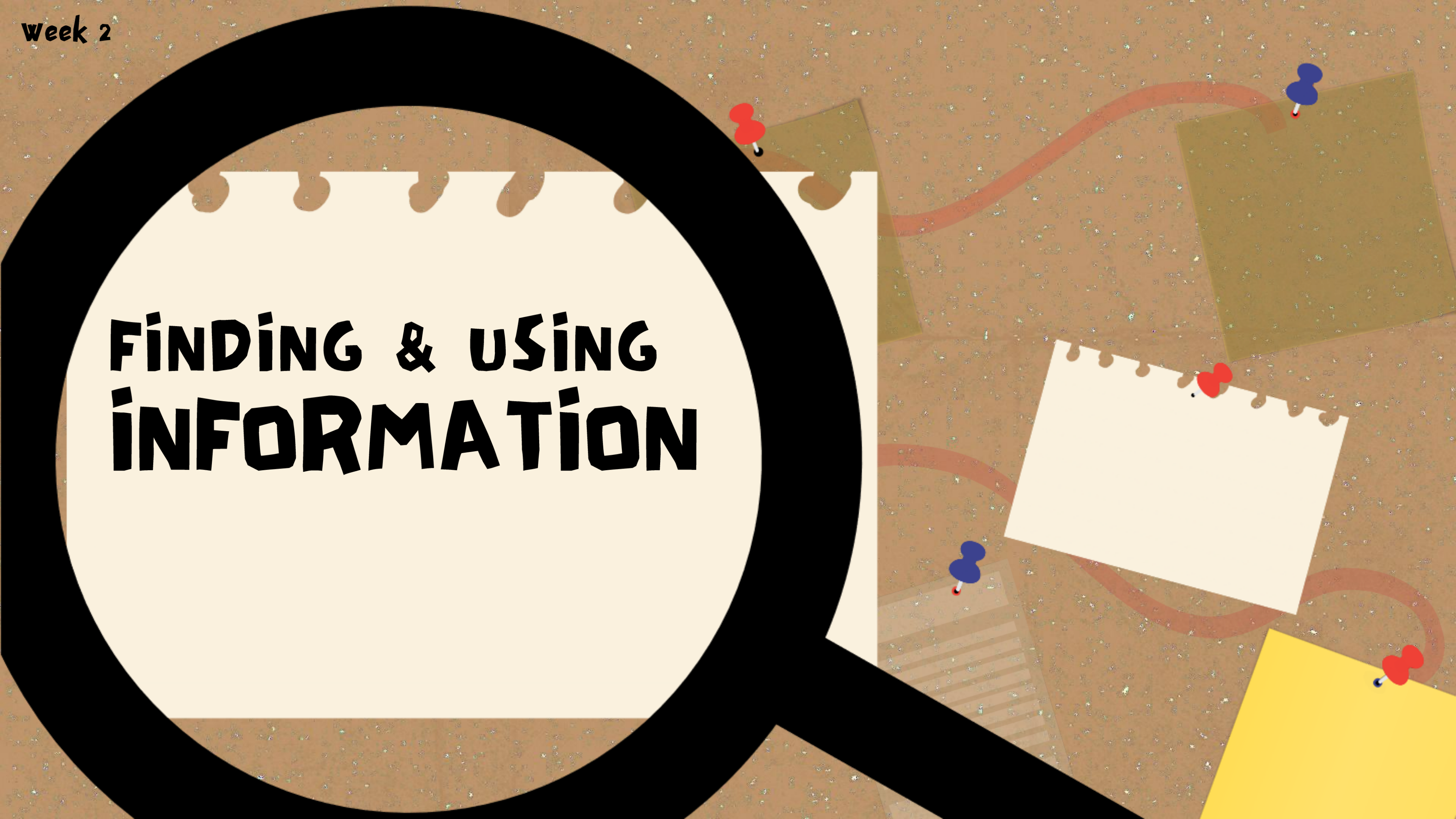




Week 2

FINDING & USING INFORMATION

Recap (Week 1)

- **Kolb's Learning Cycle** – Learning through experience, reflection and improvement. Week 1 - Building Your ToolKit
- **Time Management** – Managing workload and avoiding procrastination.
- **Pomodoro Technique** – Using focused study periods and short breaks. Week 1 - Building Your ToolKit
- **Eisenhower Matrix** – Prioritising tasks by urgency and importance. Week 1 - Building Your ToolKit
- **Learning Styles** – Exploring different preferences for learning.
- **Moodle & Study Support** – Finding module resources and knowing where to get help.

Learning Objectives

Upon the completion of this lecture, students should be able to:

- To identify the resources available through the UWTSD library, including online resource lists, library catalogues, and study guides.
- Explain the purpose and importance of evaluating information using tools such as the CRAAP test.
- Demonstrate how to locate and access academic resources, such as e-books and peer-reviewed journals, using the library's online catalogue.
- Organise and save search queries and resources effectively using tools available within their library account for future academic assignments.

PROFESSIONAL STANDARDS

- Arrive on time for class. If you're running late or unable to attend, please inform me in advance.
- Be respectful when others are speaking. Allow your peers to share their views and be open to different opinions.
- Please keep phones on silent and use devices for learning purposes only during class time, unless otherwise agreed.
- Bring any required materials and complete any pre-class work or readings so you're ready to participate.
- Work cooperatively with others, listen actively, and share responsibilities when working in groups.

PROFESSIONAL STANDARDS

- Smoking or vaping is not allowed in class. If you need to vape, please step outside.
- You're welcome to eat and drink in class, but please make sure to dispose of any rubbish properly—help keep the space clean for everyone.
- Contribute to class discussions and activities. Your input is valuable and enriches the learning experience for all.
- Be open and honest, especially if you're facing challenges. It's important we create a trusting, supportive environment together.

Assignment One

Learning In The Digital Era (BMSW4013)

A s s i g n m e n t 1 : E v i d e n c e o f L e a r n i n g (E - P o r t f o l i o)

Task 1

- Business Research (500 words)

Task 2

- Business Consultant (1,000 words)

Task 3

Boardroom
Consultancy: 5
minute
presentation

Today's lecture will focus on helping you with Task 1:
Evaluating Academic Sources Using the CRAAP Test

Reading Lists...

Module Code	BMSW4016	
Module Title	Academic Skills for the Digital Era	
Classification	Reading List entry	Electronic*
Essential	Cottrell. (2019). The study skills handbook. 5 th edn. Macmillan Education UK.	☒
Essential	Cottrell, S. (2023) <i>Critical thinking skills : effective analysis, argument and reflection</i> . 4 th edition. Bloomsbury Academic.	☒
Essential	Cite them right : the essential referencing guide. London :, Bloomsbury Academic. https://ezproxy.uwtsd.ac.uk/login?url=https://www.citethemrightonline.com .	☒
Further	Cottrell. (2021). Skills for success: the personal development planning handbook. 4 th edn. Palgrave Macmillan.	☒
Further	Godfrey, J. (2018). How to use your reading in your essays. 3 rd edn. Bloomsbury Academic.	☒
Further	Bedford & Wilson (2020). Study skills for foundation degrees. 3 rd edn. Routledge.	☒
Further	Van Emden & Becker (2022). Presentation skills for students 3 rd edn. Bloomsbury Academic.	☒
Further	Burroughs, C. (2019). <i>The return to study handbook : study skills for mature, distance, and workplace learners</i> . Kogan Page Limited.	☒
Further	McMillan, K. (2021). <i>The study skills book : your essential guide to university success</i> 4 th edn. Pearson.	☒



**Library and
Learning Resources**

Reading Lists

Why are they important?

- **Help You Learn:** They show you the most important resources to review.
- **Teach Basic Ideas:** They give you the main ideas in your subject.
- **Make You Think:** They help you understand different points of view.
- **Give You Lots of Information:** They include many different resources, so you learn more.
- **Get You Ready for Class:** They help you write (and talk) about the subject.
- **Encourage You to Study on Your Own:** They help you learn by yourself
- **Support What You Learn in Class:** They match what you're learning in lectures.

(Thorpe, Honey and Wilson, 2024)

Online Library

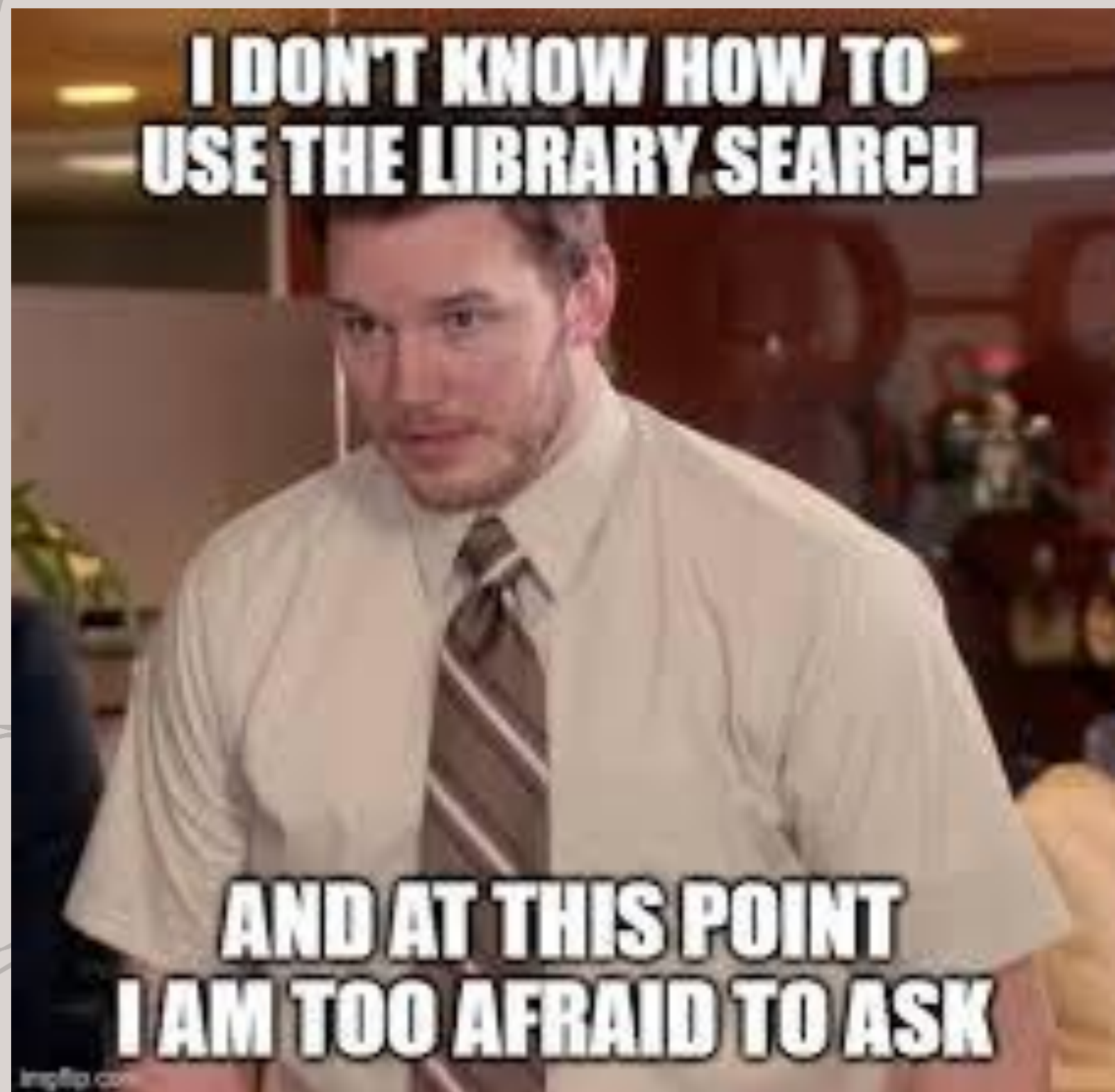


**Library and
Learning Resources**

Online Library

Why is this important?

- **Easy Access:** You can find books, research papers, and articles online anytime, from anywhere.
- **No Time Limits:** You don't have to worry about library hours; it's open 24/7.
- **Convenient:** You can study from home or anywhere, without needing to go to a physical library.
- **Easy Search:** It's simple to find what you need, and there are tools to help you cite sources.
- **Saves Money:** You get free access to expensive books and articles that would normally cost a lot.
- **Global Resources:** You can access research from universities all over the world.



After the library session, what still feels confusing or difficult?

Keyword Research

Before you search, you need the **right words**.

Good searching starts with **thinking first**.

Ask yourself:

1. What are the main ideas in my topic?
2. How can I turn those ideas into searchable keywords?
3. What alternative words could I use?

Keyword Research

Example: “Artificial Intelligence (AI) in Business”

1. Key Concepts

- Artificial Intelligence (AI)
- Business

2. Alternative Words

- AI → Machine Intelligence
- Business → Organisation / Enterprise

3. Words to Avoid (Too broad)

- Technology
- Computers
- Work
- Digital
- Innovation

Keyword Research

Before you start searching, think about the key ideas in your questions. These ideas become your keywords.

Let's try with the business topics for assignment 1

- *Artificial Intelligence (AI) in Business*
- *Remote and Hybrid Working*
- *Technology and the Future of Work*
- *Business Sustainability*

1. What are the key concepts/words?
2. Turn your concepts into searchable words.
3. What alternative words could you use?

Online Library

I will guide you through the Online Library and demonstrate how to find sources that may be useful for Assignment 1.

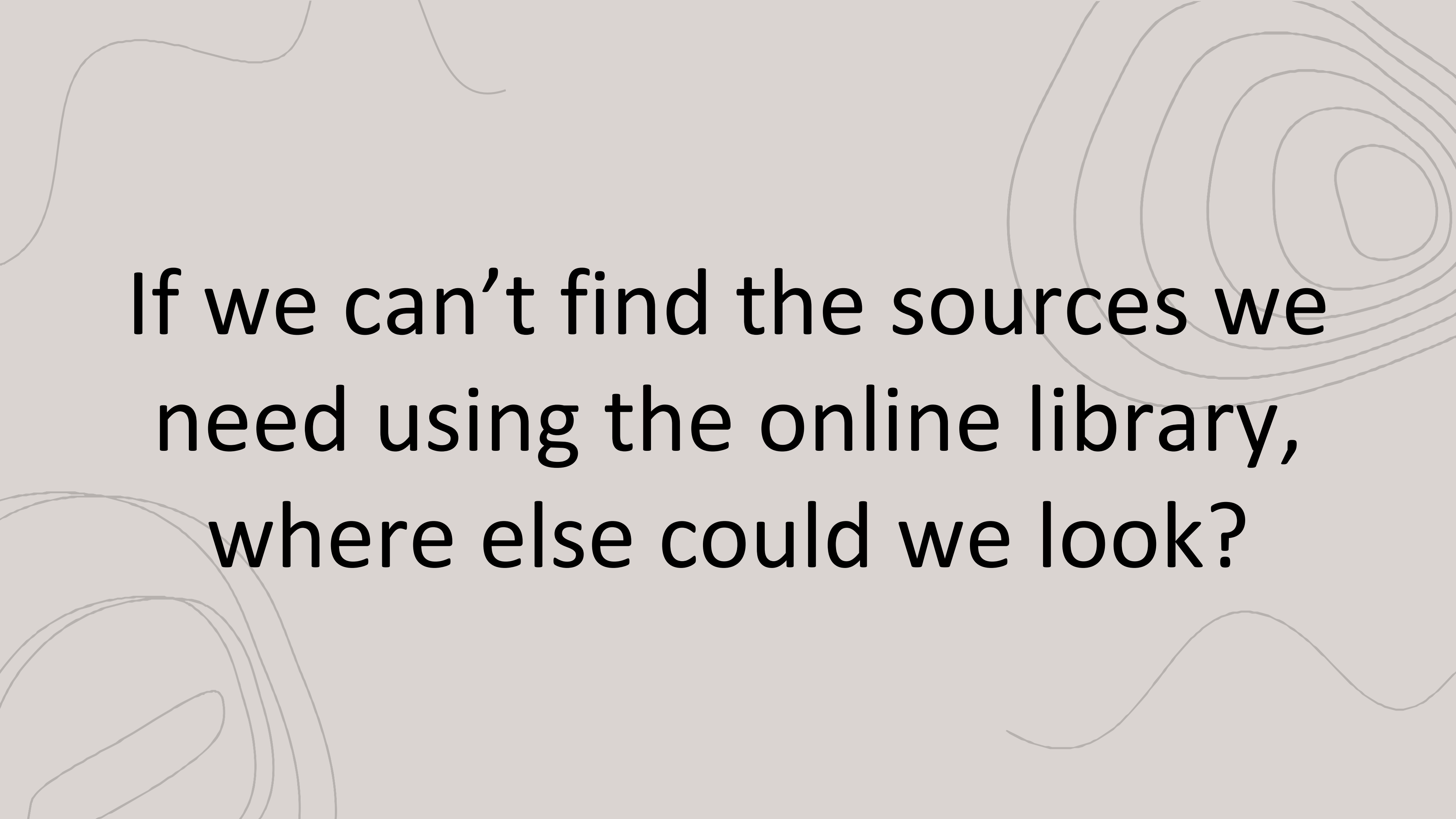
Additionally, I will save these sources to my Online Library account.

Why is this useful?

Your turn...

TASK:

- Using the online library, find **2 sources** that you may want to use for Assessment 1.
- Save these to your online library account for easy access later.



If we can't find the sources we
need using the online library,
where else could we look?

Now that you've found some sources for your assignment, how can we determine which ones are the most reliable and relevant for your research?

It can be a 'CRAAP'(Y) situation

CRAAP Test

- **Currency:** Is it recent? Check when it was last updated. New info is better for some topics.
- **Relevance:** Does it fit your topic? Is it useful for what you're trying to find out?
- **Authority:** Who wrote it? Are they an expert or do they have experience in this area?
- **Accuracy:** Is it correct and based on facts? Watch out for mistakes or things that sound wrong.
- **Purpose:** Why was it written? To inform, entertain, sell, or persuade? Be careful if it seems biased (one-sided).



CRAAP Test

Practise

CRAAP Test 'test'

Follow up questions

1. What did you find most challenging about applying the CRAAP test?
2. Were there any surprises in your evaluation of the source?
3. How would you use the CRAAP test in future research?

Vevox Quiz

Join at:
vevox.app

ID:
134-587-862



Lesson Recap

Today we covered:

- We looked at the tools available through the UWTSD library, including online resource lists, catalogues, and study guides.
- We explained the importance of evaluating information using tools like the CRAAP test.
- You learned how to find e-books and peer-reviewed journals using the library's online catalogue.
- You saw how to save search queries and resources in your library account for future assignments.

Next Week

- Continue to explore the online library by searching for sources related to Assessment 1. Be sure to save your records and searches for future reference.

If struggling to find sources, try Google!

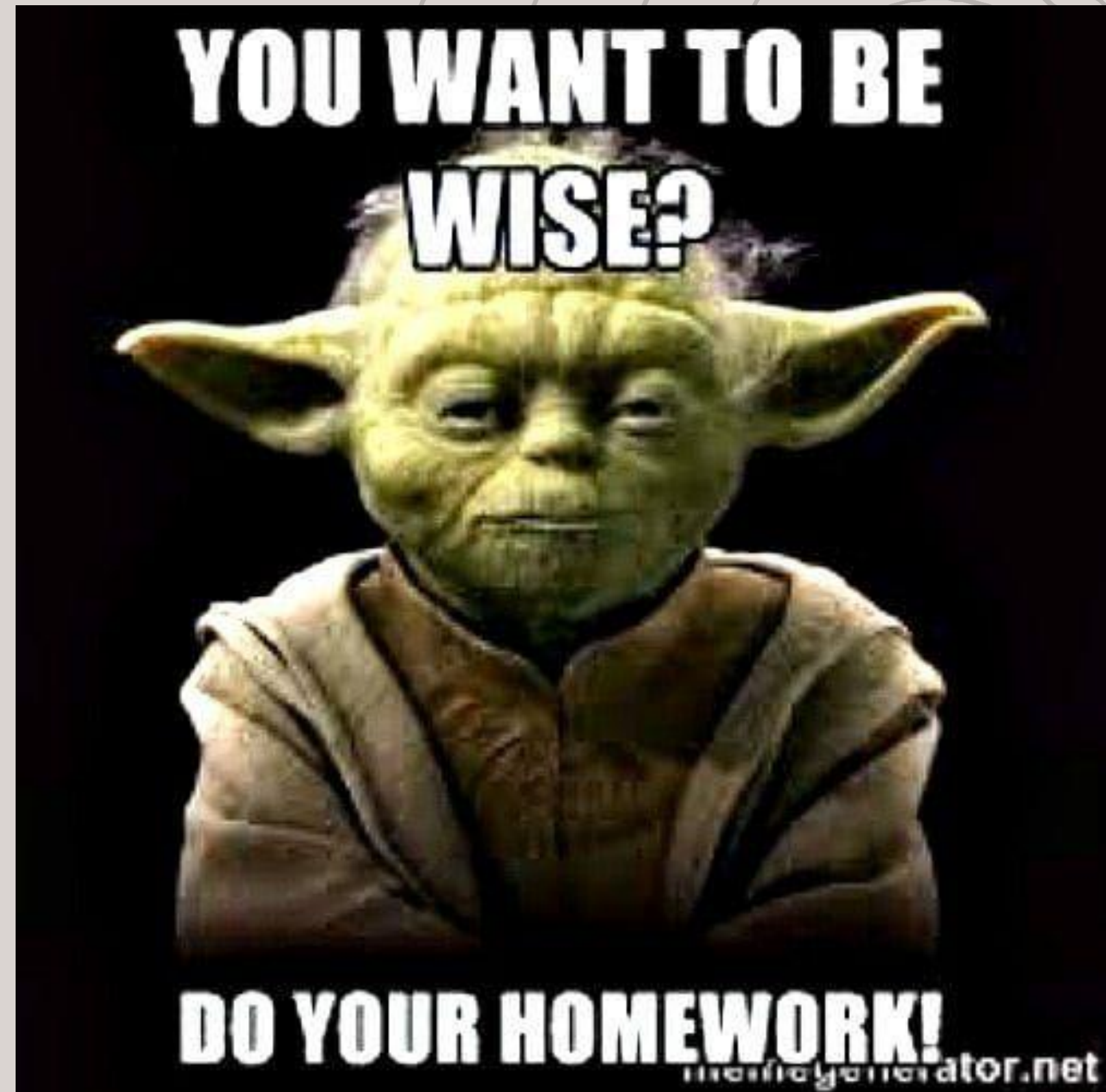
- For next week, it's essential to have a list of sources ready, as you'll be citing them in your work and including them in your reference list.

Tasks

Task: Complete Unit 3
Referencing – The Basics

Task: Complete Unit 2
*Referencing - Managing
Information*

I'll show you where to find this...



Reference List

- Cottrell, S. (2019) *The study skills handbook*. 5th edn. London: Red Globe Press.
- Harris, L. (2022) *Evaluating information using the CRAAP Test: A student's guide to critical research*. London: StudyWise Publications.
- Neeraj, M.S. and Nirmala, B.P. (2025) 'The role of digital libraries and emerging technologies in enhancing social work education: a comprehensive analysis', *Social Work Education*, pp.1–16. Available at: <https://doi.org/10.1080/02615479.2024.2445740>
- Thorpe, C., Honey, T. and Wilson, E. (2024) 'Reading lists as enablers of learning in an immersive block teaching model', *New Review of Academic Librarianship*, 30(4), pp.390–404. Available at: <https://doi.org/10.1080/13614533.2024.2381519>