

# Skills Guides

[subjectguides.york.ac.uk/skills](http://subjectguides.york.ac.uk/skills)

## Find & research

How do you choose between all the different sources of information, and how do you search them?

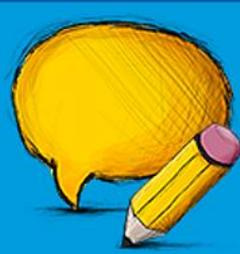
We also take a look at forms and surveys.



## Organise & analyse

What do you do with the information you've found, and how do you analyse it?

We look at a range of approaches, from note-taking and reference management through to spreadsheets and databases.



## Create & communicate

How do you communicate your findings?

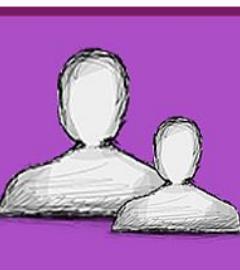
We examine the techniques and approaches to academic writing, presentations etc., and also take a look at the technical considerations.



## Being critical

What's true and what's not? What's well-evidenced and what's not?

We peer into the principles of critical reading, critical thinking, and evaluation, along with information security and online safety.



## Groupwork & collaboration

Why can't we all just get along?

We offer tips for groupwork and look at tools to aid collaboration, from Google Drive and the associated Apps, through to good practice for Social Media.

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**The Skills Guides** are a collection of open online digital skills training resources



**Find & research**  
Sources of information  
YorSearch  
Academic Googling  
Academic sources  
Search skills  
Forms & surveys  
Keeping up to date



**Organise & analyse**  
Data collection  
Spreadsheets & databases  
Maths skills (inc. SPSS)  
Research data  
Note-taking  
Time management  
Reference management



**Create & communicate**  
Academic writing  
Academic posters  
Presentations  
Social media



Being critical

Critical reading  
Evaluating information  
Information security



Groupwork & collaboration

Forms & surveys

Information security  
Reflective writing  
Employability  
Learning yourself safe

Supplementary online materials to support your academic programmes

**INCLUDES FREE CONTENT!**

You'll also find details there about our regular training sessions, including our

**DIGITAL WEDNESDAYS**

## The Skills Guide Index

The **search** box allows for a basic search of the index records, or you can use the facets below to search for content by theme.

Each item is indexed by theme. This Skills Guide falls under three themes.

The **Index** lists every guide, box, tutorial, link, and a range of other resources on the Skills Guides.

you can use the facets below to search for content by theme.

Index

Find & research   Organise & analyse   Create & communicate   Being critical   Groupwork & collaboration   Training   Index

Search: presentat 10

Find & research   Organise & analyse   Create & communicate   Being critical   Groupwork & collaboration

Designing presentations

How do we go about designing a presentation? We look at the following:

Find & research   Create & communicate   Groupwork & collaboration

Designing presentations

If you're using slides to present, you need to think about:

Create & communicate

The title links through to the resource. You can copy the link in the usual manner

Switch on **Embed codes** to reveal HTML that allows embeddable content to be

The tag on the right shows the type of material.

The title links through to the resource. You can copy the link in the usual manner for use elsewhere.

Switch on **Embed codes** to reveal HTML that allows embeddable content to be inserted into a web page or the VLE

The tag on the right shows the type of material



## The Skills Guides as Digital Lego

As digital technology becomes an ever-more ubiquitous facet of modern life, the ability to effectively use and manipulate such technologies becomes a requirement for operating successfully in society.

Digital literacies need to be continuously assessed, progressed, and supported, across the students' learning journey.

Capacities acquired progressively, through practice of authentic tasks, are better retained than those gained one-off, in isolation and through instruction.

The **Skills Guides** have been developed to help facilitate this learning journey. As well as standing alone as a generic digital skills resource, each content box has its own unique URL. Bespoke routes can be built through those materials that are relevant for a given subject area, and materials can be embedded in an appropriate order.

HTML code view - Google Chrome  
University of York [GB] | https://vle.york.ac.uk/  
HTML code view  
`<div style="position: relative; padding-bottom: 200%; width: 100%;"><iframe style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; border: none; margin: 0; padding: 0;" src="https://app.wistia.com/widget?wistia_id=9094&widget_type=&output_format=2&frameborder=0" allowfullscreen=""></iframe>`

**Add content to the VLE:**  
From the advanced content options, choose **HTML** and paste the embed code into the window.

**Get in touch with us:**

To find out more about our Skills Guides and digital skills training at York, including how to incorporate digital skills into your teaching, get in touch with the Information Services **Teaching & Learning** team via...

...your Academic Liaison Librarian

...or [itsupport@vork.gc.ca](mailto:itsupport@vork.gc.ca)