

Be a S.U.R.E. Learner

A GUIDE TO ELEARN CENTRE

A SERIES OF ONLINE
TUTORIALS FOR YOUR
RESEARCH NEEDS





SOURCE

Check that your source's origins are trustworthy, credible and reliable.



UNDERSTAND

Be totally clear about what you read or hear. Make sure these are facts, not opinions.



RESEARCH

Before making conclusions, investigate thoroughly by checking and comparing with other sources.



EVALUATE

Exercise fair judgement. View it from different angles - there are at least two sides to every story.

WHAT IS ELEARN CENTRE?

eLearn Centre is an e-learning portal where you can gain new research knowledge and skills. It shows you how to search the Internet more effectively by focusing on your search strategy and the right search techniques. So whether you are a student, parent or working adult, eLearn Centre has something for you.

Gain new knowledge and develop your research skills according to three levels - Basic, Advanced and Continuous Education. Each module includes a video lesson and interactive activities for fun learning.

eLearn Centre modules can be accessed anytime and anywhere as long as you have Internet access.

Go on... visit eLearn Centre and use this guide book to become a savvy information user today!

No login required. Access is free.

SOURCE

CHECKING YOUR SOURCES

INTERNET SEARCHING SKILLS



Learn how to craft search statements using methods such as Boolean searching and phrase searching to find appropriate Internet sources. From this fun and interactive course, you will also gain tips on evaluating and selecting relevant websites for your project work.

MODULE 1

Identifying and choosing suitable online resources
- Singapore Infopedia, HistorySG, PictureSG, NewspaperSG, Archives Online

MODULE 2

Differentiating the functions of each search tool
- NLB Catalogue, OneSearch and more

MODULE 3

Employing the most effective search strategies
- Keywords, free text searches, specific subject headings



BASIC



ADVANCED



VISUAL TEXT AWARENESS ESSENTIALS

The ability to analyse visual and textual information is key to thriving in today's visually-rich, technology-driven world. Through this course you will learn how to navigate social networking as well as how to make informed decisions, take positive steps and manage your digital footprint.

MODULE 1

Identifying elements of visual-rich environment

MODULE 2

Differentiating between overt and covert messages, meanings and interpretations

MODULE 3

Applying S.U.R.E. to navigate and manage your social networking efforts



SAVVY INTERNET SEARCHERS

When it comes to research, there are many credible online sources that can be helpful. The key to locating them quickly is simply to use the right search tools and strategies. In this course, you'll learn the 'art' of advanced Internet searching and reap the benefits of this lifelong skill.

MODULE 1

Identifying information needs and resource types
- Academic resources, deep web & portals, images, repository sites & Singapore-related content

MODULE 2

Applying advanced search strategies
- Phrase searching, domain searching, file type searching and in-title searching

MODULE 3

Filtering and evaluating online resources
- AACCO Criteria (Authority, Accuracy, Currency, Coverage and Objectivity)

UNDERSTAND

UNDERSTANDING THE INFORMATION

ANALYSING VISUAL TEXT MADE EASY FOR KIDS



Designed for kids, this course will show them how to spot the critical elements and clues presented in visual images such as posters, brochures, websites and advertisements. Learn how to narrow down the different interpretations of a given scenario and write about them accordingly.

MODULE 1

Explaining the various ways visual messages are presented – Scenarios: at the supermarket, shopping mall, school, home

MODULE 2

Unmasking main ideas and meaning, including creation strategies

MODULE 3

Telling stories through visuals – Descriptive and picture stories, conflict and obstacle



INFORMATION LITERACY FOR EDUCATORS

As an educator, you need to build the skills to navigate the abundance of information available and how to use it effectively. You would also need to learn how to teach your students these same skills.

This course will cover Information Literacy models and how to integrate them into your curriculum.

MODULE 1

Why Information Literacy?

- What is Information Literacy and how educators can help students

MODULE 2

Information Literacy models

- Big6™, Empowering 8 and the 4 ways of S.U.R.E. (Source, Understand, Research and Evaluate)

MODULE 3

Practising Information Literacy

- Case study detailing when and how educators can make project work assigned to students an experience in Information Literacy



Illustration adapted from eLearn Centre, *Information Literacy for Educators*.



BASIC



CONTINUOUS EDUCATION

RESEARCH

DIGGING DEEPER

UNDERSTANDING AND USING NEWSPAPERS FOR RESEARCH



Newspapers offer a wealth of information that you, as a student, can tap on for your project work. In this course, you will learn all about newspapers, from understanding the differences between tabloids and broadsheets, to techniques on how to integrate newspaper articles into your project.

MODULE 1

Knowing your newspapers

- General, special-interest, broadsheets and tabloids

MODULE 2

Evaluating newspaper articles

- 5W1H questioning technique, types of articles, photos, advertisements

MODULE 3

Accessing the news

- Pros and cons of using print vs. online newspaper resources

MODULE 4

Using newspaper resources for your project

- Learn how to use skimming and scanning techniques to extract information from news articles, how to paraphrase the information obtained and write citations for newspaper articles



ADVANCED RESEARCH SKILLS

The quality of research depends on the quality of resources found and how findings are analysed. In this course, you will learn how to research the smart way as well as how to deepen your knowledge and develop your ability to conduct in-depth research.

MODULE 1

Choosing resources

- Quantitative vs. qualitative, primary vs. secondary sources, two dimensions of research and Internet vs. print

MODULE 2

Drawing up a research plan

- What are the five steps?

MODULE 3

Conducting literature review

- Using the 3-step literature review approach

MODULE 4

Analysing literature

- Using Affinity Diagramming and Concept Mapping techniques

MODULE 5

Writing the research report

- Format of an essay and research report, writing checklist



Illustration adapted from eLearn Centre, *Advanced Research Skills*.



ADVANCED



CONTINUOUS EDUCATION



“Collecting primary data is a pain, a chore and very tedious!” These are some remarks that students make when doing research. Do you feel the same?

Conducting research can actually be simple, fun and very fulfilling, especially when you get to acquire new knowledge. In this course, you’ll learn a 5-step process that will help maximise your research output.

MODULE 1

Strategising your research

- Using the 5-step research process

MODULE 2

Establishing your research objectives

Step 1: Define the project topic and problem statement

Step 2: Identify the research objectives

Step 3: Choose a research method

MODULE 3

Planning your data collection strategies

Step 4: Collect the data

Step 5: Analyse and interpret the data

MODULE 4

Designing your surveys

- Population and sample, time and resources, questions and biases



This course is designed to help you become savvier when consuming the myriad of messages encountered daily via print, radio, TV and the Internet. In this course, you’ll find many examples and exercises that will help you critically evaluate and analyse messages to make informed conclusions.

MODULE 1

Explaining the essentials of visual text analysis

MODULE 2

Uncovering the layers of visual and text messages

MODULE 3

Using the 5-Question techniques and AACCO criteria (Authority, Accuracy, Currency, Coverage and Objectivity)

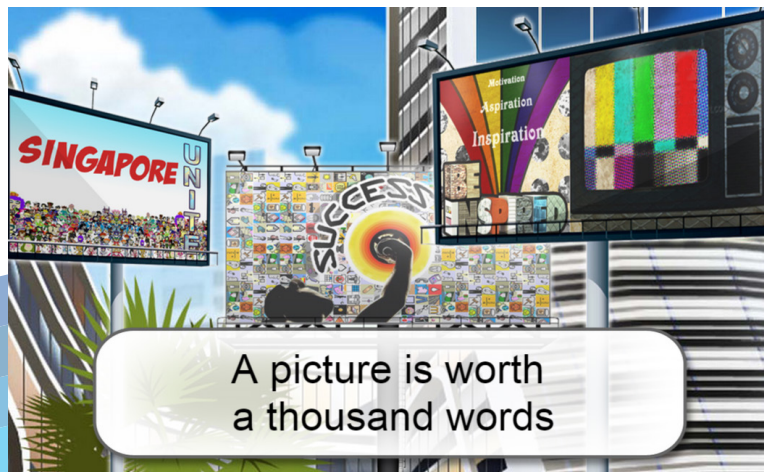


Illustration adapted from eLearn Centre, *Visual Text Analysis Essentials*.



VALUATE

PRESENTING YOUR CONCLUSION

AN INTRODUCTION TO BASIC REPORT WRITING



Writing project reports can be painless or even fun, but only if you're prepared for it. This course will teach you the tips, tricks and how-tos you will need for writing effective project reports.

MODULE 1

Structure of a research report: Overview

- Elements of a good research report, eight sections of a research report and three stages of project reporting

MODULE 2

Structure of a research report

- Research methods and findings

MODULE 3

Structure of a research report

- Discussion, conclusion and recommendations

MODULE 4

Planning and writing your research report

- Develop outline, gather information, know your audience



ADVANCED RESEARCH REPORT WRITING

After completing your research work for a project, the next step is writing the research report. Do you start your report, only to wonder if you are on the right track? In this course, you will learn the recommended structure for a well-organised research report, its different sections and what each segment should cover. Also, get tips on producing easy-to-read research reports.

MODULE 1

Overview

- How to structure and write a good research report

MODULE 2

How to write literature reviews

- Summarise and synthesise, in-text citation

MODULE 3

How to write research findings

- Research methods, findings and discussion

MODULE 4

How to conclude a research report

- Conclusion, bibliography and appendix



File photo courtesy of Kent Ridge Secondary School



BASIC



ADVANCED



In this course, you will learn how to ace your presentations (and your grades)! Impress your teacher and classmates with well-designed presentation slides and the effective use of presentation tools.

MODULE 1

Understanding the teacher's expectations

- Report content, presentation tools, preparation and techniques

MODULE 2

Designing an effective presentation

- Choosing the main points, using suitable presentation tools and designing impactful presentation slides

MODULE 3

Delivering an effective presentation

- Rehearsing for the presentation, delivering it clearly, preparing for Q&A session, equipment and venue

AVOIDING PLAGIARISM MADE EASY FOR KIDS



Plagiarism is copying someone else's work and passing it off as your own. This is very uncool. In this fun-filled learning course, you will go on a mission to help Billy, who plagiarised because he wanted to complete his project quickly. As you answer the quizzes, you will learn how to use someone else's work without plagiarising, as well as collect Cool Points so Billy can be cool in school again.

MODULE 1

Plagiarism is uncool

- What is plagiarism and what is not?

MODULE 2

Quoting and citing

- Using the Citation Machine

MODULE 3

Paraphrasing and summarising

- The differences

MODULE 4

Booster quiz

- Test how well you understand how citation works!



BASIC



CONTINUOUS EDUCATION



CITE IT RIGHT TO AVOID PLAGIARISM

When using information from the Internet or elsewhere, do you copy and paste it into your own report without the proper acknowledgements? If so, you could be committing an offence called plagiarism.

In this course, you will learn the dangers of plagiarism and how to avoid it, through means such as note-taking, paraphrasing and citation.

MODULE 1

Plagiarism

- What, why and how? Dangers, consequences and how to avoid them.

MODULE 2

Note-taking and paraphrasing skills

- Including techniques such as skimming and scanning

MODULE 3

Referencing and citation techniques

- When do you need to cite? Citation techniques (APA and MLA formats -
APA: American Psychological Association
MLA: Modern Language Association)

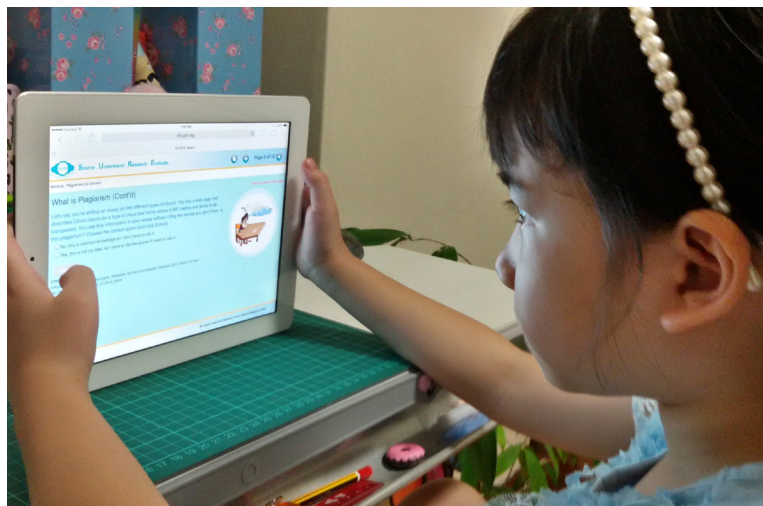


Photo courtesy of Damien Wang



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nlb.gov.sg/sure and fb.com/sgsure**



National Library Board
Singapore

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but is subject to change.