

UWC Library Services: Training Schedule (March), 2023

Dear Staff and Students

The UWC Library invites you to attend and participate in the upcoming series of Information and Digital Literacies training, as well as Postgraduate Research training.

Click on the registration links below to book your spot. After registering, you will receive a confirmation email containing information about joining the meeting. In the case where dates are not suitable, presentations can be done by invitation. For more information please contact library@uwc.ac.za or library-research@uwc.ac.za.

Bookmark our [Monthly Training Calendar \(https://uwc-ac-za.libcal.com\)](https://uwc-ac-za.libcal.com) to keep an eye out for upcoming events.

Training & Purpose	Objectives	Registration
<p>Introduction to Databases</p> <p>Purpose: UWC Library Services cordially invites you to attend an introductory online workshop - Introduction to Databases</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none">• Familiarise yourself with the most relevant databases to your subject-discipline• Search for information on the databases• Use search techniques and methods to narrow down your search results• Use Inter-library loans feature• Use the Full-Text Finder feature	<p>Date: Tuesday, 14 March</p> <p>Time: 13h00-14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10452739</p>
<p>Email etiquette, safety and time-saving tips for increased productivity</p> <p>Purpose: You will learn how to save time in Gmail with useful tips for safety and productivity.</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none">• Understand email etiquette and safety so your emails are as protected and professional as possible.• Use safety tips so that you can avoid email-based spam and phishing scams.• Use time-saving email tips for increased productivity: • undo sending email • schedule sending email • use templates for repeat emails • setting up your email signature and vacation responder • reducing space usage, etc.	<p>Date: Wednesday, 15 March</p> <p>Time: 13h00 – 14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10463228</p>

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<p>Introduction to Mendeley Reference Manager (Postgraduates)</p> <p>Purpose: Introduce the core functions of Mendeley Reference Manager, equip participants with skills to manage references and citations using the reference management software.</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none"> • Download and install Mendeley Reference Manager software and plugins • Use the different features of the citation management tool • Export references from library research databases • Import pdf documents to the reference library • Insert in-text citations and automated bibliographies in Microsoft Word 	<p>Date: Thursday, 16 March</p> <p>Time: 13h00-14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10418233</p>
<p>Database Literature Search Strategies (Postgraduates)</p> <p>Purpose: Equip participants with skills to conduct effective and systematic literature searches.</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none"> • Breakdown a topic, identify keywords and formulate search strings • Navigate ScienceDirect, SCOPUS, and Web of Science to find multidisciplinary content • Save searches and create alerts, find full text articles • Explore Open Access browser extensions to find open content 	<p>Date: Thursday, 23 March</p> <p>Time: 13h00-14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10418808</p>
<p>Improving Literature search strategy</p> <p>Purpose: UWC Library Services cordially invites you to attend an introductory online workshop - Improving Literature Search Strategy.</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none"> • Understand what Boolean logic is • Understand what a search strategy is, based on the principle of analysing the research topic and employing related terms and concepts in different ways by using Boolean logic • Construct a building blocks search strategy • Use your building blocks search string in different databases or search engines • Find and save citation information 	<p>Date: Thursday, 28 March</p> <p>Time: 13h00-14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10383100</p>

Training & Purpose	Objectives	Registration
<p>Digital Communication Tools</p> <p>Purpose: Communicating online, differs from person-to-person. Digital communication involves not only having good verbal and writing skills, but also how to connect and collaborate with people. You will learn about various digital communication tools that you could use for free online.</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none"> • Understand online etiquette; • Identify some useful tactics for putting information together to create quality content while protecting others' intellectual property; • Select the right digital tools to communicate online. 	<p>Date: Wednesday, 29 March</p> <p>Time: 13h00 – 14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10463229</p>
<p>Introduction to EndNote 20 (Postgraduates)</p> <p>Purpose: Introduce the core functions of EndNote 20, equip participants with skills to manage references and citations using the reference management software.</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none"> • Download and install a licensed version of EndNote 20 • Add references from databases and import files to create an EndNote library • Search for articles in the built-in online search • Collaborate on EndNote by sharing libraries and groups • Insert citations and create bibliographies in MS word 	<p>Date: Thursday, 30 March</p> <p>Time: 13h00 – 14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10418638</p>
<p>Find trustworthy information on Google and Google Scholar</p> <p>Purpose: UWC Library Services cordially invites you to attend an introductory online workshop - Find trustworthy information on Google and Google Scholar.</p>	<p>By the end of this training, you should be able to:</p> <ul style="list-style-type: none"> • Learn how to find appropriate academic information sources by using Google and Google Scholar optimally. • Knowledge of the most effective ways to search for all kinds of resources in Google, Google Scholar, and Google Books. • Learn how to evaluate sources found on the Web. • Practical tips and tools to better equip you to gather information from the literature. 	<p>Date: Tuesday, 11 April</p> <p>Time: 13h00 – 14h00</p> <p>Registration Link: https://uwc-ac-za.libcal.com/event/10452740</p>