

# Activity . . . . . ➔ 55

## Organising, managing and storing information

### STUDENT HANDOUT

Choose a tool that will help you to organise, manage and store information collected for your coursework and assignments. This information can include references, quotations, evidence to help back up an argument, statistics, visual information and lecture notes, for example. There is a wide variety of tools available, including paper management systems, with pages, files and folders; apps that help you to organise and build references and bibliographies; or software that enables you to manage, sort and search information, for example. If you prefer, you can design your own tool, perhaps creating a useful spreadsheet or database that will help you to record, organise and search information. Once you have chosen, adapted, modified or designed a tool, test it by entering some information you have collected. This will help you to evaluate the effectiveness of your tool.

It is important that you choose a tool that works for you. It should assist in increasing efficiency, help with your studies and enable you to stay organised. It should help you to find information that you have collected when you need to, and enable you to identify and record useful references. It can also help you to store personal notes or important information from lectures. Your chosen tool should be an aid to study, not a distraction.

Once you have chosen, tested and evaluated your tool, prepare a five-minute presentation to give to your peers when we next meet. You will need to describe your chosen tool and discuss issues such as advantages, disadvantages, strengths and weaknesses. You can also offer advice about adopting and using this tool if your peers decide that it would be a more effective tool than the one they have chosen. Once presentations are complete you can continue with your chosen tool, or decide to modify, adapt or change tools as a result of the presentations given by your peers.

**Learning outcome:** By the end of this activity you will have chosen, tested and evaluated a tool that will help you to organise, manage and store information collected for coursework and assignments.