



Module Name: Academic Skills in the Digital Era

Module Code: BMSW4013

Assessment 1: E-Portfolio

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Deadline: Friday 21st November 23:59PM

AI Acknowledgement

Examples of statements If you have not used AI

I confirm that I have not presented any AI generated materials as my own work. I confirm that I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.

Examples of AI statements if you have used AI

1. I acknowledge the use of ChatGPT (<https://chatgpt.com/>) on 18. November 2025 to correct my grammatical mistakes:

1. Please write up these bullet points as an essay paragraph at university level.

I confirm that I have not presented any AI generated text as my own work. I confirm that I have copies of my drafts, notes, and other resources I used before, and after the use of AI tools which I may be asked to provide in evidence.

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Component 1 – Research and Planning

Source Exploration

The chosen source for this subject is a PDF Journal from “Jurnal Info Sains: Informatika dan Sains” website called “Educational Management Innovation: Challenges and Opportunities in the Digital Era”, written Dadan Mulyana from Pasundan University, and published on 03. November 2023.

The main point of the source is Digital Tools and how overall they are so important as they play high role in educational management innovation as they expend learning to another level, introducing technologies such as Learning Management Systems, Virtual Reality (VR) as well as online collaboration platforms and helpful online platforms such as Artificial Intelligence (A.I.)

I have chosen this source because i didn't struggle too much to understand the informations provided in the Journal wich i also got that these may also help a student in need of knowledge about the proper digital tools he needs for completing his tasks and also because the source seem reliable.

This source that i have chosen can help to answer the main question as it is talking about both the challenges such as (getting distracted from the proiorty of the tasks) and opportunities such as (having more acces to more advanced learning tools) that students may face in this new digital era. The Journal chosen just gave a few examples wich i can use in my report.

Key Challenge for Students

One big challenge that students may face when they're using digital tools and the obvious one is getting distracted, especially when they use laptops, tablets, smartphones for the assessments they need to complete as they can always be called or getting notifications from a game or a social media platform and that's all it takes for them to forget about the assessment in hand.

For example, i personally use my laptop and phone for studying, but mainly it's the phone that I use, and sometimes i found myself lost on some random social media platform after i usually recieve a text from a friend or a story like notification. In the Journal that i have read also said something about students not being able to focus on the tasks as some of their work are valued as low quality.

This challenge is important to past thru because of it, students may not be able to study properly and they need to focus more on their tasks in hand if they want to find solutions for their real problems in reality and with this new technology we have it is really hard to get to. "Technology can be part of the solution to the gap between haves and have notes, but not the solution itself"(Mark, 2003)

Key Opportunity for Students

One major benefit digital tools offer to students is that they are able get access to all the information they need or that they are interested in and it is much easier to navigate thru all the tutorials that are available on the World Wide Web. I remember when i used to be in pre-school and we had to buy all sort of books wich most of the times we were not even using it only to get the informations we wanted.

I think that digital tools are valuable to the students because everyone is built different and everyone have their own way to study and understand the information, we can only take

advantage of this digital era and all the digital tools we have as we need to get creative and focus on the tasks in hand.

Planning Your Report

To be straight, they are both equally important so therefore the focus must have to be on both challenges and opportunities, as everything must be overwhelming for the students, they also need to manage their time properly.

My plan for my report is to include the most basic and easiest digital tools that can anyone can manage to use them such as YouTube and Google as they re also the most used platforms for education and knowledge management.

The report will follow the next structure plan:

Introduction, followed by challenges that student face in this digital era and how may they have to adapt and confront them, and then i ll be talking about the opportunities. All this followed after by the conclusion.

Timeline for Component 2

Task	Date/ Deadline
Finish research	21. November 2025
Draft first section	18. November 2025
Complete first draft	20. November 2025
Final editing	21. November 2025

Component 2 – Answering the Question

Introduction

As we advance in technology in this modern and digital era, gadgets such as laptops, smartphones, smartwatches, tablets and also computers have become a necessity as it changed the way students used to learn. This tools may have a lot of benefits but there's also concerns about the problems that comes with it. We must understand both as positive and negative impact that they can have upon us. In this report I'll be include some key challenges that student face, the opportunities that the digital tools can provide for them, and also a way that student may adapt for succes in this new digital era.

Challenges Students Face

I personally think that one major challenge is not to get distracted and not being able to focus on their lessons. From my personal experience in learning in this digital era is being easily distracted from some simple notifications on my phone such as messages on social media, games and mostly all the time i find myself watching reels on instagram, YouTube videos or even starting a game video on my phone wich i find it really hard to want to focus back on my tasks.

Another major challenge is the lack of face-to-face interaction. The blog “7 Major Challanges of Online Education Fces by Students Today” by Ruby (2025) explains how the absence of face-to-face interaction adds more on other challanges that students and also teachers may face when using digital tools. These challanges are very

important because affects students ability to focus on learning processes and completing their assignments. As a solution it is very important to include social interactions to help students to harness their fun interactions so they can feel connected one to each other and motivate themselves more to complete their assignments.

Opportunities Digital Tools Provide

Digital tools also provides many opportunities for students to achieve their goals. The most important one is how easy it is to have access to all the informations that students need to look out for and also another is being able to access a lot of ways how to learn more easily as in from my personal experience when i need to understand something more complicated, I'm just navigating through YouTube and get all the information I need.

Another opportunity that students can have is personalized learning with Artificial Intelligence (AI) which i really find it very useful because is opening new possibilities for personalized education. "Through AI, learning systems can analyze the habits and learning styles of each student to offer suitable suggestions."

How Students Can Adapt

For students who want to succeed in digital skill must learn how to properly use the digital tools.

1. Use Cloud Storage to Stay Organized and Avoid Lost Work.

Digital tools like Google Drive, One Drive and Dropbox allow students to store documents, backup assignments, and access files from any device. A report from (2023) by EDUCAUSE said that students who used cloud storage consistently experienced a lower rate at missing assignments and they showed a better in digital learning. Cloud digital tools helps to reduce the risk of losing their work, and keep their materials organized, all essential in order to be successful in digital era.

2. Seek Help through Online Academic Support Services

Most institutions offer digital support services such as virtual tutoring, discussion forums, online office hours, and also academic chats services. I personally think that these will help students stay on track with their assignments and assessments. A survey by EDUCAUSE from (2023) reported that students who accessed online tutoring or virtual office hours were more likely to achieve higher grades and complete courses successfully. Digital support services gives students fast, flexible help and clarity on difficult subjects and makes the learning process much easier and can be more effective.

3. Use Digital Well-Being Tools to Manage Time Screen

Apps such as Screen Time, and Focus Mode helps students to monitor device use and reduce unhealthy habits and stress. A study called “Human Behavior” from (2023) shows that students who use digital tools experienced lower rates of stress levels and better academic focus during online learning. I personally think that managing time screen prevents burnouts, improves concentration, and help students maintain a good balance between digital learning and the rest of their lives.

Conclusion

In summary, students today are facing challenges such as lack of focus as in their getting distracted very quickly and also managing their time between personal life and their assessments but they also have a lot of opportunities and benefits in this digital era with all this digital tools which they can be very helpful for completing their tasks in hand and achieving their goals. Students must understand very well that they need to focus more on their assignments and try to not get distracted in the process of learning by this digital tools in order for them to succeed.

Component 3 – Reflective Presentation

Slide 1 (Overview)



Slide 2 (Research)

Research

- a. I found sources through World Wide Web as in Google and through online reports.
- b. I realised that it is actually pretty hard to find the right source and to determine the source credibility in the process of research
- c. The research i have done helped me understand more clearly about the importance of tha digital tools.

Slide 3 (Planning & Writing)

Planing & Writing

- a. I started my work with the main question as in making it clear what's the main subject and identifiyng both the challenges and the opportunities that student may face in the digital era
- b. I've used short head lines in every component and tried as much as i could to keep it relevant to the subject.
- c. The most hardest part was to find the right informations from the sources i chose to present my work with.

Slide 4 (Challenges)

Challenges

a. The biggest challenge that I've faced during my work was to focus properly on the task in hand as I was getting very easily distracted and managing to get the right information for the subject.

b. I've managed to get over this with ambition and perseverance and also by organizing my notes properly. It is quite satisfying to prioritize the things you need to do to accomplish the task.

Slide 5 (Successes)

Successes

a. What I'm mostly proud of my work that I have done, is actually that I have finished it, and I'm also proud that I could find some good information about the challenges and opportunities that students face when using digital tools.

Reference List

“7 Major Challenges of Online Education Faced by Students Today” by Ruby Rana, (2025) Available at: <https://www.21kschool.com/in/blog/challenges-of-online-education/> (Accesed: 20 November 2025)

“Opportunities and Challenges:Digital Transformation in Education” by IMT Solutions, (2024) Available at: <https://imt-soft.com/en/2024/09/02/opportunities-and-challenges-digital-transformation-in-education/> (Accesed: 21 November 2025)