

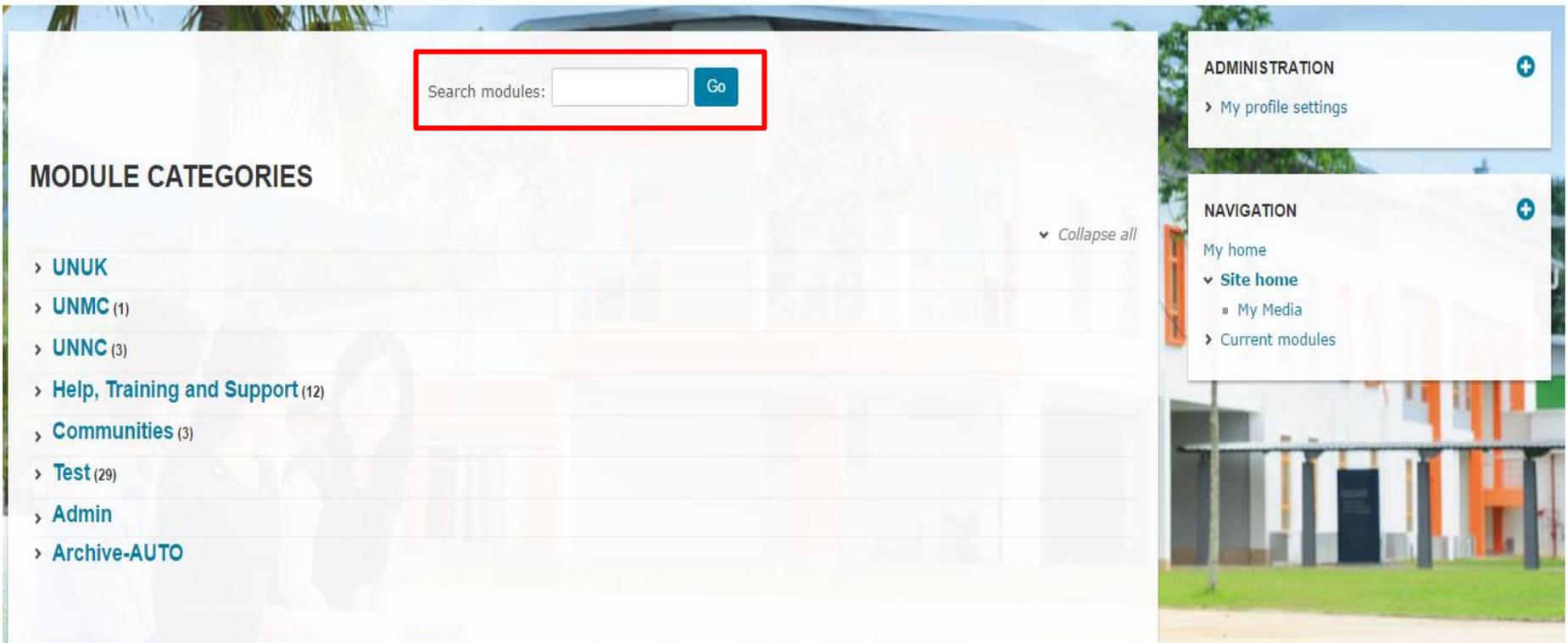
1. Subscribing to Graduate School Researcher Development Programme

- i. Log into <https://moodle.nottingham.ac.uk/login/index.php>
- ii. Click on '**Site Home**' (on Navigation pane)



The screenshot displays the Moodle Nottinghams website interface. At the top, there is a banner with a megaphone icon and a red box containing the text: "Are you in China or Malaysia? More improvements will follow soon to make Moodle even faster". Below the banner, the navigation pane on the left is open, showing "My home" and "Site home" (highlighted with a red box). Under "Current modules", several modules are listed, including "UNMC Graduate School Researcher Development Progra...", "UNMC Postgraduate Student Teachers (MY)", "UNMC Academic Development - PGCHE and CPD (MY)", "Online Research & Information Skills (ORIS) (MY)", "Mendeley Basic (MY)", and "EndNote & EndNote Web Basic (MY)". The main content area shows a "MODULE OVERVIEW" section with tabs for "Current modules" and "Previous modules". The current modules list includes "UNMC Graduate School Researcher Development Programme (MY)", "UNMC Postgraduate Student Teachers (MY)", "UNMC Academic Development - PGCHE and CPD (MY)", "Online Research & Information Skills (ORIS) (MY)", and "Mendeley Basic (MY)". A "MODULE CONTENTS" section on the right indicates that the module format does not use sections. A "Customise this page" button is visible in the top right corner.

- iii. Key in **'Graduate School Researcher Development Programme'** at the search modules section. Then, click **'Go'**. Once the **'Graduate School Researcher Development Programme'** page is shown, click on the **'Participate in this module'** button, at the bottom of the page.



Search modules: [Go](#)

MODULE CATEGORIES

[UNUK](#)

[UNMC](#) (1)

[UNNC](#) (3)

[Help, Training and Support](#) (12)

[Communities](#) (3)

[Test](#) (29)

[Admin](#)

[Archive-AUTO](#)

[Administration](#) +

- [My profile settings](#)

[Navigation](#) +

- [My home](#)
- [Site home](#)
 - [My Media](#)
- [Current modules](#)

2. How to sign up for a training?

i. Click on the training you wish to sign up for. For example, 'Understanding how to use Endnote'.

Online Research & Information Skills (ORIS) (UNMC Library course)	This is an online resource. Face to face session are also offered by staff.
Project Managing your Research	This is a moderated online course.
Understanding your Research Degree	This is a self-study online course.
Planning Research and Time Management	This course will support the development management and enable students to plan development more efficiently.
Understanding how to use Endnote	Support and inform students on how to create and use Endnote, a bibliography management tool, their literature reviews as well as integrate with Microsoft Word.

ii. Click on **'Sign me up for this slot'** for the session you wish to attend.

Course Title: Understanding how to use Endnote

Course Duration: 2 hours

Day, Date and Time: Wednesday, 8th October 2014, 2 pm - 4 pm

Location: GD 14 (Library Computer Room 3)

Convenor: IS Library

 26 places available in total (3 taken, 23 free)

Currently signed up

[Sign me up for this slot](#)

iii. If you wish to withdraw from the session you have signed up for, click on the **'Remove me from this slot'** button.

Course Title: Understanding how to use Endnote

Course Duration: 2 hours

Day, Date and Time: Monday, 8th December 2014, 2 pm - 4 pm

Location: GD 14 (Library Computer Room 3)

Convenor: IS Library

 26 places available in total (1 taken, 25 free)

Currently signed up

You,

[Remove me from this slot](#)

3. Signing Up for UoN's Short Courses

UoN Short Courses are online courses that are divided into Standalone and Moderated courses.

Standalone Courses	Moderated Courses
Available to all postgraduate students	Only available to research postgraduate students
Students self-enrol in Moodle	Students enrol through Central Short Courses
No fixed schedule	Fixed dates throughout the year
Entirely self- study	Cohort of students access the same course at the same time
No tutor support during the course	Tutor moderates the course and encourages discussion
Short optional tasks which may be completed to gain training points	Students must log in regularly, take part in online discussion and complete course tasks to gain training points

- i. Refer to the 'Online Courses List' on Researcher Development Programme Moodle page for a full list of the online courses for postgraduate students
 (<http://moodle.nottingham.ac.uk/course/view.php?id=11606>)

Online courses list

Online Courses	Description*	Stage**
Advanced Presentation Skills for Researchers	Moderated online course	Mid, Late
Effective Literature Searching (UNUK Information Services course)	Moderated online course	Early
Global Research Ethics and Integrity	Self-study online course	Early
Intellectual Property in the Research Context	Self-study online course	Mid
Introduction to SPSS	Self-study online course	Early
Introduction to the Literature Review Process	Moderated online course	Early
Introduction to the Skills of Assertiveness and Negotiation	Self-study online course	Mid
NVivo Part 1 - Preparing to use NVivo 9	Self-study online course	Mid
Online Research & Information Skills (ORIS) (UNMC Library course)	This is an online resource. Face to face session are also offered by UNMC	Early

- ii. Click on the title of the online course that you have chosen and you will be directed to the tutorial booking page. Details of the training are available on the tutorial booking page.



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University of Nottingham Short Courses

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Introduction to the literature review process (moderated online learning course)

Course information

Title:	Introduction to the literature review process (moderated online learning course)
Duration:	10 days
Training Units:	3.0

This course is delivered by the Graduate School

Target audience

Early stage postgraduate research student

Conducting a review of relevant literature is an essential aspect of the research process but it can feel like a daunting task. This course is designed to help you to approach the literature review with more clarity and confidence by covering the purpose of your review, looking at various approaches and strategies, and considering which might be best suited to your research, as well as exploring your questions and concerns.

Please check that you are eligible for this course before you register.

Pre-requisites

To study this course you must have internet access.

- iii. At the bottom of the page, you may see how many vacant places available. Please note that some tutorial booking pages may not have this information available.

Objectives

By the end of the course, you will:

- Be aware of your concerns about doing reviews of literature and some possible solutions
- Understand the function of a literature review within a research project
- Understand where reviews and discussions of literature sit in the overall structure of theses
- Be aware of the various study strategies involved in the literature review process (eg relating to reading, note taking, recording information; analysis and synthesis of material)

Location	Dates	Places Left	Time	
	4, 5, 6, 7, 8, 11, 12, 13, 14, 15 July 2016	34	12:00 AM - 11:59 PM	Book

iv. Registration can be done through one of the following options (depends on which option is available on the page)

OPTION 1 – Send an email to pg-training@nottingham.ac.uk

China and Malaysia researchers: to book on this course please make sure the dates are available at the bottom of this page and use this email link: pg-training@nottingham.ac.uk to request a place. Please make sure that you add the **start date** of the course to the email.

OPTION 2 – Click on the link for self enrollment (Moodle).

Researchers across all 3 campuses can **self-enrol** on this course in Moodle by following this link: <http://moodle.nottingham.ac.uk/course/view.php?id=7193> (example)

OPTION 3 – Click on ‘Contact Us’ tab and fill up the necessary information



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[Introduction to the literature review process](#)

[\(moderated online learning course\)](#)

Course information

Title:	Introduction to the literature review process (moderated online learning course)
Duration:	10 days
Training Units:	3.0

If you have any concern, please email...

1. RDP:

graduateschool@nottingham.edu.my

2. UoN's Online Courses: pg-training@nottingham.ac.uk