

Guide to learning skills

Overview of workshops and training, and resources for undergraduates, postgraduates and staff.

[Academic skills](#) | [Computing skills](#) | [Library research skills](#)



Acknowledgement of Country

Griffith University acknowledges the people who are the Traditional Custodians of the Land. The University pays respect to the Elders, past and present, and extends that respect to other Indigenous Australians.

Introduction

The Guide to learning skills at Griffith provides a list of workshops, consultations and other services conducted by Information Services (Learning & Teaching). These focus on developing Griffith Graduate Attributes.

Services are FREE and available to all Griffith staff and students.

If bookings are required, you will see the following symbol:



Book online at www.griffith.edu.au/library/workshops-training

How to book

How to make a booking:

1. Go to www.griffith.edu.au/library/workshops-training
2. Select the **workshops and training** tab.
3. Click on the **book-it** box.
4. Select **Find and book a session** from the left navigation bar
5. Use the drop down lists in **Find a workshop** or **Find a consultation** to select the workshop/consultation you are looking for, then click the **Search** button.
6. When search results are displayed, select the workshop title. A description and dates & times of the workshop/consultation are displayed.
7. Make your selection and click **Book this session**.
8. Log in with your Griffith ID and password. A booking confirmation request will appear.
9. Click **Yes** to confirm your place in the following session.
10. After a booking is made, your current booking(s) will be displayed. You will receive a booking confirmation notice via your Griffith email.
11. If you are unable to attend, please cancel your booking as soon as possible.

To cancel a booking, select a session and click 'Cancel booking'.

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INS (Learning & Teaching) contributes to building Griffith students' capacity by providing services to enable location, evaluation and analysis of information; to communicate that information in multiple formats to diverse communities; to enable collaboration with peers and professionals by engaging with technology; and to act with integrity and fairness to all people.



Academic skills

Learning Advisers offer workshops for academic skills. There are also opportunities for individual and small group consultations (face to face, phone or email). For more information:



Library and IT Help desk



See contact details for each campus



academicskills@griffith.edu.au



www.griffith.edu.au/library/workshops-training

Academic skills consultations

Individual and small group consultations are offered throughout the semester including breaks. Bring along a hard copy (print-out) of your course outline, assignment topic, and course materials to work on any aspect of your study. Appointments are necessary.

Appointments can be booked online via the *Workshops and training* website at www.griffith.edu.au/library/workshops-training

>> Contact details

Campus	Sign-on session location	Phone enquires
Gold Coast	G10_2.24	(07) 5552 8109
Gold Coast (Centre for Medicine and Oral Health)	GH1_5.16 (Library)	(07) 5552 8109
Logan	L03_3.44	(07) 3382 1108
Mt Gravatt	M13_2.08	(07) 3735 5778
Nathan	Enquire at the Library and IT Help desk	(07) 3735 6452
South Bank	Enquire at the Library and IT Help desk	(07) 3735 6452

>> Email help

Email us your assignments and academic skills questions.



academicskills@griffith.edu.au

We will advise on issues related to academic writing, time management, exam preparation, oral presentations, but not on content, spelling or grammar.

Please provide:-

- your student number
- details of the task
- marking criteria

You need to allow up to five(5) working days for a response.

Academic skills workshops

All workshops are conducted in the library. Unless otherwise indicated, booking is not required. Just turn up and join in! Workshop dates and times are listed at www.griffith.edu.au/library/workshops-training together with a link to the pdf schedule.

Concept mapping

Learn how to construct a concept map to enhance critical thinking, essay planning, note taking and when attending lectures and tutorials. Please bring along your course outlines and/or textbooks to the workshop.

Editing and proofreading your assignment

Learn specific strategies to assist in the editing and proofreading of your assignment. Optional- bring along an assignment.

Exam strategies

Focuses on exam preparation using systematic revision strategies, and the organisation of study information.

Getting started on your assignment

Covers interpreting the question, guidelines for research, applying the assessment criteria and initial assignment planning.

Managing your reading

Shows students appropriate strategies for reading effectively.

Managing your reading and note taking

Identify different purposes and appropriate strategies for reading and note taking effectively.

Managing your study

Learn strategies to manage your time and study effectively.

Moving beyond description

Develop strategies to critically analyse other people's work.

Note taking and note making

Learn note taking techniques for lectures, texts and research.

Oral presentations

Explains the basic requirements for effective verbal presentations - what and how it is presented.

Reading a journal article

Discover strategies for selecting high quality sources and summarizing articles. Optional - bring along a relevant journal article.

Structuring and writing an academic assignment

Covers structuring the assignment, applying critical thinking skills, and writing and editing your first draft.

Time management

Learn how to fit your university work into your life.

Understanding expectations at university

Find out how university level study differs from your previous learning. Identify which skills you will need to cope successfully.

Unpacking the question

Learn how to interpret the question and understand the requirements of the task.

Using the ideas and words of others

Understand the importance of actively engaging with the literature whilst avoiding plagiarism in your assignments.

Writing a reflective assignment

Learn key aspects related to writing a reflective assignment.

Writing an undergraduate literature review

Learn essential aspects related to writing an undergraduate literature review.

Writing introductions and conclusions

Improve the impression your assignment makes on your reader. Writing effective introductions and conclusions allows you to optimise your results.

Writing paragraphs

Learn to present your academic argument more effectively by understanding the structure of a paragraph.

Writing reports

Focuses on the structural aspects related to writing reports.

Postgraduate workshops

Building an academic argument

Learn how to take a position and develop an argument in your assignment.

Preparing for postgraduate study

Find out how postgraduate level study differs and learn some basic 'survival' skills to manage these new academic expectations and your study.

Report writing for postgraduates

Consider the functions of reports, elements that make a report readable, and reflect on the appropriate style and tone for a postgraduate report.

Setting up your own topic or research question

Covers a range of strategies that will assist in the development of a research question from an identified problem.

Writing a postgraduate literature review

Discusses stages of a literature review, establishing a clear focus, managing what you find, and strategies for actively engaging with the literature to evaluate and report.

Computing skills

Introduction

To assist in fine-tuning your computing skills, the following learning opportunities are provided: web-based interactive tutorials, workshops, drop-in sessions, and an application support service for general and academic staff. For more information:



Library and IT helpdesk in all campus libraries



Brisbane (07) 3735 5555 Gold Coast (07) 5552 5555



libraryandIThelp@griffith.edu.au



www.griffith.edu.au/library/workshops-training

Drop-in sessions

Drop-in and consult with an ICT Literacy Specialist. These sessions can be used to revise what was learned in a workshop or to explore solutions for a computing related problem. No bookings required. Just turn up!

Gold Coast (G10_2.25)

Tuesdays 2:00-4:00 (teaching weeks 1-13)
Thursdays 10:00-12:00 (year round)

Nathan (N53_1.50)

Tuesdays 2:00-4:00 (year round)
Thursdays 10:00-12:00 (teaching weeks 1-13)

Any changes to these times will be signposted and published on our website.

ICT literacy support

Griffith staff and postgraduate research students with a university assetted computer and a workspace on campus have access to a service which provides one-to-one assistance with computing queries for supported software. To request this service,



call (07) 3735 5555 (Brisbane) or (07) 5552 5555 (Gold Coast).



Computing skills workshops

Workshops are available for new and advanced computer users. These vary in length and provide ample opportunity for hands-on practice. Some workshops rely on prerequisite knowledge, so please ensure that your current skills match those listed online in the workshop prerequisites before booking. Workshop dates and times are listed in **Book-it**. www.griffith.edu.au/library/workshops-training

Getting started

Introduction to Griffith's online environment (3 hours)

New to Griffith University? This introductory workshop will help you to become familiar with Griffith's intranet and internet environments and includes accessing the Griffith Portal, Learning@Griffith, using your Griffith email account and more, and includes demonstrations of software skills that are particularly relevant for academic writing, along with information on how to gain those skills.

Basic computing survival skills (3 hours)

New to computers? This workshop is aimed at absolute beginners with little or no computing experience. Learn about how a computer works, understand computing terminology, and explore the Microsoft Windows environment. The workshop also provides tips to increase efficiency including how to customise the Windows environment.

Targeted computing skills

Access essentials (3 hours)

An introduction to Microsoft Access. Develop basic skills in recording, managing and presenting data in a relational database.

Access: working with queries (2 hours)

Building on the skills learned in the Access essentials workshop, explore the different types of queries available in a Microsoft Access database and learn the concepts of query design.

EndNote essentials (2 hours)

(only available to honours, postgraduates and staff)

Learn how to create and manage reference sources in EndNote and insert citations and reference lists into in a Microsoft Word documents. Covers how to enter data into an EndNote library manually, use online search and export from library databases.

EndNote expanded (2 hours)

(only available to honours students, postgraduates and staff)

This workshop is for people who have been using EndNote already and want to expand their knowledge of its features - includes full text searching and management, Smart Groups, setting preferences and troubleshooting.

Excel essentials (3 hours)

Learn to format, calculate and manipulate data using Microsoft Excel. Provides the grounding for all other Excel workshops and teaches some useful "tips and tricks" for improving efficiency.

Excel: formulas and organising data (3 hours)

This workshop focuses on the power of spreadsheet calculations using Microsoft Excel and also showcases a number of methods of filtering and organising data, including the use of Charts.

PowerPoint essentials (3 hours)

Learn the basics of creating dynamic presentations with Microsoft PowerPoint.

SPSS essentials (3.5 hours)

Learn to use SPSS, a statistical analysis and data management program.

SPSS: initiating data analysis (3.5 hours)

Building on the skills learned in the SPSS essentials workshop, this workshop focuses on the tasks of manipulating data and creating output.

Word essentials (3 hours)

Designed to give an understanding of the fundamental functions and features of Microsoft Word, this workshop provides the grounding for all other Word workshops.

Word: formatting for consistency (3 hours)

Learn how to create professional looking documents in Microsoft Word. Topics include application of formatting, the use of styles, numbering, working with pictures and generation of a table of contents and figures.

Word: theses and other long documents (3 hours)

This workshop teaches essential skills for efficiently producing long documents such as reports, submissions or theses. Topics include efficient navigation, use of templates, cross-references, reviewing tools, preparation for submission, etc., and other time-saving features in Microsoft Word.



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Join Twitter today and follow **@GriffithLibrary**.



www.twitter.com/GriffithLibrary

Library research skills

Referencing tool self-help resources

The Referencing Tool is designed to provide you with examples of direct quotations, paraphrasing and full references for a range of resources you may have used when researching a topic.



www.griffith.edu.au/library/workshops-training/self-help-resources/referencing

Generic Workshops



www.griffith.edu.au/library/workshops-training/workshops

(Scroll to the bottom of the page.)

Researching for your assignment (45 minutes)

Learn how to find relevant, scholarly information for your assignments.

Understanding referencing (45 minutes)

This session covers the principles of referencing and the process of applying them within academic work.

Practical tips for referencing

Make sure you know which referencing style is used for each of your courses within your program

When you consult many resources for a long academic paper or research project, software like EndNote can help you to manage your references, however you need to know your referencing style first.

Attending an EndNote workshop can help you get the maximum benefit out of this bibliographic software application. Note: EndNote workshops are only available to honours students, postgraduates and staff.



<http://www.griffith.edu.au/library/workshops-training/self-help-resources/referencing>

Self-help resources

Websites

>> Workshops and training website

The *Workshops and training* website contains a range of self-help resources to assist with developing your academic, computing and library research skills. These resources have been created specifically for Griffith students and staff. Examples of topics covered include: academic writing, critical thinking, oral presentations, referencing, EndNote, SPSS and more.

All of the self-help resources and online tutorials are available in the *Self-help resources* section of the *Workshops and training* website.



www.griffith.edu.au/library/workshops-training

>> Finding your way around the library

These credit card size guides are available from your campus library and include information about the library, laptops and wireless access, the Griffith iPhone app, student computer pricing for new purchases, lecture capture, Learning@Griffith, a campus map, IT security, student gmail, copying and printing, workshops and training opportunities and more. For more information follow the Orientation Quicklink on the Workshops and training website.

Are you new to the library? Why not try our new “just-in-time” orientation to the library’s collections, facilities and services. Here you can take a guided audio tour of the library in English, Japanese, Mandarin or Arabic. To access these resources go to the Researching pages under Self-help resources.

Online tutorials

>> Academic integrity student tutorial

The Academic Integrity Student Tutorial can help you to understand what academic integrity is and why it matters to you as a Griffith University student. By following the steps in each module, you will be able to identify the academic integrity policy and forms of academic misconduct, understand what skills you need to maintain academic integrity, and learn about the processes of referencing styles.

>> Academic writing tutorial

This tutorial has been designed to help students understand the process involved in completing academic writing tasks at university. The tutorial is organised into four modules: unpacking the question; researching and planning; structuring and writing; and editing and proofreading. Students can complete some or all of the modules in the tutorial according to their current level of knowledge.

>> Library research tutorial (LRT)

The Library research tutorial has been designed to introduce first year undergraduate students to academic research at Griffith University. By following the steps recommended in each module, you should be able to analyse, plan, find, evaluate and use information from a range of sources.

>> Info skills tutorial

This tutorial is a re-purposed version of the Library research tutorial. It is available to any Griffith or non-Griffith user. It includes additional interactive activities and resources to assist in developing a deeper understanding of information skills. This tutorial is a good starting point for academic study in a university environment.

>> Study Lounge

Study Lounge is a new integrated tutorial for library research and academic skills development, the tutorial is designed to help students understand the process involved in academic research and writing at Griffith University. Study Lounge will be available semester 2, 2012 and it will be available on the Workshops and training website. Study Lounge will replace the Library Research Tutorial, the Academic Writing Tutorial and the InfoSkills tutorial. Further details will be advised.

>> Learningfast (online IT training)

Griffith staff and students have free access to Learningfast, a web-based computer training resource which allows you to develop your skills in a number of different applications including Word, Excel, Access, PowerPoint, Dreamweaver and more.

Learningfast offers a choice of interactive, self-paced tutorials or printable modules which can be used for future reference. You may also complete online training to achieve an ICT skills benchmark certificate.

What is available?

ICT skills benchmark: Learn about computing, test your knowledge and receive a certificate upon completion.

Watsonia manuals: Manuals explaining how to use software applications. These may be printed so you can use them at any time.

Teach me interactive learning: Learn to use software applications by demonstration or step by step which allows you to practise as you learn.

User Instructions

1. Go to www.griffith.edu.au/library/workshops-training
2. Select 'Online IT training' under the Popular Links list
3. Select the 'Learningfast' button.
4. Enter your Griffith University username and password in the login box.
5. Click on ICT skills benchmark, Watsonia manuals or Teach me interactive learning
6. When finished, click 'Sign out' to end the session.



www.griffith.edu.au/library/workshops-training

Academic skills

Computing skills

Library research skills