



**Aim:** discuss how EndNote works and general referencing issues.

**Technique:** presentations & group exercises.

**Resources**

**Room facilities**

Computer with projection  
Whiteboard  
Whiteboard marker pens

**Take with you**

**Online**

Timings (minutes)	Activity
0 – 5	(It may be worth asking students before the session if they have any specific problems or so that you have something to help them with.) Begin by asking how confident everyone is with using EndNote in order to gauge how much to show them. If some are more confident than others, encourage them to teach the others what they know.
10 – 25	The 'Getting started with EndNote' section of the <a href="#">Academic Skills website</a> has a clear manual and also videos about how to use EndNote that can be used to help with any problems people may be having.
25 – 40	Have a look at the Referencing section of the Academic Skills website (we're told it's one of the best in the country!) <a href="#">here</a> and tailor the session to the referencing style your school uses. <ul style="list-style-type: none"> <li>You could make your own quiz with true/false style questions beforehand.</li> </ul>



	<ul style="list-style-type: none"><li>• There is quick activity <a href="#">here</a> that tests your skills by asking you to drag parts of a reference to make up a complete one (there should be one for each referencing system, within the tutorial).</li></ul> <p>Activities:</p> <ul style="list-style-type: none"><li>• There is a useful citations exercise handout that had been created by Skills@Library that you could use to raise some questions about where you should use them and why. You can find this on the 'Resources' section of the PASS/PAL webpages on the Skills@Library website.</li><li>• As a discussion aid, create a round disk (such as the one below) and split it into 4 sections. Write a question related to referencing in each section. Pass it round the group and let each person twist it to the next question and answer it. This could help to make the session less passive and more interactive.</li></ul>
40 – 50	<p>Wrap-up session:</p> <ul style="list-style-type: none"><li>• Mention that there's a Flying Start workshop that happens around the first few weeks of term, run by Skills@Library (dates tbc).</li></ul>