

# GUIDE FOR INSTRUCTORS

## WELCOME

*Information Skills: Strategies for effective and efficient use of information* is a development of a new online module. This module will familiarize students with the basic elements of information literacy and will allow them to practice these skills to prepare them for completion of course assignments. The module is composed of six parts, each one dedicated to a specific element of information competency.

## WHAT/ WHY

Information literacy is a set of competencies that can assist individuals to locate, evaluate, and effectively use information and make informed choices about selecting information sources. The skills developed through this module will help students develop information literacy skills and apply critical thinking skills to search, evaluate and select appropriate types and formats of resources.

After completing *Information Skills: Strategies for effective and efficient use of information*, students will be able to:

1. apply the research process to assist in the process of writing a comprehensive research paper;
2. define the relationship of the research topic's main concepts;
3. use a variety of types and formats of sources of information to select those most appropriate for their information needs;
4. evaluate information and its sources critically to make informed decisions about its authority, relevance, and credibility;
5. analyze the economic, legal and social issues to comply with institutional policies and preserve the integrity of resources; and
6. demonstrate ability to connect research strategies with lifelong learning processes and personal, academic, and professional goals.

## WHO

This module is applicable to students in a variety of learning situations, including online or on-campus courses across a variety of disciplines, such as history, global development, sociology, and English literature. The module can be easily customized to any subject by adding new content or changing the examples of information resources within the module. Contact your liaison librarian for assistance and support.

## WHEN/ WHERE

Self-paced module with interactive elements intertwined to help students engage with the concepts and build skills in discerning information that will accompany learning. This module can be integrated as part of online or on-campus courses across a variety of disciplines, such as history, global development, sociology, and English literature, as a tool to help students develop the information literacy skills required to complete a course assignment(s). The duration of this module is approximately 10-12% of a one-semester course, and takes 4 - 6 hours to complete.

# MODULE IMPLEMENTATION

## SUPPORTED FORMATS

To facilitate easy LMS implementation, the Information Literacy Module has been pre-exported into the following formats:

- **Sharable Content Object Reference Module (SCORM) package:** this format is supported by most major LMS systems and can be uploaded as a .ZIP file. For information on uploading a SCORM package, please visit your LMS's support page.
- **HTML Web Distribution:** This format is typically used outside of the LMS and is hosted on a webserver. Web packages are typically published to a website via an FTP client. For more information, please visit the [Articulate Publishing and Sharing](#) page.

Both packages support Adobe Flash and HTML5 allowing for the module to be viewed on most computers and mobile devices.

## CHANGING/EDITING CONTENT

All content within the Information Literacy Module has been created with a Creative Commons License. All content may be changed or edited. The module was created using Articulate Storyline 2.

- If you are interested editing the existing module, the Storyline file may be downloaded from [http://www.queensu.ca/artsci\\_online/additional-resources/Information%20Literacy/information-literacy-development-package.zip](http://www.queensu.ca/artsci_online/additional-resources/Information%20Literacy/information-literacy-development-package.zip). If your institution does not have a Storyline 2 license, a free trial may be downloaded from [Articulate's website](#). For information on using Articulate Storyline 2, please consult the [Storyline 2 User Guide](#).
- Raw multimedia content (images, video) that was used to create the module can be included in the package.

The complete module may be viewed at from the [Arts and Science Online](#) Website. Please contact [Continuing and Distance Studies](#) if you have any questions regarding the module.