



Africa Programme

Programme pour l'Afrique

Digital Records Curation Programme (DRCP) - English Version

Week 1 – Class: Digital Records – Authenticity and Reliability

Learning Outcomes

At the end of this class, students should be able to:

- explain what a digital record is
- explain the concepts of authenticity and reliability in relation to digital records

Lesson Plan

1. Introduction (10 minutes)

Ask the students to summarise their learning from the last class. If necessary, ask questions to prompt them.

Use the #InfoSoc hashtag to show the class the gifs they produced for the Week 1 task (see Course Handbook).

2. Lecture - What is a Digital Record? (20 minutes)

Use the DRCP slides for this class to provide a short lecture on the nature of digital records.

3. Group Work – Identifying Digital Records (10 – 20 minutes)

Divide the students into groups of four or five. Ask each group to imagine they are working in an organisation (a hospital, a bank, etc. – assign a different type of organisation to each group). Ask the students to consider:

- the types of digital records they might expect to find in their organisation
- how the records are created
- where they might expect to find them (on what systems, platforms, devices, etc.)

When the students seem ready, reconvene the class and ask the groups to report on their discussions. Following this, have a brief discussion that relates their findings to the key messages of your lecture.

4. Lecture – Authenticity and Reliability (30 minutes)

Use the DRCP slides for this class to provide a short lecture on the concepts of authenticity and reliability. Be sure to ask questions that prompt students to connect information in this week's assigned reading to the information in your lecture.

5. Exercise – Infographics

Infographics are graphic visual representations of information, data or knowledge intended to present information quickly and clearly.

If computers and an internet connection are available, ask students to complete the following exercise.

- Create an account at [Piktochart.com](https://www.piktochart.com)
- Use a free Piktochart template to create an infographic that explains the concepts and relationships of trustworthiness, reliability and authenticity.

If computers and an internet connection aren't available, provide butcher's paper and markers and ask students to create a poster that achieves the same goal.

The infographics or posters should explain the concepts, not just replicate the ontology.

This exercise can take a while. If it seems the students will not complete the task within class, you could ask them to email you their completed work or bring it to the next class. Be sure to check each infographic or poster to ensure that students have understood the concepts. You could shortlist the most effective examples and ask students to vote on their favourite.

6. Conclusion

Summarise what you have covered in class in relation to learning outcomes for this class.