

## STUDENT ASSIGNMENT/PROJECT ORIENTATION DURING REMOTE LEARNING

As you embark upon your online learning journey, UCT Libraries, your information and learning partner, is here to support you by:

- teaching you about the standard research elements and processes
- directing you to relevant and appropriate tools and resources that will simplify your academic needs and enhance your output
- enhancing your research skills so that you are able to search for, find, collect, analyse, interpret and evaluate information relevant to the subject you are studying.



This guide, together with regular engagement with the Library staff, will make a big difference to the ease and time within which you complete your assignment/project and the grade you get for it.

When conducting research, be it a minor assignment or a major project, the fundamental research elements and processes are the same. However, when the breadth and depth of the project changes, the corresponding application of the research elements is required. The following are some standard processes and elements that need to be followed to complete a good research project.

### 1. Conducting a literature review

To engage in a good and rewarding research process, start with the review of the literature using the wide range of resources that is made available via the Libraries. The basic [literature review guide](#) will support your efforts to identify and extract authentic and credible scholarly literature which will assist you in your research project. For more detailed information use the in-depth [literature review guide](#).

### 2. Engaging information resources

Use the discovery tool [Primo](#) (available from the Library's webpage) to search many of our Library's full text resources (ebooks, articles, videos and more) from a single

SEARCH box. To aid in optimising your searching, here is a guide ([PRIMO: the Basics of finding electronic materials on the UCT Catalogue](#)).

LOGIN: As you are currently working from home, you will be prompted to log in with your UCT network credentials (e.g. student/staff number and password).

### 3. Consulting free alternate resources

 There are credible and authentic scholarly literature and research that are freely available online. These journal articles, books and open educational resources will assist you with your research project. The University's open access repository [OpenUCT](#) and data repository [ZivaHub](#) will also provide access to scholarly information and data.

### 4. Applying referencing techniques

It is ethical research practice to acknowledge the work of authors. Within the text of the research document, work and ideas can be cited using the author's surname and year of publication. Visit the Libraries [Referencing Help](#) webpage to assist you with citing or referencing.

UCT Libraries has also published an open access reference guide, known as [UCT author-date guide](#) which is accessible via OpenUCT.

### 5. Reference management tools



There are two important reference management tools that are available at UCT. '[Endnote](#)' is a reference management software tool used to keep all your references and reference related materials together. Endnote can be used offline. '[Refworks](#)' is a web-based reference management tool used for storing and organising references.

## **6. Utilising help guides**

Library staff have created a range of extremely useful [LibGuides](#), using propriety software, that contain information, resources and links relevant to subjects, courses or general topics.

We understand this is a challenging time and urge you to contact a librarian for any help you may need. All the best with your studies!