INFORMATION, DATA AND MEDIA LITERACY

ADVANCED TOOLKIT

This advanced toolkit contains a range of resources carefully curated to further develop your information, data and media literacy skills. Select and complete any four from the list below to claim a digital badge.

HOW TO BE A CRITICAL READER

In this course you will focus on how to be a critical reader. Reading critically is an essential skill at university. It means being aware of your own purposes and opinions as you read and being able to recognise the writer’s purposes and opinions in their writing. After studying this course, you should be able to consider the importance of examining attitudes to texts, understand the organisation of argument texts, distinguish between facts and opinions in texts, examine hedging as a technique used by writers to express opinions and avoid making unsupported generalisation.

THE POWER OF INFOGRAPHICS IN RESEARCH DISSEMINATION

Infographics are an essential tool in data representation and research communication. In this course, you will explore when and how infographics can be useful to your work. You will look at some good and bad practice in making and using infographics, and will learn how to evaluate infographics that appear to be presenting research evidence. The course concludes by introducing some free resources that can help you produce effective infographics of your own, and critically evaluate the infographics of others.

THE DIGITAL SCHOLAR

The digital scholar is a detailed course which lasts about eight weeks, with approximately three hours’ study time each week. You can work through the course at your own pace. After studying this course you will be able to understand what is meant by the term ‘digital scholarship’, recognise Boyer’s scholarship framework, consider new approaches to research afforded by digital scholarship, understand how digital, networked technology can influence public engagement and appreciate the influence of the recent MOOC (massive open online course) development.

GOOGLE ANALYTICS

Google Analytics is the industry standard for web analytics. This powerful tool provides the means to track, analyse and report on site visits, marketing goals, and advert revenue generated from your site. This course explains how to use Google Analytics to better understand who your digital customers are, how they found your website, and how they engage with your site once they get there. This course covers the platform’s out-of-the-box functionality, from account creation to reporting fundamentals.

MICROSOFT PROJECT 2016 ESSENTIAL TRAINING

Master the core features of Microsoft Project 2016, the powerful project management software. Learn how to best set up such project components as work tasks, summary tasks, milestones, and recurring tasks. Author Bonnie Biafore, a Project Management Professional (PMP), also explores the different types of resources used in projects, and how to set up their availability and cost. She also shows how to link tasks together and assign resources to tasks to build a realistic project schedule.

LEARNING PYTHON

Due to its power and simplicity, Python has become the scripting language of choice for many large organisations, including Google, Yahoo, and IBM. A thorough understanding of Python will help you write more efficient and effective scripts. In this course, Bill Weinman demonstrates how to use Python to create well-designed scripts and maintain existing projects. This course covers the basics of the language syntax and usage, as well as advanced features such as objects, generators, and exceptions.

www.ed.ac.uk/is/skills | www.digitalskills.ed.ac.uk | is.skills@ed.ac.uk
If you would like this resource in an alternative format please send a request to Digital Skills and Training at is.skills@ed.ac.uk.
Microsoft Excel puts a wealth of functionality at your fingertips. This course was designed to focus on the most essential of these functions, covering the features and capabilities that brand-new users need to get going with the 2019 version of Excel. Instructor David Rivers covers creating and opening workbooks, entering text and numbers, working with formulas, basic formatting, inserting charts, and sharing and printing workbooks. Microsoft Excel is also available in Office 365 which is provided free by the University to staff and students.

DATA SCIENCE FOUNDATIONS: FUNDAMENTALS

This course provides a comprehensive overview of modern data science: the practice of obtaining, exploring, modelling, and interpreting data. Barton Poulson explores disciplines such as programming, statistics, mathematics, machine learning, data analysis, visualisation, and big data. He explains why data scientists are now in such demand, and the skills required to succeed in different jobs.

STATISTICS FOUNDATIONS: 1

Statistics is not just the realm of data scientists. All types of jobs use statistics. Statistics are important for making decisions, new discoveries, investments, and predictions. Whether the subject is political races, sports rankings, shopping trends, or healthcare advancements, statistics is an instrument for understanding your favorite topic at a deeper level. With these beginner-level lessons, you too can master the terms, formulas, and techniques needed to perform the most common types of statistics.

INFORMATION, DATA AND MEDIA LITERACY WORKSHOP

The capacity to find, evaluate, manage and share digital information and data, and critically receive and respond to messages in a range of digital media. This is a 1.5 hour interactive and fun workshop designed to help you analyse and understand the information, data and media we are sent by various digital outlets, its application to your work and life and investigate ways in which you can develop your ability to discern credible information and data. This workshop is suitable for both students and staff.