Lesson Plan

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Workshop, undergraduate students, graduate students, faculty, staff

Topic: Virtual citation management workshops: Transitioning from in-person to the virtual environment

Objectives:
The participant will be able to accurately create a list of citations, thereby giving credit to the original ideas of others.
The participant will decide where and how their information is published.

Materials:
Computer with access to the internet.
A registered account to EndNote Online, free with university affiliation.
Access to databases.

Activities:
(varies) <u>Preparation before the workshop</u>
- Pre-record a workshop to share with participants after the workshop.

- Select dates and times to offer the workshop.
- Select a virtual platform to host the workshop and create the virtual rooms.
- Document the steps needed for participants to create the EndNote account. Save this document as a Google Docs.
- Create a registration form. Requested information for the registration form might include name, status (faculty, staff, undergraduate students, and graduate students), department, selected date, workshop host's contact information, and steps to create the EndNote account.
- Design an advertising email.
- Share the advertising email with the campus. Repeat as appropriate.
- Keep a list of participants in Excel or LibWizard.
- Create a workshop appointment in your personal information manager software system, e.g. Outlook, to share with each registrant. Each appointment will include instructions for creating the EndNote account, workshop host's contact information, and the link to the virtual room.
- Add additional participants to the workshop appointment as needed. Share updates only with added participants.
- Send a reminder email one to two days before the workshop to remind participants that they will need to create the EndNote account. This email will also include the workshop host's contact information as well as the link to the virtual room.
- Copy an example of a reference list in a preferred citation style into Google Docs.
- Display the steps to create the EndNote virtual account (saved in a Google Docs) on the screen before participants enter the room.
- Open the example reference list (also in a Google Docs) in an additional tab.
- Prepare the link for a pre-recorded workshop to share with participants after the workshop.

(2-5 minutes) <u>Welcome to the workshop</u>

- Welcome participants to the virtual room as they enter and inquire whether they have created the EndNote account. If they have not, encourage them to do so now. The directions should already be on the screen (opened before the workshop started).
- Identify and describe the potential uses of EndNote, including the organization, creation of the reference lists, and the Match feature.

(15-20 minutes) Transfer citation information into EndNote
- Demonstrate how to access the databases from the library homepage.
- Demonstrate an example search in the databases. Select a keyword search similar to participants' backgrounds or search for a generic topic, e.g. chocolate.
- Based on participants' subject areas, demonstrate how to send citation information from multiple databases. Demonstrated databases often included databases on the EBSCO platform, ProQuest databases, PubMed, Web of Science. Add others as desired by participants. Send the RIS files to EndNote.
- Depending on the participants skill-level, can offer a discussion on search techniques and/or keyword development.
- Instruct participants to send one citation to their own EndNote accounts.

(15 – 20 minutes) How to use EndNote
- Demonstrate Import References and options.
- Demonstrate how to create a New Reference.
- Go to Unfiled References.
- Sort by Added to the library – newest to oldest.
- Demonstrate how to edit a citation, e.g. a title in all caps.
- Discuss considerations for naming new groups, e.g. short and simple.
- Demonstrate how to add a citation to a group.
- Demonstrate the features in under the Organize and Format tabs.
- Demonstrate how to create a reference list. Show the example reference list in a Google Doc. Highlight that the citations will have errors. Participants must double-check these citations before submitting them with an assignment or a manuscript.
- Demonstrate how to use the Match feature to find journals for future manuscript submissions. This feature will search journals to find where an abstract and title are most likely to be accepted for publication.
- Demonstrate the features under the Options and Downloads tabs.

(2 – 8 minutes) Conclusion
- Answer final questions.
- Share a pre-recorded workshop to participants.
- Share a link to the assessment survey.
- Share workshop host's information for future questions.

Assessment:
- The librarian will share a survey link to assess the success of the workshop.
- Participants are asked to respond to the following statements using a Likert scale from Strongly agree to Strongly disagree along with Not Applicable:
  o The goals of the library instruction session were made clear by the librarian.
  o The lesson content was presented clearly and understandably.

- The session had practice activities that were useful for the assignment.
- The librarian was knowledgeable about the material.
- The librarian's presentation used technology effectively, if applicable.
- The librarian encouraged student questions and participation.
- The librarian was sensitive to the class level and student progress.
- The librarian used relevant, engaging examples to describe the topic.
- The library session related to my class assignment/goals.
- Participants will also be asked to identify the most interesting or helpful thing they learned and comment on how to improve the session.

ACRL Information Literacy Framework:
- Information Has Value: Knowledge Practice 1
- Information Has Value: Knowledge Practice 6
- Information Has Value: Disposition 1
- Information Has Value: Disposition 2

The Framework with knowledge practices/dispositions is available here: http://www.ala.org/acrl/standards/ilframework