




1st year programme, Semester 1

By following this tutorial, you'll learn how to carry out effective research and discover more tools to improve your information skills. This compulsory course includes **a face-to-face introductory session** at the beginning of the academic year and **interactive activities** to be done online on the UT Capitole Intranet. Throughout the semester, you can ask for personalized help from **your teachers**.




MODULE	ACTIVITY	RATING	TRAINING METHOD
Module 1	Discover the Information Skills course		Face-to-face tutorial
Module 2	Understanding the learning process	0,5 pt	 Online activities
Module 3	Cultivating a dynamic mindset	0,5 pt	
Module 4	Understanding a booklist: books and journals + <i>application test</i>	1 pt	
Module 5	Distributing learning	0,5 pt	
Module 6	Find a book on Archipel + <i>application test</i>	1 pt	
Module 7	Managing your attention	0,5 pt	
Module 8	Copying, printing, scanning a document		
Module 9	Retrieve from memory	0,5 pt	
Module 10	Asking for help (starter level)		
Module 11	Practising self-explanation	0,5 pt	
Module 12	Researching a subject		
Module 13	Taking notes	0,5 pt	
Module 14	Doing research on a subject (starter level)		
Module 15	Refining the search results in Archipel		
Module 16	Summarising	0,5 pt	
Module 17	Complete the reflective journal on my learning	1 pt	
	<i>Knowledge test</i>	13 pts	

Calendar

Annual rating



Mark out of 20 in semester 1
+
Mark out of 20 in semester 2
=
final mark out of 20

1 ECTS at the end of the academic year

UNIVERSITÉ
TOULOUSE
CAPITOLE



Pedagogical support



How do I check the work to be done each week? At the beginning of the week, your teacher posts a message on the **course forum on TSM Academy**.

Do you have a question you'd like to share with the other students and your teachers? You can post a message on the forum in the online workspace.

Would you like to contact a teacher? You can send them an email here:

christel.candalot@ut-capitole.fr
stephanie.blandin@ut-capitole.fr



**You don't have a computer.
How can you do the online activities?**

You can use the public computers in the Arsenal and Manufacture University libraries
 You can borrow a laptop at the Arsenal and Manufacture University library
 You can borrow a pad at the Arsenal University library