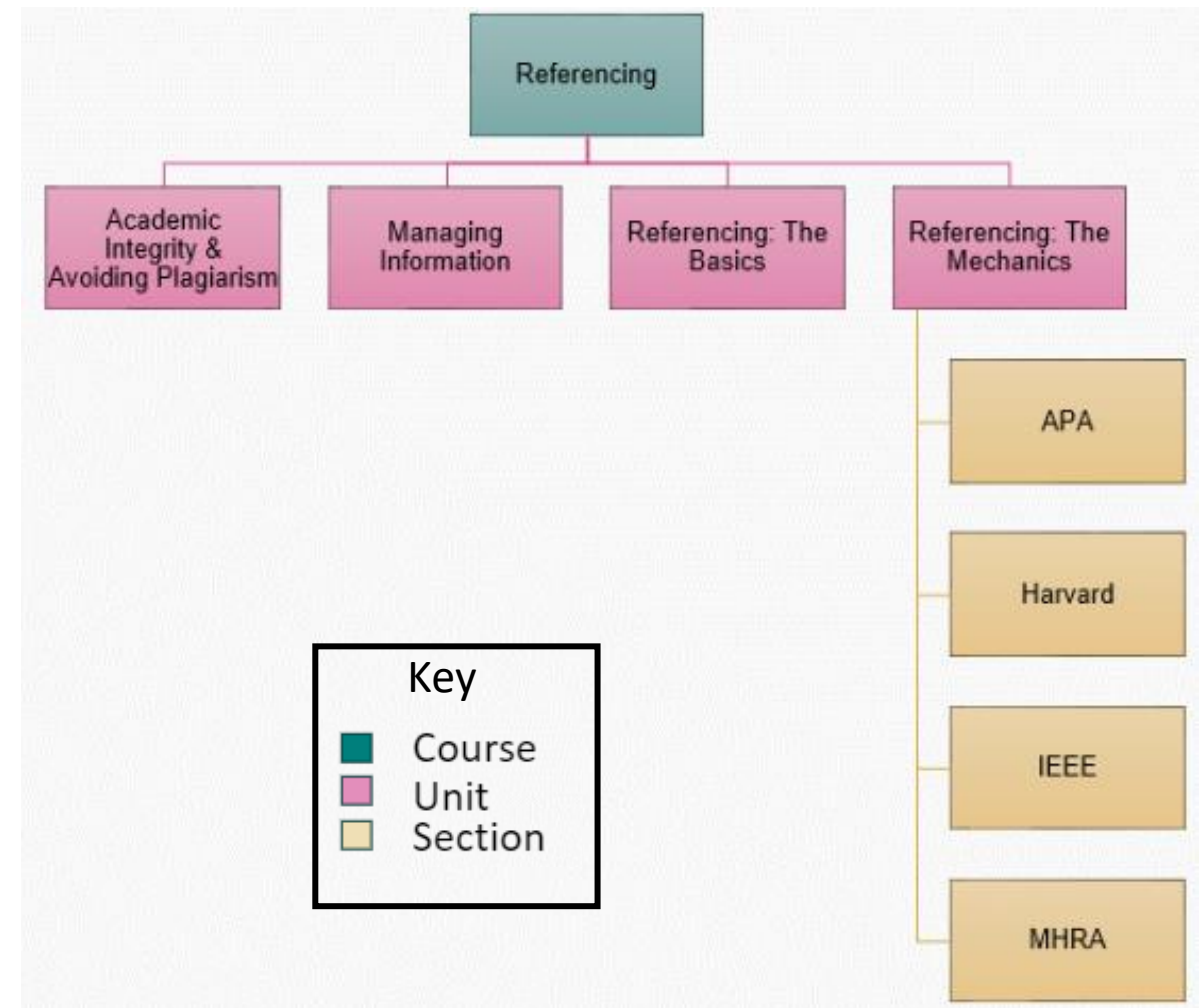
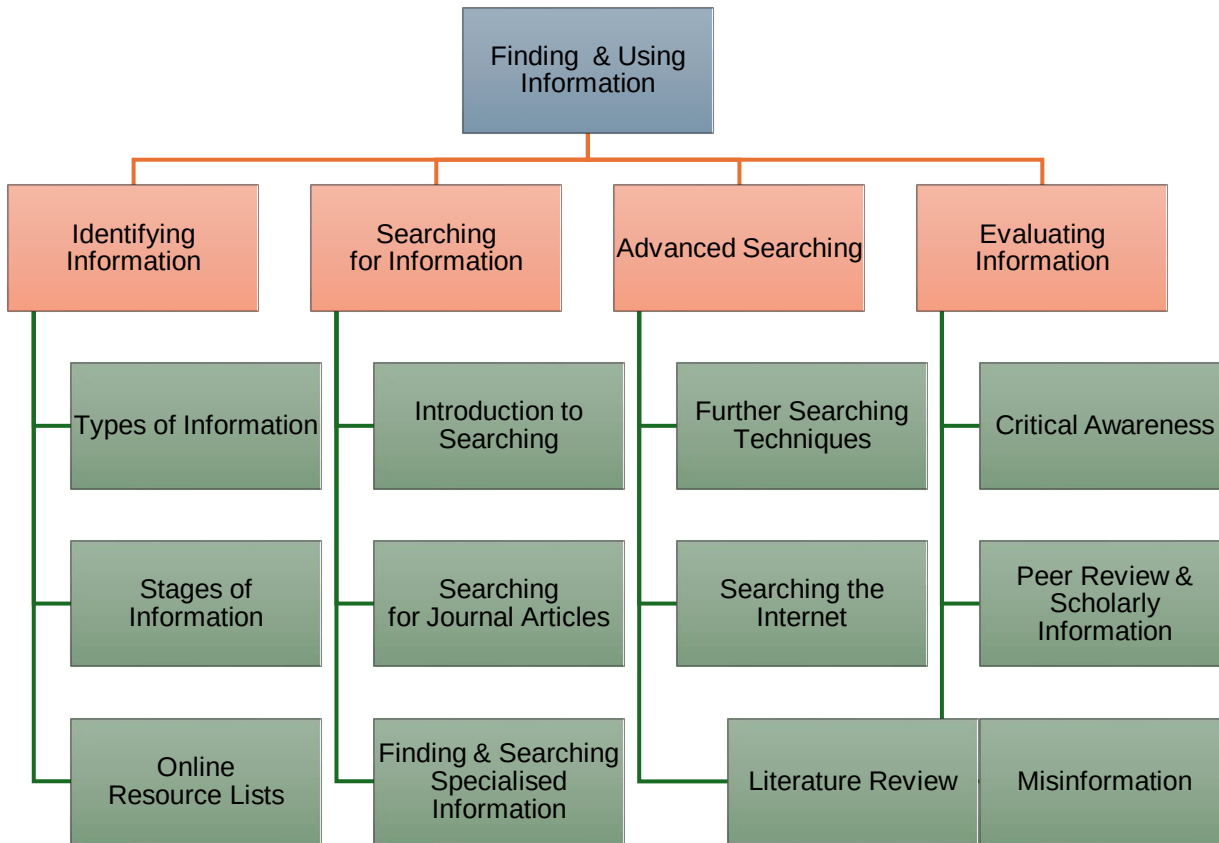


# Online Infoskills Programme.

Level 4 Term 1

Guide for Students and Staff.

# Pathways



# Level 4 - Finding and Using Information

## Unit 1

### Identifying Information

- Types of information.
- Stages of information.
- Online resource lists.

## Unit 2

### Searching for Information

- Introduction to searching
- Searching for journal articles
- Finding and searching specialised information

## Unit 3

### Advanced Searching

- Further searching techniques.
- Searching the internet.
- Literature review.
- Introduction to AI

## Unit 4

### Evaluating Information

- Critical awareness.
- Peer reviewed and scholarly information.
- Misinformation.

# Level 4 - Referencing

## Unit 1

**Academic Integrity  
and Avoiding  
Plagiarism.**

## Unit 2

**Managing  
Information.**

## Unit 3

**Referencing: The  
Basics.**

## Unit 4

**Referencing: The  
Mechanics.**

- APA
- Harvard
- IEEE
- MHRA

# Accessing the Programme for the First Time.

Dear Staff and Students, Please be aware we will be performing essential end of year updates and maintenance to Moodle on Thursday 29th August from 0700 to 1700 and the site will be unavailable during these times. Moodle Team

## UWTSD Moodle

### Module Search

Go

When you first log into Moodle, you will see your name and the modules you are studying.

In the module search box, type in **Infoskills** and then press go.

## My modules

### Practice- Based Research (LCHS7008\_BIRM)

Category: Birmingham Campus

### International Marketing: Principles and Practices (LCMB7026\_BIRM)

Category: Birmingham Campus

### Marketing Management (LCMB7024\_BIRM)

Category: Birmingham Campus



[Courses](#) / [Search](#) / infoskills

## UWTSD Moodle



**Search results: 2**

You will be given these two choices.

Click on **Library Infoskills**.

**Library Infoskills**

**Sgiliau Gwybodaeth Llyfrgell**

Category: Associate Faculty



# Library Infoskills

## Enrolment options

[Library Infoskills](#) ➔

**Module Lead:** [Roger Covello](#)

**Editing Teacher:** [Ivana Curcic](#)

**Editing Teacher:** [Connie Davage](#)

**Editing Teacher:** [Lisa Ellis](#)

**Editing Teacher:** [Alison Evans](#)

**Editing Teacher:** [Alison Harding](#)

**Editing Teacher:** [Shabina Hassan](#)

**Editing Teacher:** [Doreen McLeary](#)

**Editing Teacher:** [Megan Redmond](#)

**Editing Teacher:** [Maria Paula Salmoiraghi](#)

**Editing Teacher:** [Emily Wild](#)

### ▾ Self enrolment (Student)

No enrolment key required

Enrol me

The first time you access the programme, this is the screen you will see.

All you need to do is click the blue button at the bottom of the page that says **Enrol Me**.



## Library Infoskills

Course More ▾

You are enrolled in the course.



### Academic and InfoSkills

Our Skills programme is designed to create opportunities for students to develop their transferable academic and information skills, facilitating both their academic success and employability. The curriculum covers a wide range of topics – from finding library resources to fake news to managing your online presence.

Our team of Academic Liaison Librarians have developed a series of online Units that allow you to develop your skills anywhere, anytime, to suit you. Click the tiles below to get started:



This is the main Infoskills Programme Home page which will give you access to all the modules you need.

Now you have this access, the Library Infoskills Moodle Page will now be on your own Moodle page as soon as you log on. Once you click it, you will come straight to this page.

# Navigating the Programme.



## Library Infoskills

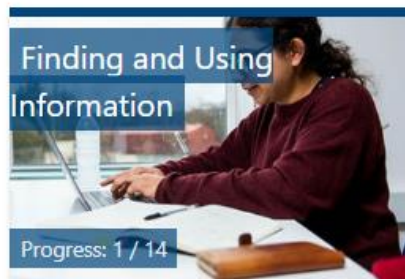
Course More ▼



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When you use the Programme, you will start at this page and be asked to click onto one of the pictures at the bottom of the page (Your lecturer will tell you which one)



## Library Infoskills

Course More ▼

### Finding and Using Information



Finding and using information requires you to think about the kind of information you need, where to find it, and how to evaluate it.

This course is made up of four units:



Unit 1: Identifying Information



Unit 2: Searching for information



Unit 3: Advanced Searching



Unit 4: Evaluating Information

Once you click on one of the pictures, you will be given a choice of Units to access. (Again, your lecturer will let you know which one) To access your chosen Unit, just click on the name of the Unit underneath the picture.



## Searching for information

This is the name of the Unit you will be working on. Check with your lecturer if you are unsure of which Unit you should be studying.

This unit is split into three sections that will introduce you to accessing and searching the various academic sources that are provided by the library.

Click on an image to start.



**Section 1: Introduction to searching**



**Section 2: Searching for journal articles**



**Section 3: Finding and Searching Specialised Information**

The Unit is split into 3 sections. You can work through all 3 in order, or just focus on one section to complete.

Now you can learn more about journals, Boolean search techniques and academic databases.

Next unit:

[Advanced Searching](#)

In every Unit, you will be given a link to the next Unit. Only click here when instructed by your lecturer.

Searching for Information: Introduction to searching

0% COMPLETE

- Introduction
- What is the library catalogue?
- What will I find on the library catalogue?
- Navigating to the library catalogue.
- Simple search
- Finding a print book
- Finding an ebook
- Using an ebook
- Reading online
- Downloading a whole book

Lesson 1 of 14

## Introduction



Finding appropriate resources is an essential skill you will need to learn as a student. When beginning to look for information, we recommend that you start by exploring your **online resource list**. This will introduce you to **keywords**, **authors** and **subjects** you may find useful

When you open a new section for the first time, you will have to click a button that says START COURSE. You will then be given a page that looks like this as your start point.

EXIT COURSE

This is the contents page for this section. It lists all the topics that you will cover. You can work through from start to finish, or you can click on the one topic you need to learn about.

When you complete the course, or if you have to leave at any time, click EXIT COURSE and your progress will be saved.

Searching for Information: Introduction to searching

0% COMPLETE

Introduction

What is the library catalogue?

What will I find on the library catalogue?

Navigating to the library catalogue.

Simple search

Finding a print book

Finding an ebook

Using an ebook

Reading online

Downloading a whole book

|                      |                                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------------------------------|
| Library databases    | Databases which we subscribe to, or have access to, via the library at UWTSD.                                             |
| Online resource list | A collection of print and electronic items recommended by lecturers to support the successful completion of your course.  |
| Open Access (OA)     | Open Access is a term used to describe freely available research publications.                                            |
| Paywall              | Where access or content is restricted to paid subscribers only.                                                           |
| Scoping menu         | Allows you to limit your search to a particular location within the library resources.                                    |
| Simple search        | A search within the library catalogue which lists results containing all of the terms entered in the search box.          |
| Stop words           | Insignificant words (such as 'and' 'the' 'at') which are filtered out, or stopped, to simplify searching for information. |

EXIT COURSE

All of the sections throughout the programme will only require you to scroll up and down using your computer mouse, or to click onto a new task.

CONTINUE

At the bottom of every page, you will see a button like this that says CONTINUE. Click on this to go the next page, and also to register that you have completed this page of work.

7% COMPLETE

- ≡ Navigating to the library catalogue. ☐
- ≡ Simple search ☐
- ≡ Finding a print book ☐
- ≡ Finding an ebook ☐
- ≡ Using an ebook ☒
- ≡ Reading online ☐
- ≡ Downloading a whole book ☐
- ≡ Saving resources and queries ☐
- 🔍 Knowledge check ☐
- ≡ Summary ☐
- ≡ Where next... ☒

## Where next...

# NEXT

Once you are familiar and confident in finding and using library books, try the next section:

*Searching for journals and journal articles.*

Here you will explore how to recognise and locate relevant journal titles and articles for your research.

Remember you can revisit any of your completed sections or units at any time.

This page means that you have completed your section in full. You should also check on the contents page that every part has a tick next to it so that you can receive a digital badge to celebrate your new level of knowledge.