Quick guide to workshops

Assistive technologies - enhance your studying. Demonstration of several free assistive technologies that may be of use when studying at LSHTM, including how to voice type, how to check spelling, punctuation and grammar within documents, using reputable translation tools to aid understanding, being able to change screen contrast for clearer viewing and using some in-built assistive functions ofboth Windows PC and Mac computers. As a key digital learning tool for studying at LSHTM, for 2020-2021, this workshop will also be delivered once entirely in Spanish for those students who may benefit from this translation.

Mendeley - using Mendeley. Guidance on getting started with referencing management.

Mendeley - maximising Mendeley. Guidance on using reference management software for PDF annotation and creating collaborative study groups. You should attend the Using Mendeley session prior to signing up for this workshop.

Practical Mendeley - hands on practice. A 2 hour practical workshop with instructor guidance covering all elements of reference management software Mendeley.

MS Word - essential academic document formatting. Guidance on creating, inserting, labelling, adapting styles, generating tables of contents, table of lists and figure lists. As a key digital learning tool for studying at LSHTM, for 2020-2021, this workshop will also be delivered once entirely in Spanish for those students who may benefit from this translation.

Practical MS Word - summer projects. Guidance on LSHTM's formatting requirements for MSc summer projects, and how to organise projects accordingly.

MS PowerPoint - presentations with impact. Guidance on the good practice of slide creation along with techniques that can be used to increase the impact of PowerPoint presentations. As a key digital learning tool for studying at LSHTM, for 2020-2021, this workshop will also be delivered once entirely in Spanish for those students who may benefit from this translation.

MS PowerPoint - academic posters. Guidance on how you can design an effective research poster, following LSHTM's style guidelines.

MS Excel - demystifying data management. Guidance on on how you can use a number of Excel's features to assist in managing your data.

MS Excel - formula and functions. Guidance on how you can write basic formulas and functions that can be used to perform many operations and tasks automatically.

MS Excel - charts and graphs. Guidance on how to create different graphs and charts in Excel and how to customise, copy and move them into other programmes such as MS Word.

Trello - maximising group projects online. Advice on how you can create an online project management board, assign tasks to project team members and share the board accordingly.

Canva - infographics and banners. Advice on how you can easily create stunning graphics, using Canva's professional layouts and drag-and-drop features.

WordPress - express yourself with blogging. Exploration of the power of reflective blogging as a tool for refining high-level thinking and promoting interaction with peers or a professional network/community.

MS Word and Google Docs - collaboration online. Discover the main collaboration features of MS Word Online and Google Docs.

Coggle - visualise your planning. Advice on how to make sense of complex information by creating and sharing mind maps online.

The TEL team offers of bespoke group or 1-1 student support for the use of technology to aid studying.

You can request this support via the **Virtual Student Hub** >**ServiceDesk** > **Technology Enhanced Learning**, selecting the **Request TEL support** option and completing the web form as an **MSc or DL student**.

Online Student Digital Workshops

LONDON SCHOOL *of* HYGIENE &TROPICAL MEDICINE

2020 - 21

Student Digital Workshops 2020-21

This programme of online, live workshops, delivered by the LSHTM Technology Enhanced Learning (TEL) team, has been designed to provide you with digital awareness on the tools and techniques that may assist and enhance your study practices, whilst also being transferable to your chosen career.

All sessions are scheduled to take place online via the video-communication technology Zoom and you will need to register with your LSHTM email address for **each individual session** by clicking on the **individual links** provided in the schedule. **It is important to remember each session has its own registration link**. Full session descriptions can be found on the back page.

For those new to using Zoom, please access this resource designed to familiarise new students with the common digital tools used for teaching at LSHTM. Zoom instructions can be found in Section 3 and you are encouraged to engage with the various links, videos and instructions to ensure you are comfortable using Zoom before attending a Digital Workshop.

Autumn term (all times are UK time)

☆ Assistive technologies - enhance your studying	**Tue 13 Oct, 10-11am**
☆ Assistive technologies - enhance your studying	Thu 15 Oct, 3-4pm
◯ MS Word - essential academic document formatting	Mon 19 Oct, 3-4pm
△ MS PowerPoint - presentations with impact	Thu 22 Oct, 10-11am
◯ Coggle - visualise your planning	Wed 28 Oct, 10-11am
☆ Assistive technologies - enhance your studying	Fri 30 Oct, 3-4pm
◯ Practical Mendeley - hands on practice (2 hours)	**Tue 03 Nov, 10-12pm**
☆ Assistive technologies - enhance your studying (for Spanish speakers)	Wed 04 Nov, 10-11am
☐ MS Word and Google Docs - collaboration online	Thu 05 Nov, 2-3pm
◯ MS Word - essential academic document formatting	Tue 10 Nov, 10-11am
◯ Mendeley - using Mendeley	Fri 13 Nov, 3-4pm
△ MS PowerPoint - academic posters	Tue 17 Nov, 3-4pm
◇ MS Excel - demystifying data management	Wed 18 Nov, 10-11am
◇ MS Excel - formula and functions	Mon 23 Nov, 3-4pm
◇ MS Excel - charts and graphs	Fri 27 Nov, 10-11am
◯ Mendeley - using Mendeley	**Tue 01 Dec, 10-11am**
☐ Trello - maximising group projects online	Thu 03 Dec, 10-11am
◯ Mendeley - maximising Mendeley	Wed 09 Dec, 3-4pm
△ Canva - infographics and banners	Thu 10 Dec, 10-11am

Spring term (all times are UK time)

◯ Mendeley - using Mendeley	**Mon 11 Jan, 3-4pm**
◯ Mendeley - maximising Mendeley	Thu 14 Jan, 10-11am
◯ MS Word - essential academic document formatting (for Spanish speakers)	Tue 19 Jan, 10-11am
◯ MS Word - essential academic document formatting	Fri 22 Jan, 3-4pm
◇ MS Excel - demystifying data management	Tue 26 Jan, 10-11am
◇ MS Excel - formula and functions	Thu 28 Jan, 3-4pm
◇ MS Excel - charts and graphs	**Mon 01 Feb, 3-4pm**
☐ Trello - maximising group projects online	Thu 04 Feb, 10-11am
△ MS PowerPoint - presentations with impact (for Spanish speakers)	Wed 10 Feb, 10-11am
△ MS PowerPoint - presentations with impact	Thu 11 Feb, 3-4pm
◯ Practical Mendeley - hands on practice (2 hours)	Mon 15 Feb, 2-4pm
☆ Assistive technologies - enhance your studying	Tue 16 Feb, 10-11am
◇ MS Excel - demystifying data management	Wed 17 Feb, 2-3pm
◇ MS Excel - formula and functions	Thu 18 Feb, 10-11am
◇ MS Excel - charts and graphs	Tue 23 Feb, 3-4pm
◯ Mendeley - using Mendeley	Fri 26 Feb, 3-4pm
◯ Mendeley - maximising Mendeley	**Tue 02 Mar, 10-11am**
◯ MS Word - essential academic document formatting	Wed 03 Mar, 10-11am
△ MS PowerPoint - academic posters	Tue 09 Mar, 10-11am
◯ Mendeley - using Mendeley	Thu 11 Mar, 10-11am
◯ Mendeley - maximising Mendeley	Wed 17 Mar, 3-4pm
△ WordPress - express yourself with blogging	Fri 19 Mar, 10-11am
◯ Coggle - visualise your planning	Mon 22 Mar, 3-4pm
△ Canva - infographics and banners	Thu 25 Mar, 3-4pm

Summer term (all times are UK time)

◯ MS Word - essential academic document formatting	**Tue 20 Apr, 10-11am**
△ MS PowerPoint - academic posters	Thu 22 Apr, 3-4pm
☐ MS Word and Google Docs - collaboration online	Mon 26 Apr, 3-4pm
◯ Mendeley - using Mendeley	Wed 28 Apr, 3-4pm
△ WordPress - express yourself with blogging	**Tue 4 May, 3-4pm**
◯ MS Word - essential academic document formatting	Fri 7 May, 3-4pm
☐ Trello - maximising group projects online	Mon 10 May, 3-4pm
◯ Practical MS Word - summer projects (2 hours)	Thu 13 May, 10-12pm
◯ Practical MS Word - summer projects (2 hours)	Mon 17 May, 2-4pm
◯ Practical Mendeley - hands on practice (2 hours)	Thu 20 May, 10-12pm
◯ Practical MS Word - summer projects (2 hours)	Tue 25 May, 10-12pm
◯ Practical Mendeley - hands on practice (2 hours)	Wed 26 May, 2-4pm
◯ Practical MS Word - summer projects (2 hours)	**Mon 14 Jun, 10-12pm**
☆ Coggle - visualise your planning	Thu 17 Jun, 10-11am
◯ Practical Mendeley - hands on practice (2 hours)	Tue 22 Jun, 10-12pm
◯ Practical MS Word - summer projects (2 hours)	Thu 24 Jun, 2-4pm

Session categories

Session categories have been design to help you choose workshops that are tailored to your studying needs.

☐ Managing group projects   ◯ Academic planning & writing   △ Presenting your work

◇ Working confidently with data   ☆ Improve and personalise your interaction with a computer