

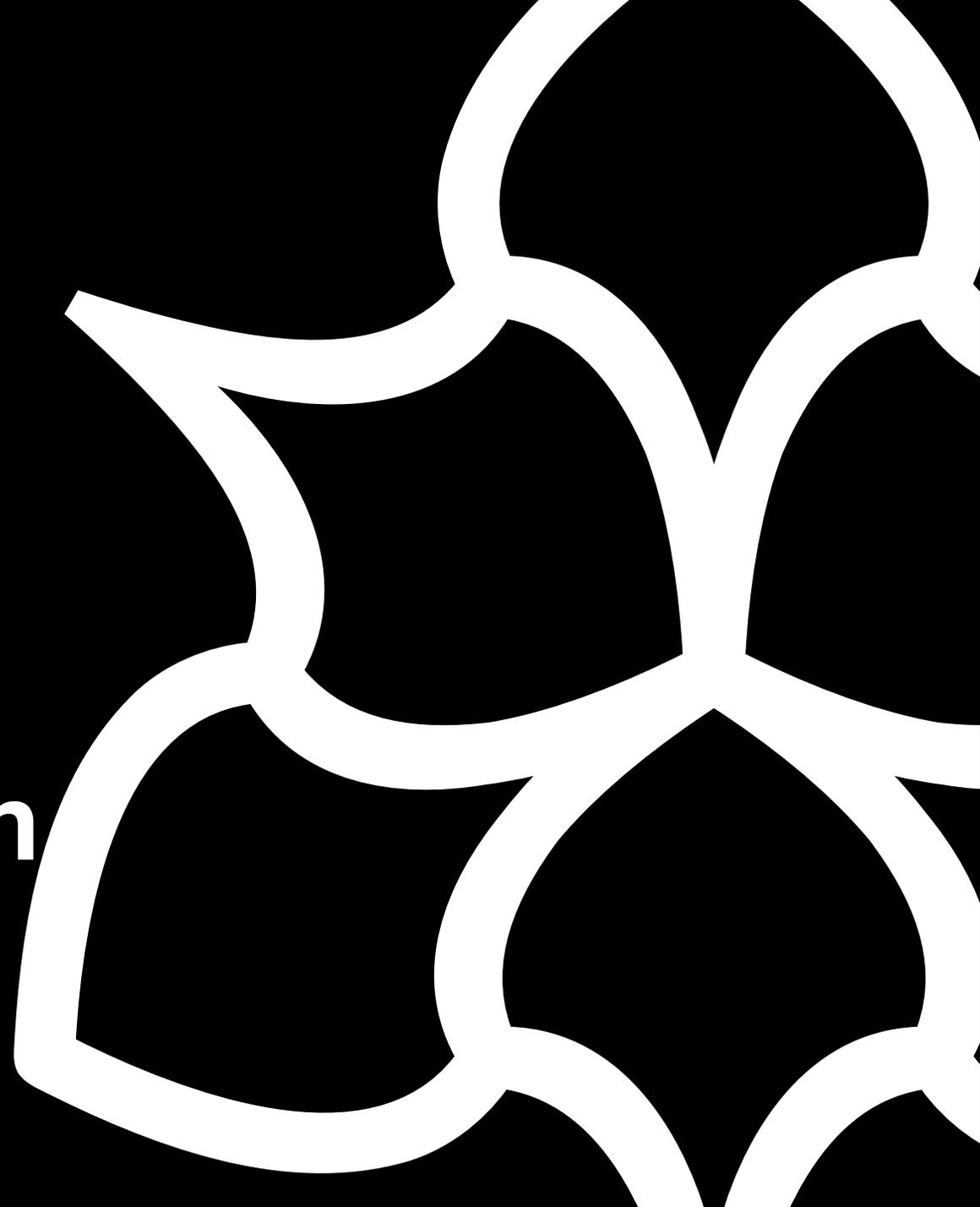
**Manchester
Metropolitan
University**

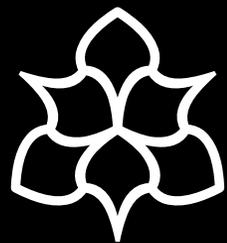
MIBT L7

Extended Induction

**The Library, Learner Development,
the Careers Service, and the Students' Union**

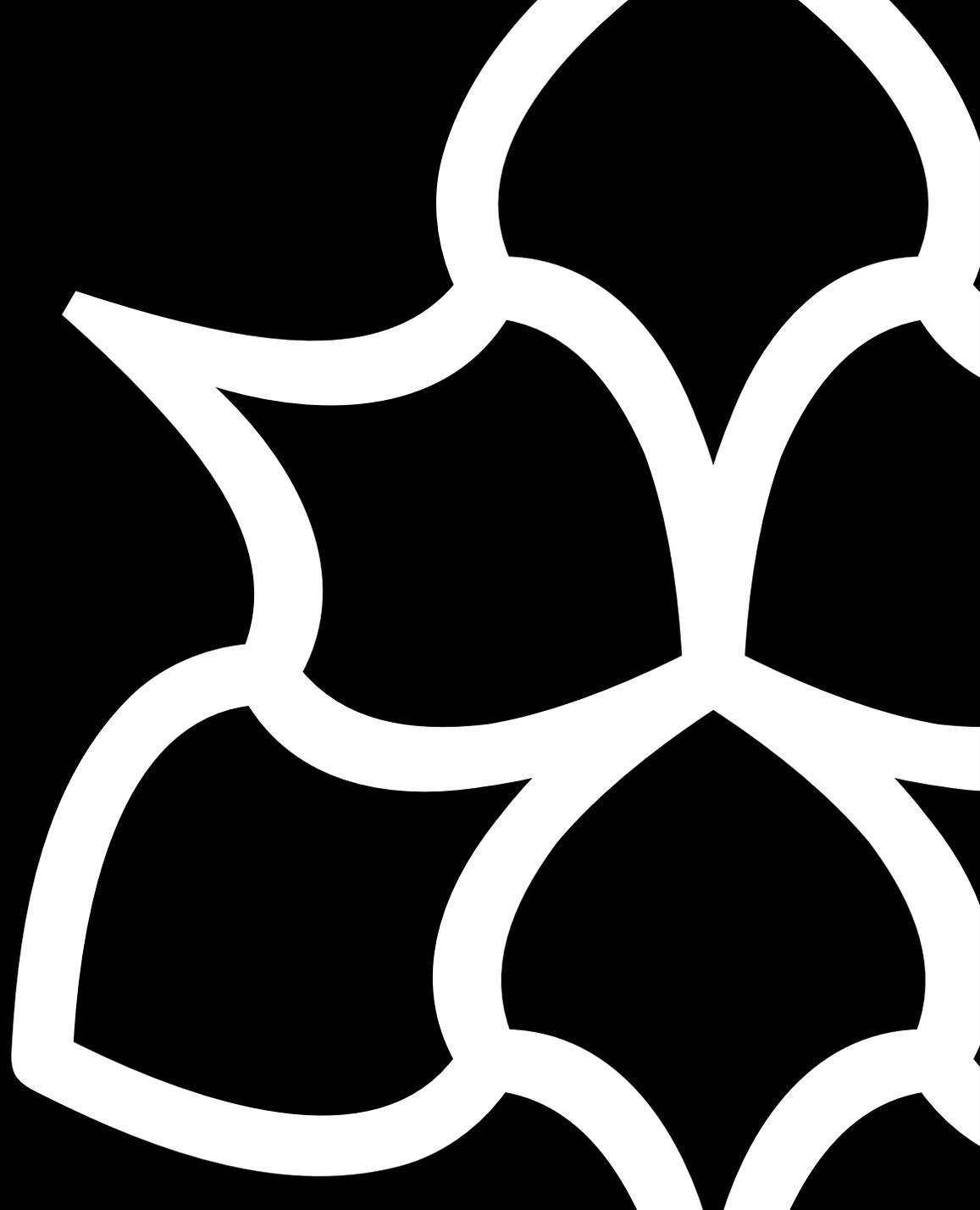
February 2026

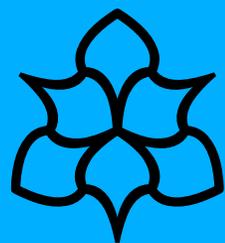




**Manchester
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The Library





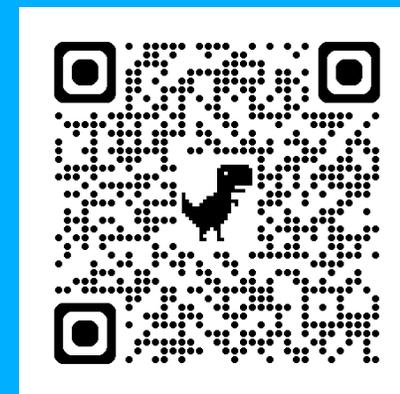
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Welcome to Manchester Met Library

Sian Caldwell

library@mmu.ac.uk



[Library website](#)

Your Academic Liaison Librarian can help with..



Sian Caldwell

Book an appointment with Sian Caldwell

Finding good quality information for your assignments.

Evaluating information.

Citing and referencing.

Email library@mmu.ac.uk or book a 1-2-1 from your subject guide.



[Subject guides](#)

Explore your digital library (1)

Your Manchester Met login provides access to over a million good quality **academic sources of information** for your assignments.



Ebooks provide a good overview of a topic.

Academic journals contain articles written by subject experts.

Practitioner and industry journals contain articles written by professionals working in the field.

Course reading lists for each of your modules, accessible via Moodle.

Explore your digital library (2)

Access a wide range of **resources tailored to your area of study**. Bookmark your **subject guide** to browse available databases (academic search engines).

Newspapers - current and historical newspaper articles.

Media and TV - access films and documentaries via Kanopy and Box of Broadcasts.

Specialist industry resources - access trend forecasting services, company and industry information and statistics.



[Subject guides](#)

Use Library Search to access books and articles

Library Search

Cottrell study skills



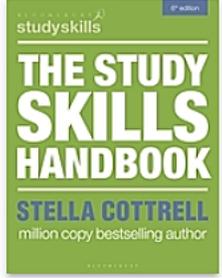
- Manchester Poetry Library
- Special Collections Museum
- Click & Collect
- Library

Format

- [All](#)
- [Article \(262\)](#)
- [Book \(24\)](#)
- Article, Chapter (303)
 - Article (262)
 - Chapter (30)
 - Downloadable Article (11)
- Book (24)
 - Print Book (14)
 - eBook (10)
- Audiobook (1)
 - eAudiobook (1)
- Video (1)

1

- Cite
- Share
- Save



The study skills handbook

Authors: [Stella Cottrell](#) (Author)

eBook 2024, Sixth edition.

London : Bloomsbury Academic, 2024.

Summary: This title introduces higher-level study skills and allows students to develop a deeper understanding of the learning process itself, encouraging a reflective and well-informed approach to study. This is the ultimate guide to study skills, written by million copy bestselling author Stella Cottrell. Her tried and tested approach, based on over 20 years' experience of working with

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Older © 2019 Print Book edition, Fifth edition.
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Available
Click & Collect Alpha
371.30281 COT
6 Available at 1 Location



[Library Search](#)

Request books using Click and Collect (1)

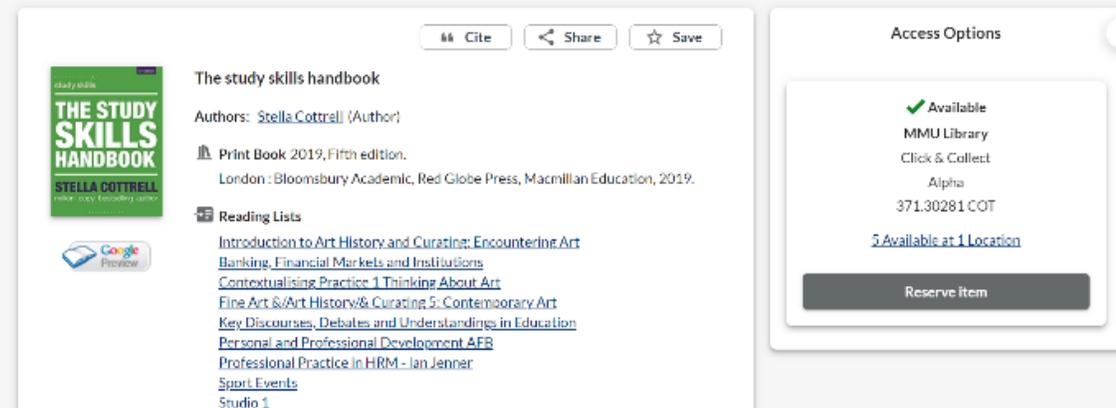
1



Library Search Search for books, articles and more

Search the book on **Library Search**.

2



The study skills handbook

Authors: [Stella Cottrell](#) (Author)

Print Book 2019, Fifth edition.
London : Bloomsbury Academic, Red Globe Press, Macmillan Education, 2019.

Reading Lists

- [Introduction to Art History and Curating: Encountering Art](#)
- [Banking, Financial Markets and Institutions](#)
- [Contextualising Practice 1 Thinking About Art](#)
- [Fine Art & Art History & Curating 5: Contemporary Art](#)
- [Key Discourses, Debates and Understandings in Education](#)
- [Personal and Professional Development AFR](#)
- [Professional Practice in HRM - Ian Jenner](#)
- [Sport Events](#)
- [Studio 1](#)

Access Options

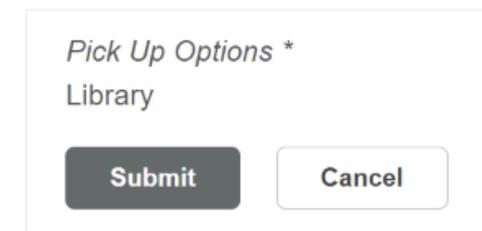
- Available
- MMU Library
- Click & Collect
- Alpha
- 371.30281 COT

[5 Available at 1 Location](#)

Reserve item

Select the required book title if available via Click and Collect, and then select **Reserve item**.

3



Pick Up Options *

Library

Submit Cancel

Sign in to Library Search using your Man Met ID and password and select **Submit**.

Request books using Click and Collect (2)

Title

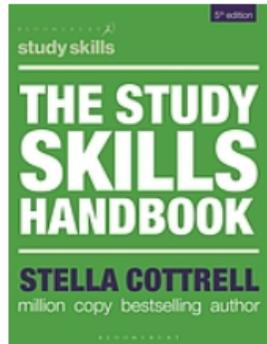
Submitted date

Status

Select all

Cancel requests

Create request



[The study skills handbook](#)

Fifth edition.
Cottrell, Stella
2019

Print Book

30/07/2025

[Edit request](#)

Ready for pick up at Library
until 06/08/202523:59:59

4

Initially, the status of your request is set to **Not ready for pick up.**

5

The status will change to **Item in transit to library** when your request has been processed.

6

When the book is available for collection, the status will change to **Ready for pick up...** and you will receive an email.

Borrowing and returning books



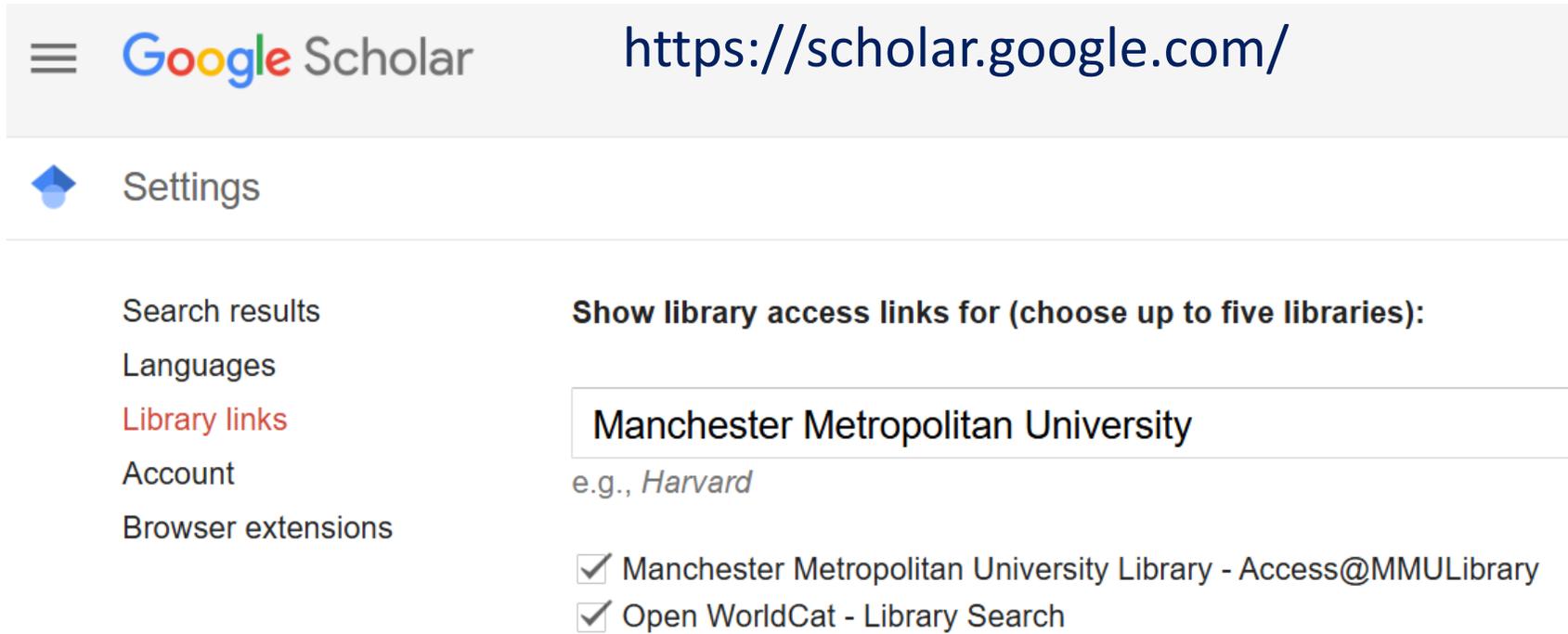
Check out books using the machines in the Click and Collect area.



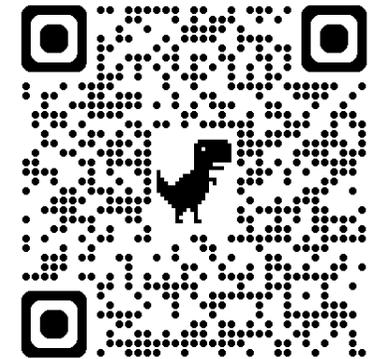
Return books to the machines outside of the Click and Collect area, or at the drop off point at Brooks.

Set up Access@MMULibrary

... to access full text content via Google Scholar



The screenshot shows the Google Scholar settings page. At the top, there is a hamburger menu icon, the Google Scholar logo, and the URL <https://scholar.google.com/>. Below this is a 'Settings' section with a blue arrow icon. On the left side, there is a list of settings: 'Search results', 'Languages', 'Library links' (highlighted in red), 'Account', and 'Browser extensions'. The main content area is titled 'Show library access links for (choose up to five libraries):'. Below this title is a text input field containing 'Manchester Metropolitan University' with a small example 'e.g., Harvard' below it. At the bottom, there are two checked checkboxes: 'Manchester Metropolitan University Library - Access@MMULibrary' and 'Open WorldCat - Library Search'.



[Video guide](#)

Workshops to support your learning



On campus and online workshops, including Cite Them Right Harvard referencing, Getting the most out of Google Scholar, Introduction to finding academic sources and more.

Delivered by library staff.

Open to all students.

Earn RISE points for attending!



[Book onto a workshop](#)

Library Moodle page and tutorials

Access the resources available on the Library Research and Referencing Moodle page.

Welcome to your Library video and quiz and the How to use the Library video playlist.

Online tutorials include; Finding information for your assignments, Getting the most out of Google Scholar, Evaluating and choosing information.



[Library Moodle page](#)

Space to study

The Library provides **24/7 access** to study spaces.

Remember to bring your ID card to swipe in.

Variety of study spaces on all floors of the library.

Refurbished focussed study areas.

Bookable rooms.

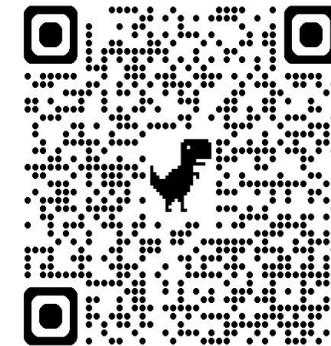
Computer labs.

Accessible study room.

Prayer and wellbeing spaces.

Kitchen and café.

Charging stations.

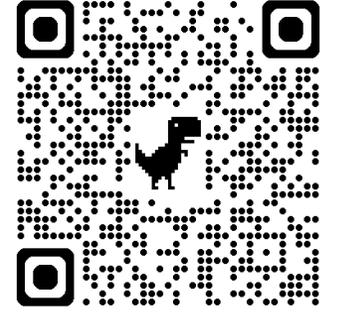


[Book a study room in the library.](#)

Specialist software and laptop loans



Specialist software is available on Macs and PCs in the Library and across campus.



[Specialist software on campus](#)



Borrow a free laptop for 24 hours or 7 days at a time.



[Laptop loans](#)

Printing, photocopying and scanning



Multifunctional devices.

Available in all University buildings.

Top up your printing account online.



[Printing](#)

IT and digital support



Face to face support: IT Helpdesk in the library, ground floor **Mon-Fri 9am-5pm.**

Contact IT 24/7: assist.mmu.ac.uk

Call: 0161 247 4646

Live chat:



[IT support for students](#)

Time out



Explore Man Met's self help guide.

Access library resources if you need time away from your studies.



Read for pleasure.

Watch films, performance and documentaries on Kanopy, Drama Online, Digital Theatre and Box of Broadcasts.



[Wellbeing self-help guide](#)

SCONUL Access



Register for SCONUL access to visit other University Libraries.



[SCONUL Access](#)

Getting help from your library



Visit the library help desk.



Email: library@mmu.ac.uk



Chat: from the library homepage.

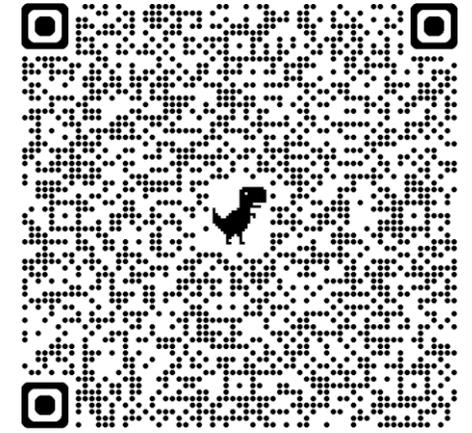


Book a 1-2-1 with your Academic Liaison Librarian.



Subscribe to the library's YouTube channel.

[MMULibraryServices](https://www.youtube.com/channel/UCMMULibraryServices)



[Library location on Google Maps](#)

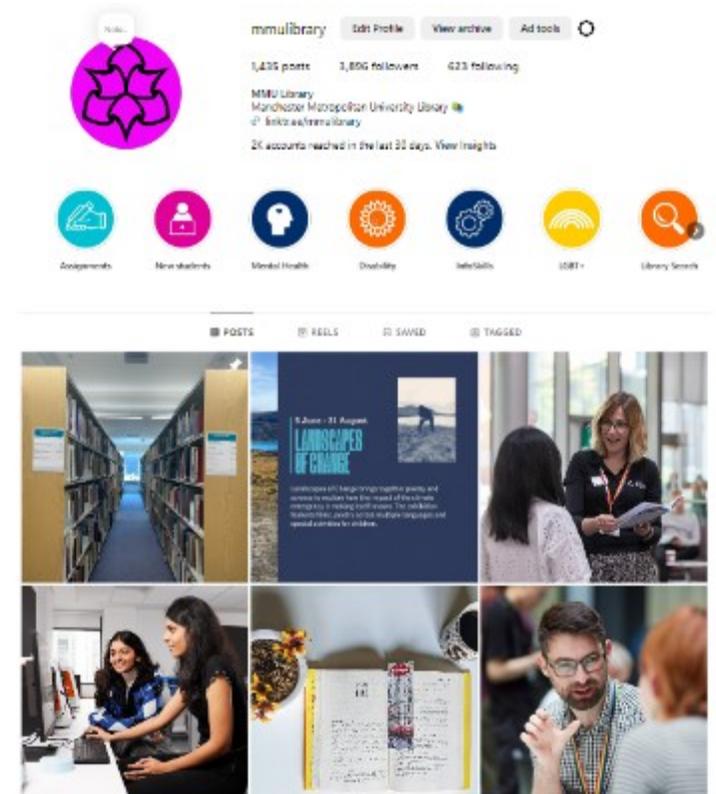
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Stay up to date with Library Services.

Find out about workshops.

Learn more about the resources we have on offer.

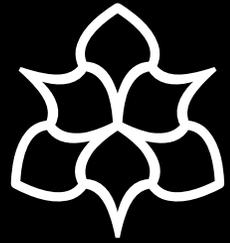
Get involved in competitions, events and more!



 @MMULibraryServices

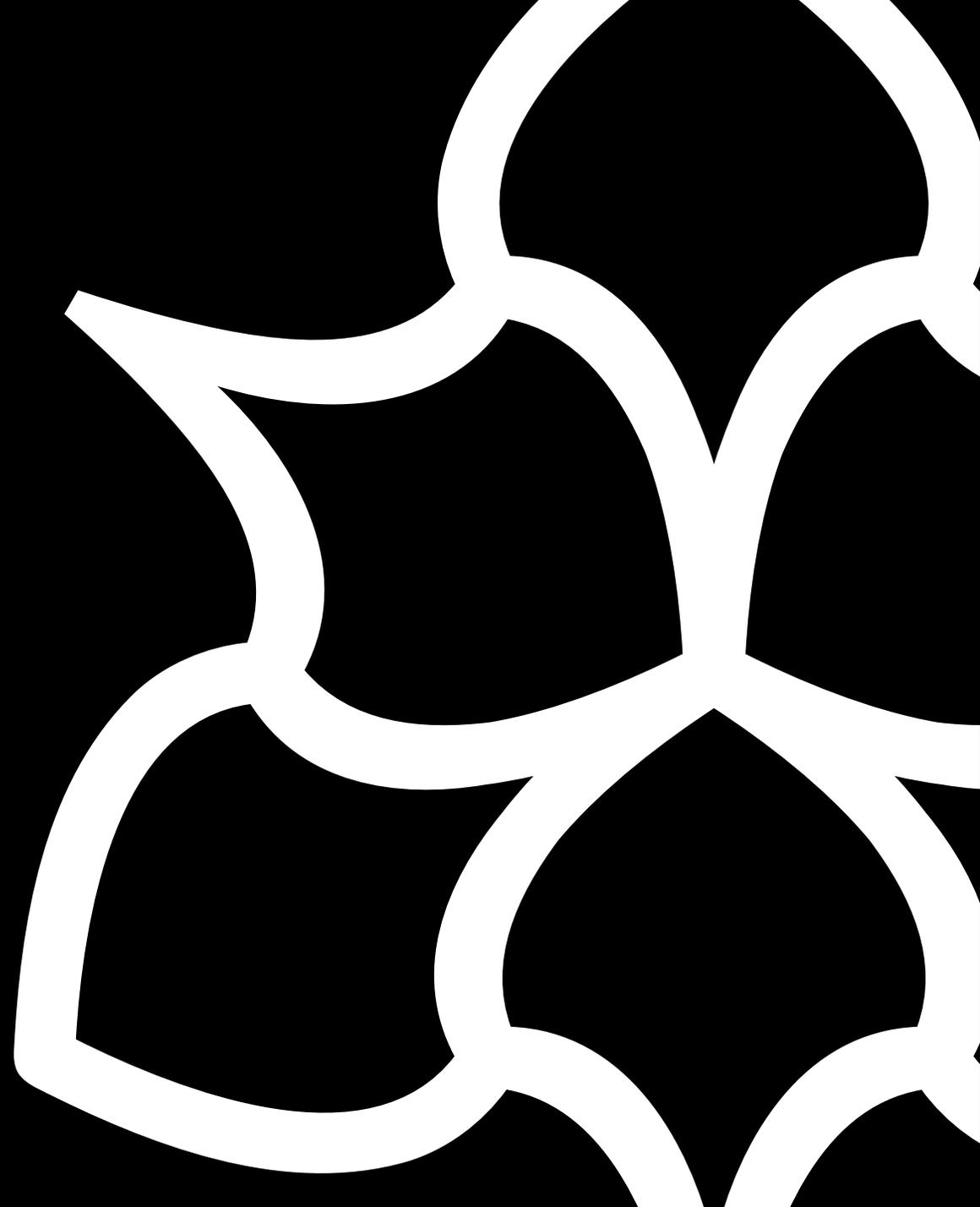
 @mmulibrary

 @MMULibraryServices



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Learner Development





Introduction to Study Skills

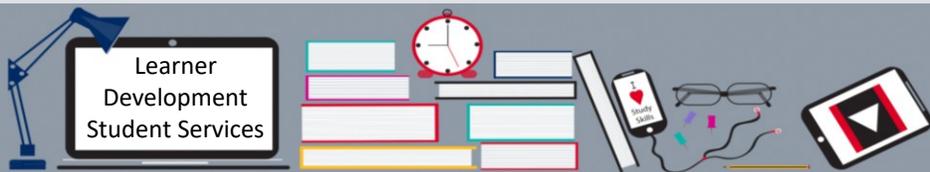
Learner Development
Academic and Study Skills



How we support students

Central
provision

Faculty
teaching



Academic and Study Skills Support



121s



Written
feedback



Central
workshops
and courses



Faculty
provision



SpLD
support



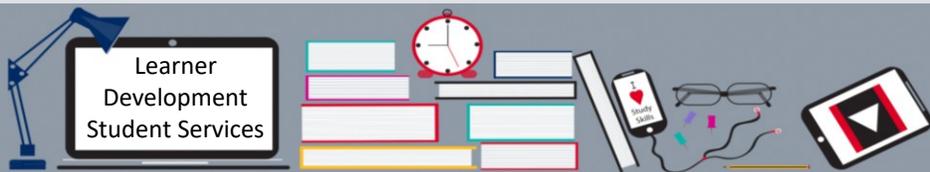
Numeracy
support

[Website](#): Here, you can find more information about all of our services, include 1:1s and written feedback.

[Moodle](#): Browse screencasts/ support materials on a range of academic and study skills areas.

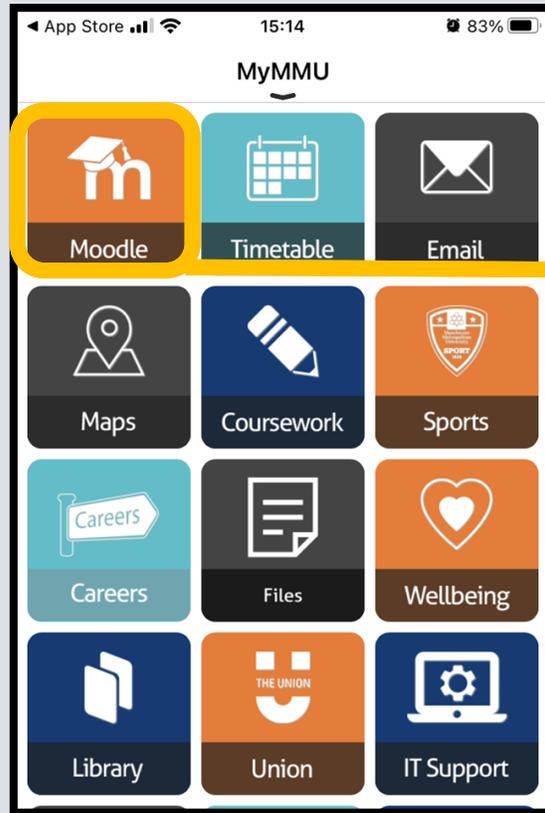
Any queries: studyskills@mmu.ac.uk

Specific learning differences tutors:
spldtutors@mmu.ac.uk

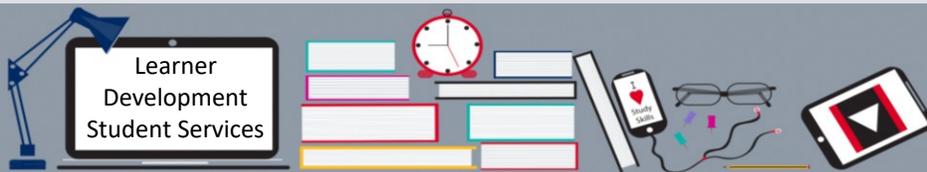
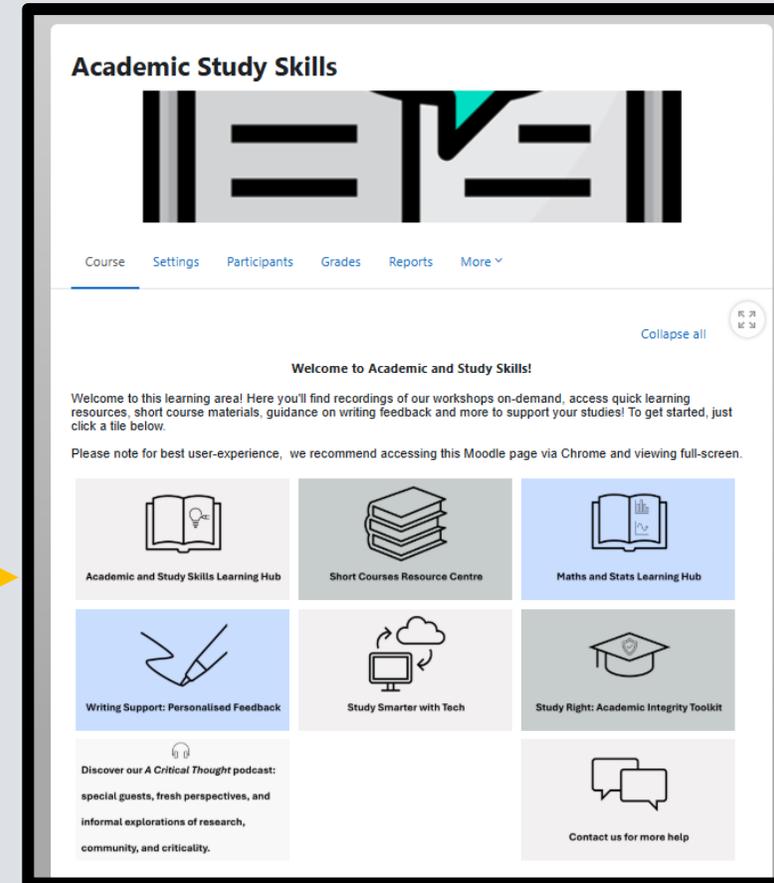
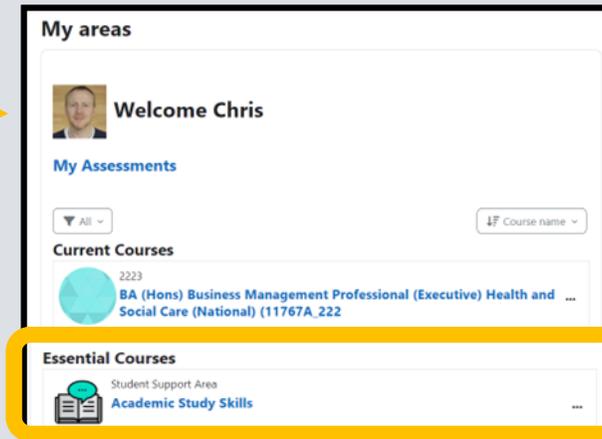


How to access academic study skills support and resources

MyMMU



Moodle



Academic Study Skills



[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

[Collapse all](#)

Welcome to Academic and Study Skills!

Welcome to this learning area! Here you'll find recordings of our workshops on-demand, access quick learning resources, short course materials, guidance on writing feedback and more to support your studies! To get started, just click a tile below.

Please note for best user-experience, we recommend accessing this Moodle page via Chrome and viewing full-screen.



Academic and Study Skills Learning Hub



Short Courses Resource Centre



Maths and Stats Learning Hub



Writing Support: Personalised Feedback



Study Smarter with Tech



Study Right: Academic Integrity Toolkit

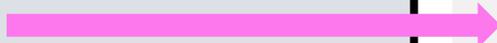


Discover our *A Critical Thought* podcast: special guests, fresh perspectives, and normal explorations of research, community, and criticality.

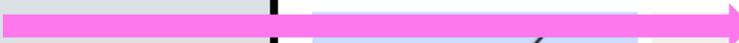


Contact us for more help

Academic Skills videos



Assistive Technology



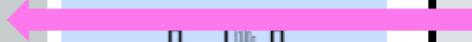
Feedback on Writing



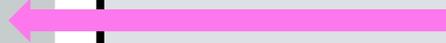
A Critical Thought podcast



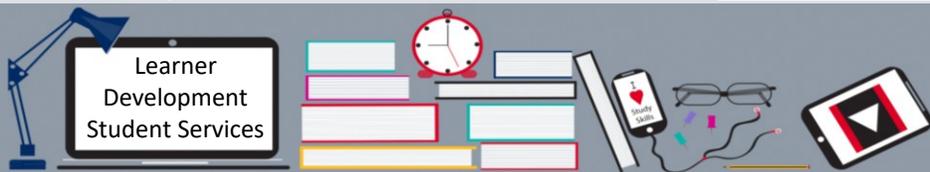
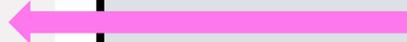
Writing and Criticality courses



Academic Integrity Toolkit



1:1 Appointments



Learner Development Student Services

What is in the Academic and Study Skills Learning Hub?

Academic and Study Skills Learning Hub

[Expand all](#)

Within this Academic and Study Skills Learning Hub, you can access:

Workshops on-demand: Watch recordings of our academic and study skills workshops whenever it suits you. You'll be able to complete all the activities as if you were attending live, just at your own pace.

Quick Learning Resources: Explore short, standalone videos and podcast episodes covering a wide range of academic and study skills topics.

Interactive Reading Hub: Prefer reading to watching videos? This page offers text-based learning with quizzes to help you check your understanding as you go.

Visit the [Library Research and Referencing Moodle page](#) where you will find help guides, online tutorials, videos and links to book onto research and referencing workshops.



Workshops on-demand



Quick Learning Resources



Interactive Reading Hub

Support with Assignments



A Quick Guide to Essays



A Guide to the Key Features of a Report



Writing a Report



Understanding an Assignment Question or Brief



Focus on Feedback



A Guide to Presentations



Focus on Poster Presentations



A Guide to Case Studies



Reflective Thinking and Writing

Support with Projects and Dissertations

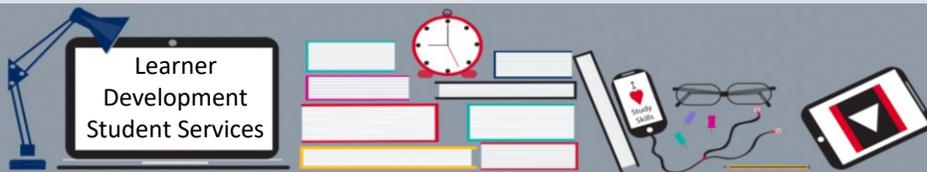


Section	Purpose
1. Title page	Opening page detailing report title and author.
2. Abstract / Executive Summary	Concise summary of entire report, focusing on purpose and key findings.
3. Contents page	List outlining key sections (and sometimes figures) and associated page numbers.
4. Introduction	Clear summary of important background information and the direction and scope of the report. May include aims and objectives.
5. Methods	
6. Results (sometimes called 'Findings' or 'Analysis')	
7. Discussion	
8. Conclusion / Recommendations	
9. References	
10. Appendix / Appendices	

Select either 'Workshops on-demand', 'Quick Learning Resources' or 'Interactive Reading Hub'

Click on a relevant video resource

View and make notes on the video, applying any guidance to your work



Titles of some of the sessions we have recently delivered as part of courses in the Faculty of Business and Law:

Critical Thinking and Writing	Effective Scenario-based Dashboard Presentations	Delivering an Effective Presentation
Using Evidence Effectively	Introduction to Dissertations	Preparing for Your Examination
Reflective Writing	IRAC Structure for Law Problems	Time Management and Critical Thinking
Designing and Developing a Poster Presentation	Critical Skills for Your Slidecast and Executive Summary	Critical Engagement in Presentations and Writing
Report Writing	Structuring a Literature Review	Academic Writing
Academic Skills for Report Writing	Creating a Podcast	Case Study Research
Decoding Your Assignment Brief	Designing an Effective Presentation	Using Evidence Effectively



What questions do you have?



If you'd like to get in touch:



For all **Learner Development** enquiries:

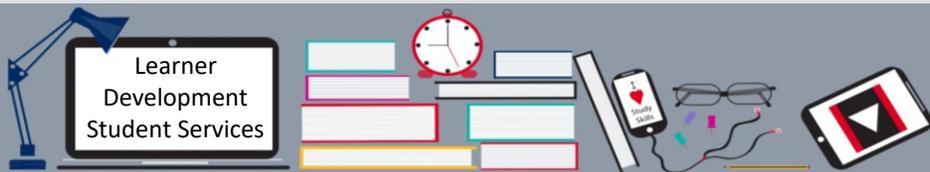
0161 247 3330 or email studyskills@mmu.ac.uk

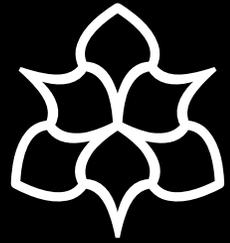


To speak to a **Specific Learning Differences Tutor** for dyslexia or SpLD-related support: spldtutors@mmu.ac.uk

For more information, please visit the [study skills webpages](#).

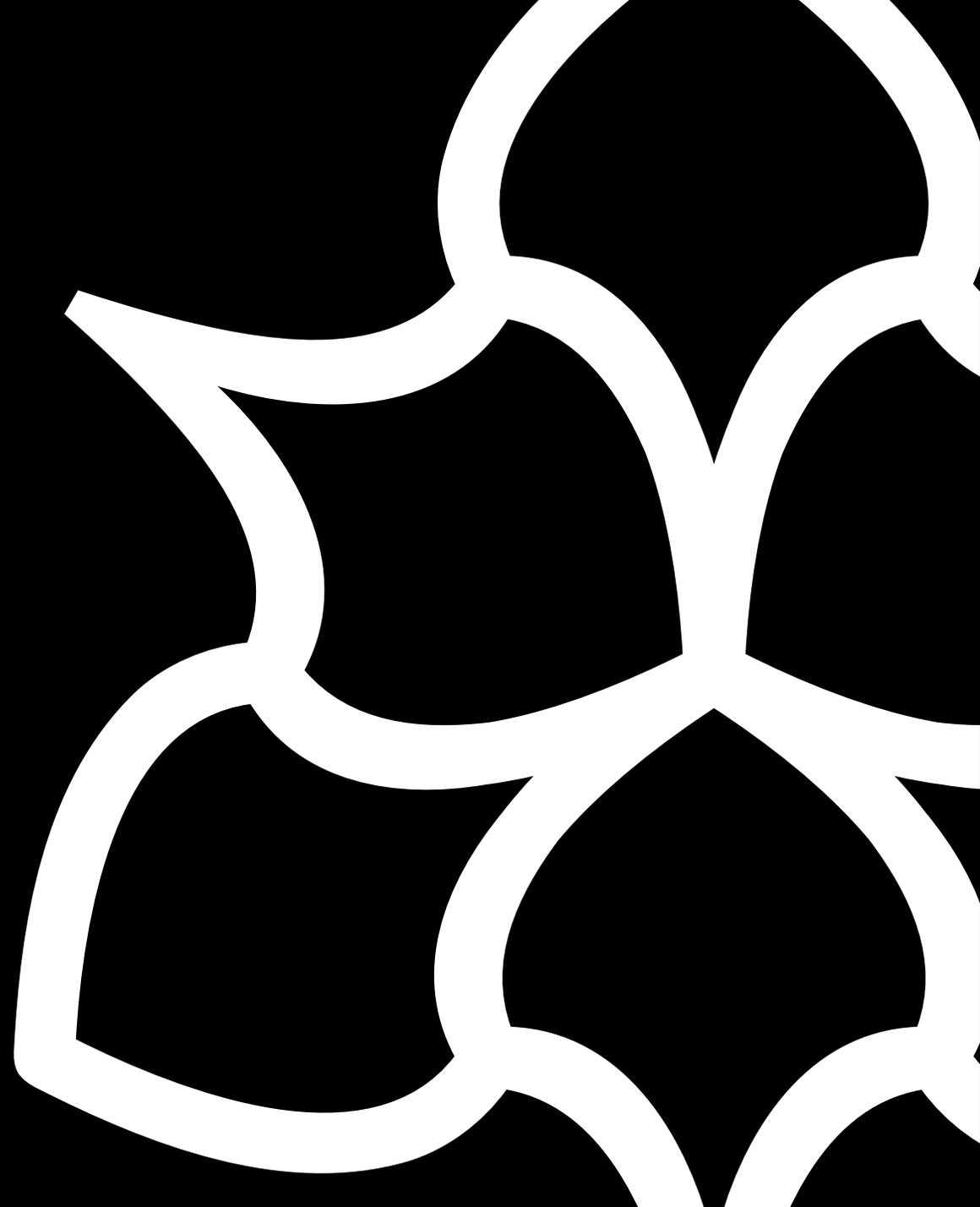
Our [Moodle page](#) includes materials for our workshops and short courses.





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University**

The Careers Service



Welcome to your Careers Service

Careers
Service

mmu.ac.uk/careers

Things to know about

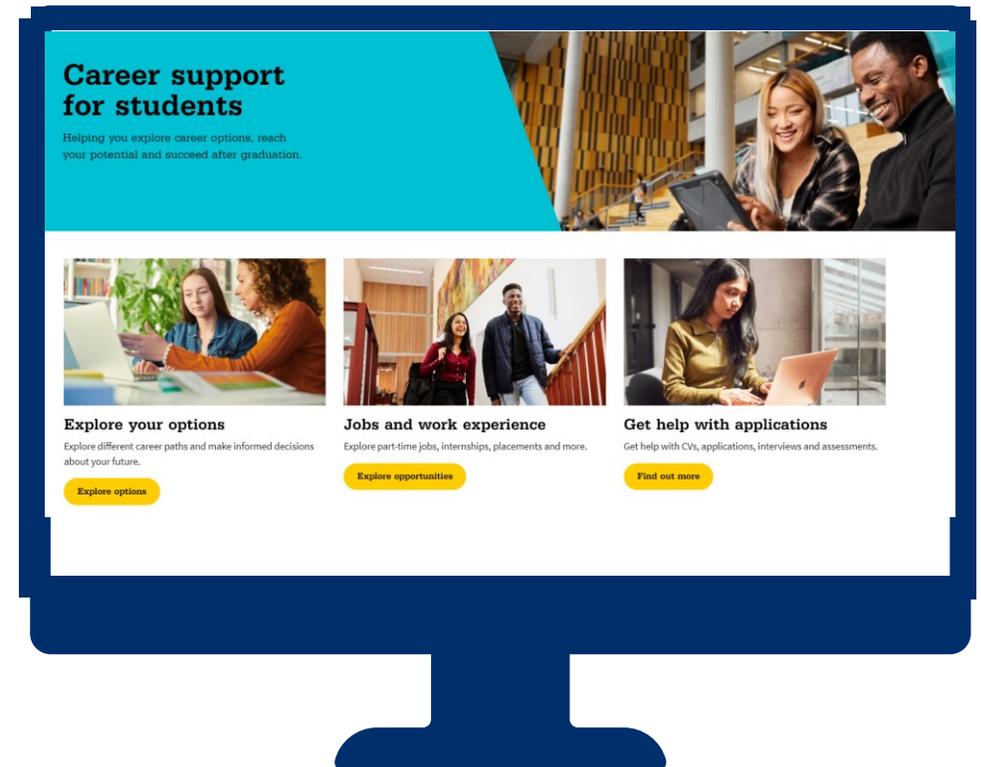
Careers
Service

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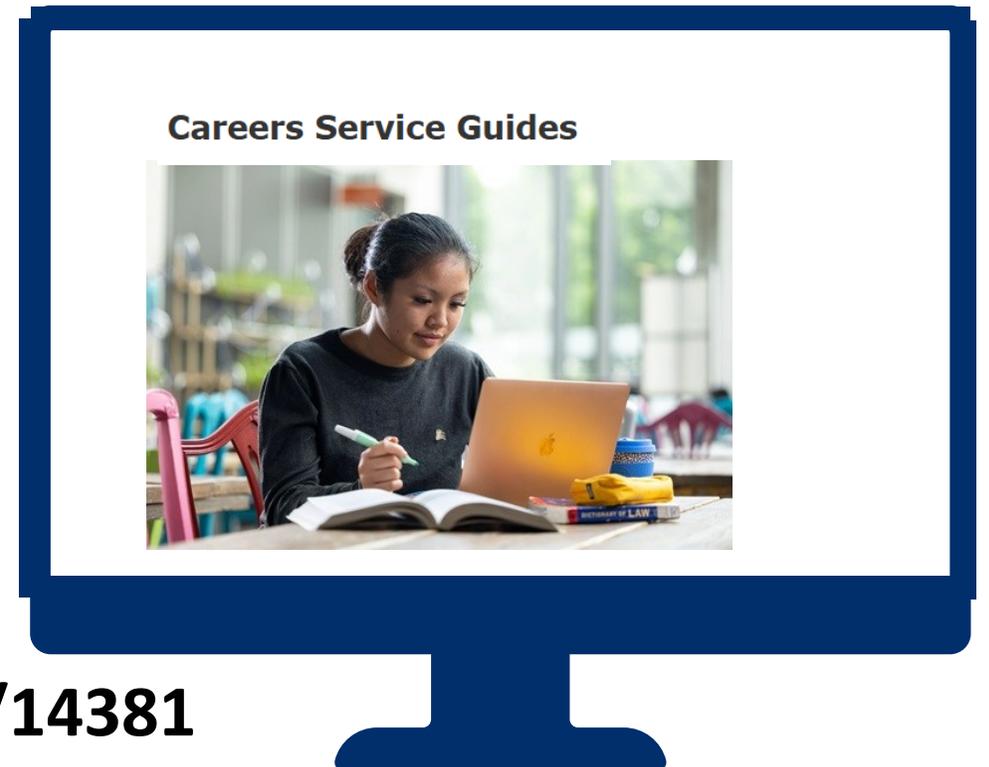
Career support for students



mmu.ac.uk/careers



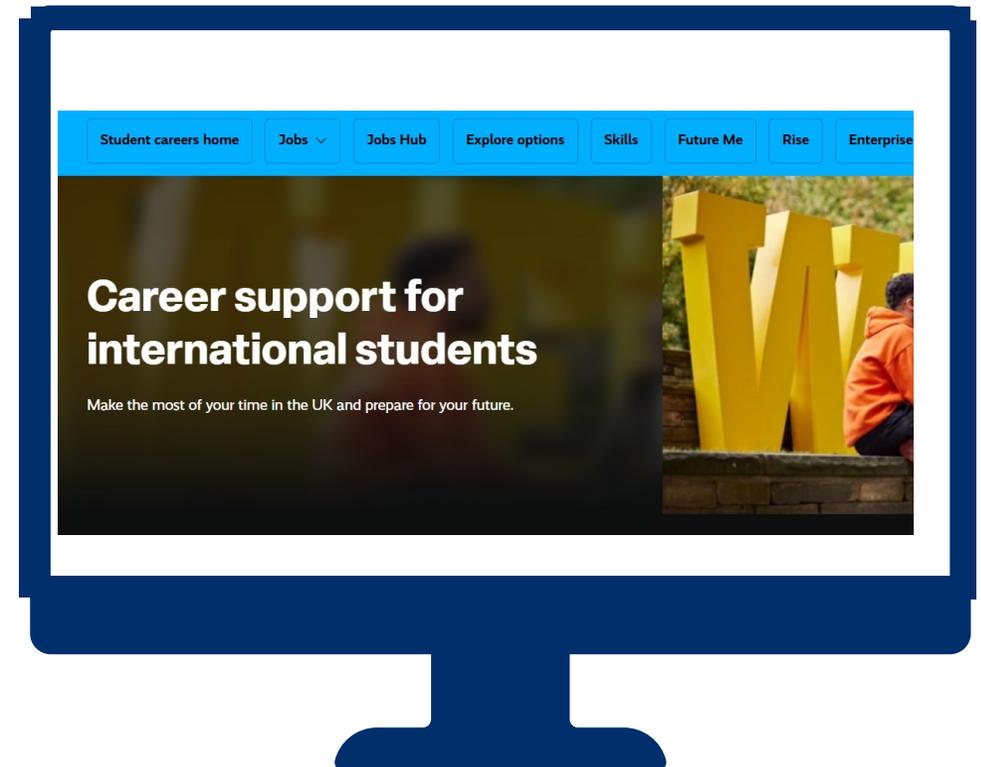
Careers Centre guides and post-graduate area

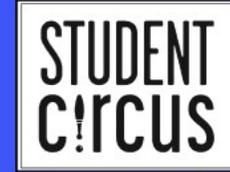
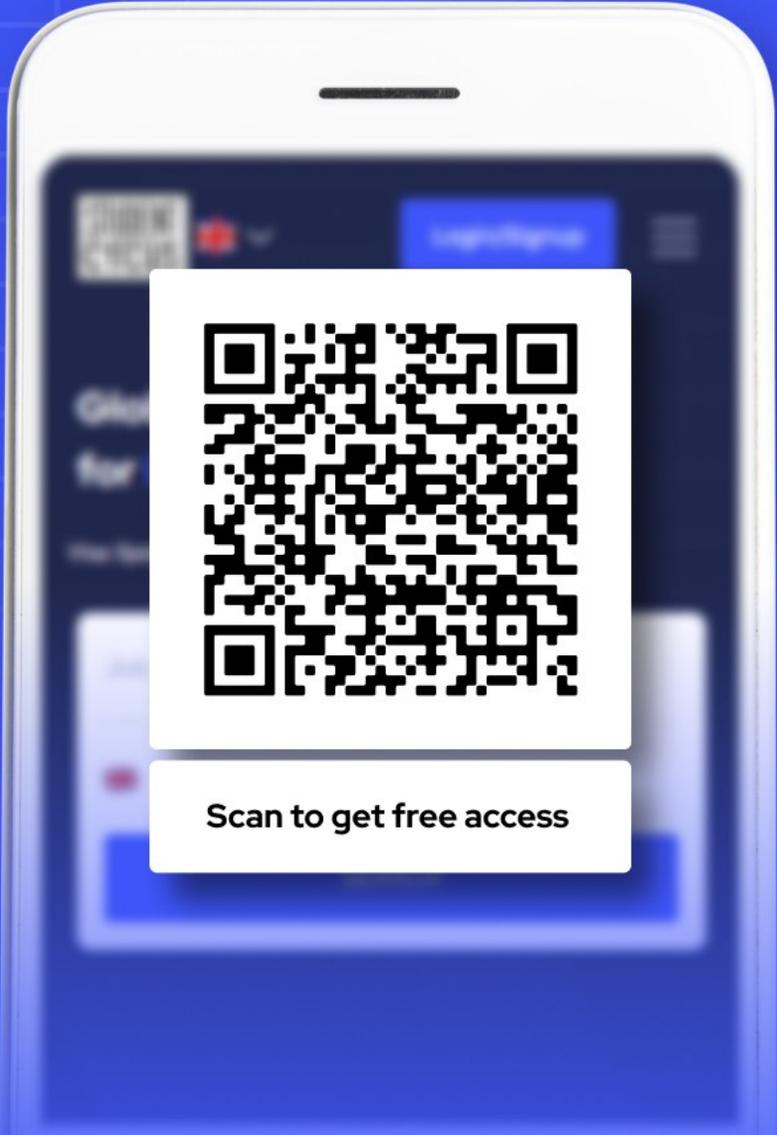


Career support for international students



mmu.ac.uk/careers/students/international





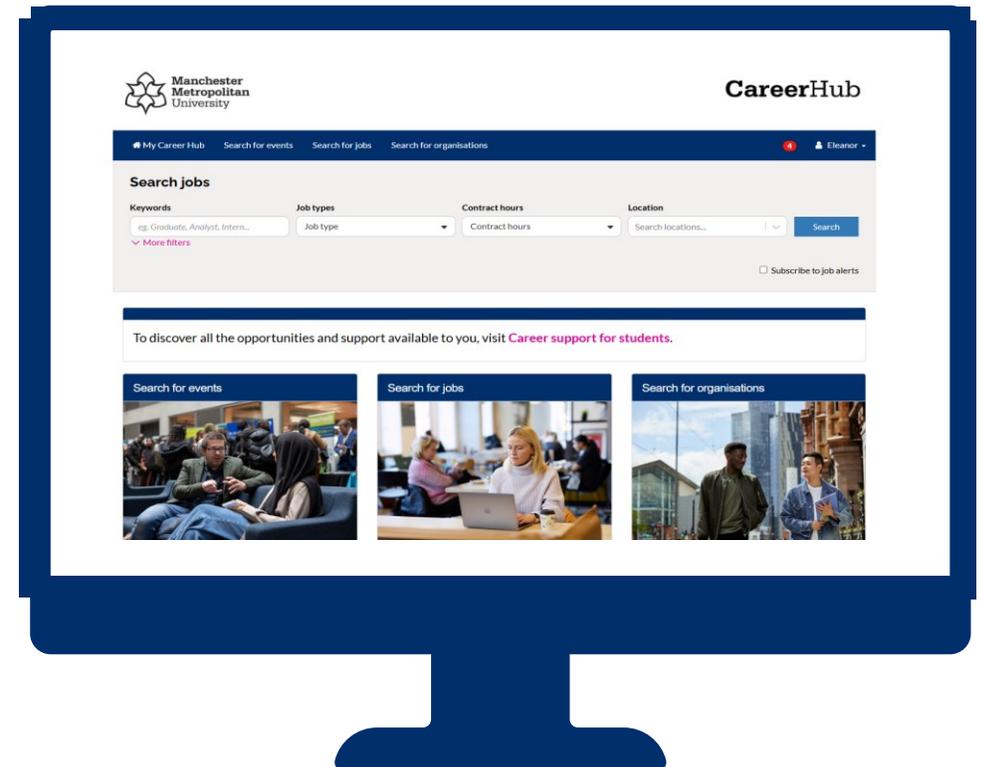
#InternationalAtWork



Free access for International Students

Apply for 1000+ Visa
Sponsoring Roles

Use Career Hub to book events, look for jobs and research employers



The Jobs Hub



Full schedule of
what's on



Jobs Hub, Geoffrey Manton
New Careers Space is coming soon...



Enterprise



Founder
Freelancer
Side-Hustler
Self-Employed

mmu.ac.uk/enterprise



Work experience



Everything you need to know finding and securing part-time jobs and other opportunities to boost your CV...

mmu.ac.uk/experience

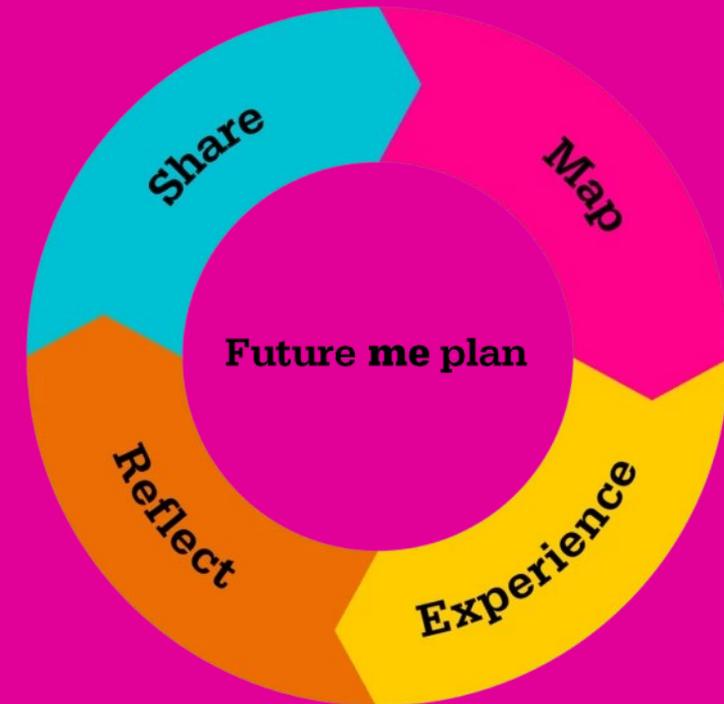


Future Me



Try new experiences at Manchester Met and become career, life, and future-ready with Future Me.Plan, Week and Rise

www.mmu.ac.uk/careers/students/future-me



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RISE
AT MANCHESTER MET

The Work in Progress Podcast



Scan to listen to
the podcast

Available on Spotify, Apple Music
and Amazon Music



What's coming up?

Spring Graduate Jobs and Placements Fair



Business School North Atrium and Dalton Atrium

mmu.ac.uk/graduate-jobs-and-placements-fair



Wednesday 11 February 2026,
12:00pm - 3:00pm



Graduate Visa Information Sessions



Online, MS Teams

mmu.ac.uk/careers/students/international

Various sessions



Enterprise Events



mmu.ac.uk/enterprise

The Spring Market

SPACE: Start Up Café

Flash Fund

The Accelerator



Creative Connections

Find your creative future

Wednesday 18 March 12:00pm-3:45pm

More details to come...

**Careers
Service**

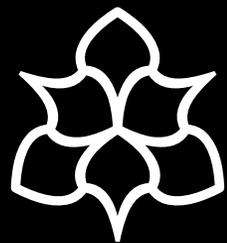
mmu.ac.uk/careers



Thank you

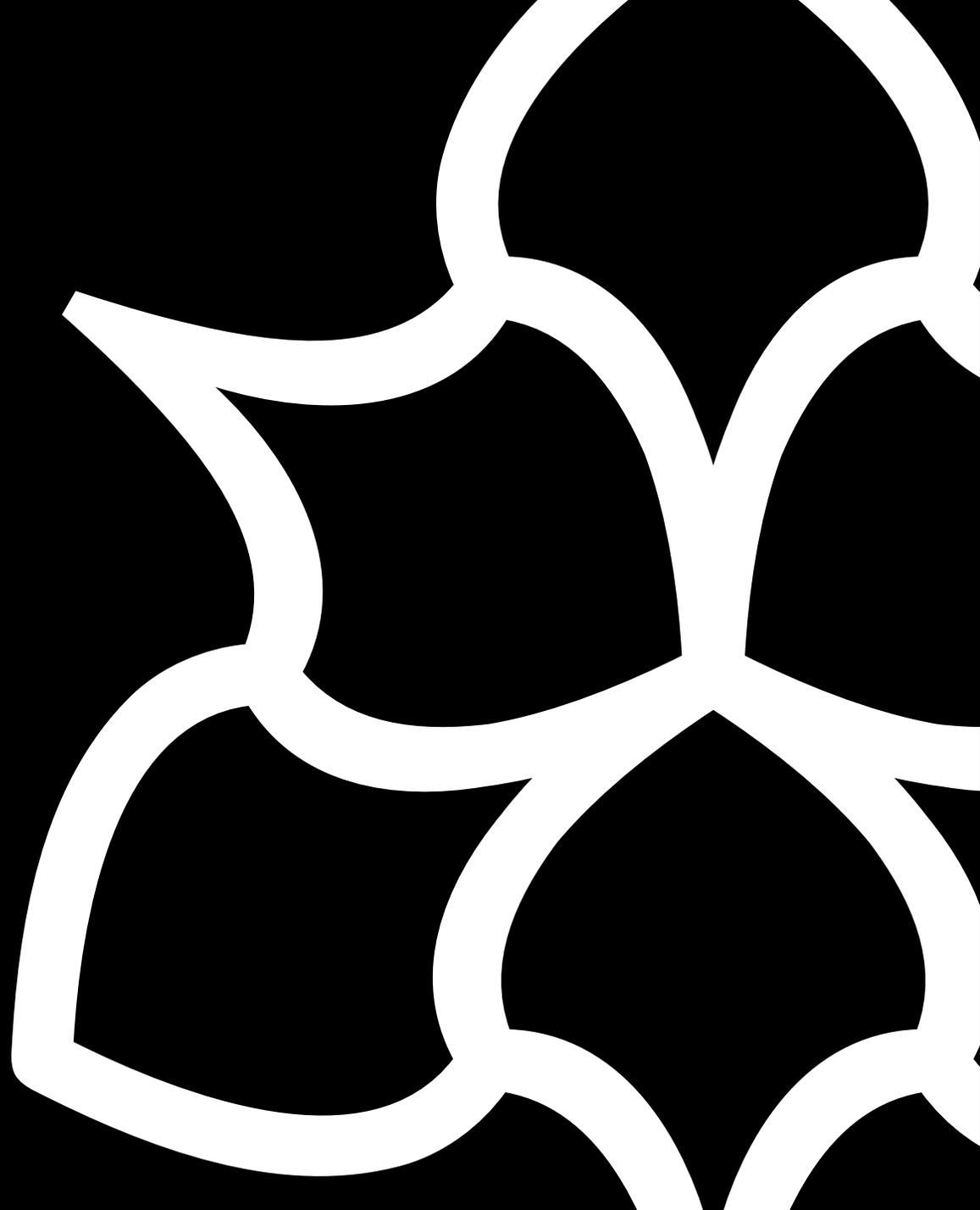
**Careers
Service**

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**Manchester
Metropolitan
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The Students' Union





Welcome!

find us here:
21 Higher
Cambridge St.



We're run by 5 student officers



**FORUM
EDUCATION**



**VANESSA
SOCIETIES+DEVELOPMENT**



**KOMAL
PRESIDENT**



**GEORGE
WELLBEING**



**IMOGEN
SPORT**



Something
for everyone



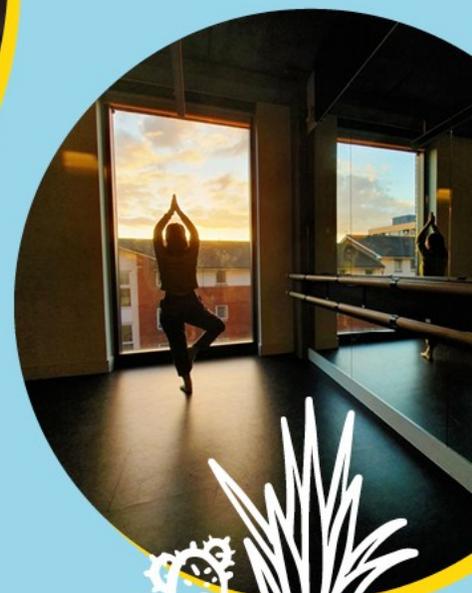


helping you MAKE CONNECTIONS

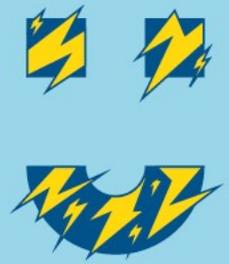


Become a Course Rep.



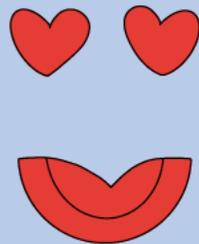


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