

SESSION 2 — DIGITAL LITERACY

ECGE4001R

AIMS OF THE SESSION

- To provide an introduction to Digital Literacy.
- To explain the University E-Mail system, including discussing the regulations of communicating via email.
- To discuss Social Media Usage and University Regulations.
- To introduce Turnitin and its importance as part of the degree journey.
- To outline methods of Formatting APA Style in Microsoft Word 2013.

INTRODUCTION

- You've probably heard of 'the 3Rs' and the idea of literacy.
 - Reading, Writing and Arithmetic
- Perhaps it is time we considered a new idea of literacy.
 - Digital Literacy.



UNIVERSITY E-MAIL

- All staff, students, and associates are entitled to a University email account.
- Staff and Student email is via Microsoft Office 365
- To avoid missing important messages, you should check your University email account frequently.
- The University provides all users with an email address in the form of:
- studentnumber@student.uwtsd.ac.uk for students (e.g. 12345678@student.uwtsd.ac.uk)
- username@uwtsd.ac.uk for staff including Associates (e.g. J.Bloggs@uwtsd.ac.uk)
- Staff and Students can access their email account using a web browser by visiting www.outlook.com/uwtsd.ac.uk and entering their email address and password.

UNIVERSITY E-MAIL GUIDES

- Useful support can be found on
- <https://www.uwtsd.ac.uk/email/>



**COMMUNICATION
VIA EMAIL**

- The professional relationships between staff and students are very important to the School and are something the School prides itself on.
- It is highly likely that the primary form of communication (out of lectures) between staff and students will be via email.
- Appropriate e-mail communication is important to understanding.

COMMUNICATION VIA EMAIL

- As our programmes are preparing you for the world of work it is important that you demonstrate a professional approach in your dealings with staff and others.
 - When contacting academic staff by email it is our expectation that you use correct grammar and proper punctuation.
- Identify yourself when writing an email, do this by introducing yourself in the email or by signing off with your name

COMMUNICATION VIA EMAIL

- Please allow 48 hours response time before sending a follow-up email – University Policy.
- This does not include weekends.
 - So if you send something on Friday and we teach all day Monday – you may not get a reply until Tuesday.
- Furthermore, under no circumstances do you email other members of staff asking the same question because you have not received an email response.

COMMUNICATION VIA EMAIL

- Please make sure you only use your University email address when communicating to Staff Members, in addition staff members will only contact you via your University email address so make sure you check this regularly (it is advisable to check it daily).
- Please ensure that you email the correct member of staff for your enquiry.
 - Any issues regarding the course itself, questions and issues about the course etc. – you must contact the programme director.
 - If you have specific questions relating to a module (i.e., questions about assignments) you must contact the module tutor responsible.
 - In the case of a joint taught module – contact the relevant lecturer for the answer.
 - If you are experiencing personal distress you can contact your personal tutor, your programme director or student services.

COMMUNICATION VIA EMAIL

DO'S AND DON'TS

DO'S

- Check your University Email Regularly.
- Use your University Email Account to contact staff members.
- Contact the correct member of staff.
- Allow 48 hours for a response, before sending a follow up email.
- Use E-mails as the primary source of communication out of lectures.
- Use correct grammar / punctuation.
- Identify yourself clearly within the email.

DON'TS

- Contact other members of staff for the same line of enquiry (unless told to be the original member of staff).
- No Kisses
- No Emoji's
- Avoid Text Speak.



SOCIAL MEDIA



SOCIAL MEDIA

- The social networking sites which are widely available have the potential to enable students to support and encourage each other.
- However there are occasions when the use of social networks can be problematic.
- For example if a student using the networks for whatever reason misunderstands assessment submission dates then this can cause a ripple of concern among the group if a questions is raised.

SOCIAL MEDIA

- Please remember to always ask your lecturer or refer to Moodle if you have a question regarding the course, do not use social media as a reference point regarding the course.
- Also remember that you are all ambassadors of UWTSD and there have been cases in HE when poor conduct using social media has led to serious academic repercussions.
- Use Social Media responsibly.

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- Remember you are in a competitive environment during your studies, how you present yourself in communication may make all the difference to you during your studies and when ultimately entering the world of work.



A GUIDE TO TURNITIN

WHAT IS TURNITIN UK



- It's software that may be used by lecturers across the world to check the originality of your work, to grade your work and to provide feedback.
- Available on Moodle Under Assignments Submission Links.
- All essay based assignments will be submitted via turnitin.
 - Lecturer may place other assessments through turnitin.

Staff » Hub

Students » Hub

Course: Individual Differences: T1

← → ↺ ↻

moodle.uwtsd.ac.uk/course/view.php?id=3065

☆ 👤 ⋮

Apps

Home

My Modules

Moodle Archives

English (en)

Search

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Hidden from students

○ Open all

● Close all

Instructions: Clicking on the section name will show / hide the section.

1

●

Module Information

○

Module Descriptor

Lecture Schedule

Hidden from students

Books for this Module

Hidden from students

2

●

Turnitin submissions

○

Draft submission - Essay

Draft submission - presentation

Final submission - Essay

Final submission - presentation

FEATURES OF TURNITIN UK



- **The Feedback Studio**
- **ORIGINALITYCHECK**
Ensures original work by checking submitted papers against 14 billion web pages, 150 million student papers and leading library databases and publications.
- **GRADEMARK**
Saves time and improves feedback through online grading where standard and customized marks appear directly on the student's paper.

SUBMITTING YOUR ASSIGNMENT VIA TURNITIN

- All assessments with the exception of timed essays, group discussions and seminar presentations will be electronically submitted via turnitin.
- Including 1000 word contribution for essays.
- 3 key aspects to remember when it comes to submitting online via turnitin

3 KEY ASPECTS

- Start Date
 - Date turnitin was opened by the tutor – you can start sending drafts into turnitin.
 - You can only submit 1 draft copy and 1 final copy (in separate portals – so no overwriting).
- Due Date
 - Deadline for assignments – turnitin is set for 12:00 (midday) of the day of deadline for essays.
 - 1000 word contributions may be different (at tutors discretion).
- Post Date
 - Date you will be able to view your mark and feedback.
 - 20 clear term-time working days (University Regulations).

Turnitin Example for Screenshots | screenshots turnitin stud | grademark-for-blog.png

moodle.uwtsd.ac.uk/mod/turnitintooltwo/view.php?id=58237

Prifysgol Cymru
University of Wales
St David's

Moodle 2017/18 Moodle Home MOODLE ARCHIVES MY MODULES ENGLISH (EN)

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Course Management

UWTSD Moodle 17/18

Home / My modules / ECGE4001R / Strategies for Future Success / Turnitin Example for ScreenShots

Separate groups All participants

Submission Inbox Turnitin Tutors Turnitin Students

Part 1

Title	Start Date	Due Date	Post Date	Marks Available	Export
Turnitin Example for ScreenShots Part 1	21 Sep 2017 - 15:34	21 Sep 2017 - 15:37	21 Sep 2017 - 15:38	100	

Summary:
This section will include information about the assignment task.

Show 10 Entries Search: Refresh Submissions Turnitin Messages Inbox (0)

Previous 1 Next

SHOWING 1 TO 1 OF 1 ENTRIES.

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
	--	--	--	--	--

Previous 1 Next

SHOWING 1 TO 1 OF 1 ENTRIES.

15:36 21/09/2017

THE FEEDBACK STUDIO

- In line with the University's regulations, the **normal** expectation is that all assignments or other forms of assessment are submitted electronically, normally through the University's Moodle platform (via Turnitin).
- There maybe some cases where it is not expected for work to be submitted electronically via turnitin (e.g. Examinations).
- Consequently, you will receive your feedback and grade electronically via the FEEDBACK STUDIO function of turnitin.
 - The lecturer will not print hard copies of the feedback.

THE FEEDBACK STUDIO

- To view your marked work, your grade and your feedback you will need to go into “Grade mark” view of your assignment.
- Click on your originally report score (as indicated in the next slide).
- Then as you see the essay in full, click on the GradeMark option in the document view.



Assignment Inbox

Settings

PeerMark Setup

PeerMark Reviews

Helpdesk

Download All

Download Selected

☐	Author	Paper Title	Paper ID	Uploaded		Grade	%	
☐	Joe Bloggs	Roald Dahl	123456789	Mar 9th 2017, 3:06 PM		60	65%	

Jl. of Educational Multimedia and Hypermedia (2004) 13(1),93-106

Well done

Digital Literacy: A Conceptual Framework for Survival Skills in the Digital Era

AM ESHET-ALKALAI

Tel Hai Academic College, The Open University of Israel
Israel

eshet@netvision.net.il

Digital literacy involves more than the mere ability to use software or operate a digital device; it includes a large variety of complex cognitive, motor, sociological, and emotional skills which users need in order to function effectively in

Instructor Feedback

View Rubric

Voice Comment

0:00 / 0:01

Text Comment

Most ratios were accurately calculated although there were some errors. Analysis was sensible but needed more specifically linking to Diageo by more use of the annual report and background information. Clear recommendation given.

PAPER MODERATED - BB

THE FEEDBACK STUDIO

- The feedback studio consists of:
-
- **document viewer frame** - shows the Grade, the title and author of the paper. The similarity index will be displayed if the instructor has allowed students to view the Originality Report for the assignment
- **paper text** - the full content of the submitted paper, including images, as well as any marks made by the instructor
- **the GradeMark sidebar** - displays the comment/mark list, general comments, and rubric scorecard information for the paper being viewed

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THE FEEDBACK STUDIO

- Paper Information
-
- The paper information can be viewed by clicking on the information icon at the bottom left of the common viewer.
- The paper information contains: the submission id, the date the paper was processed, the word count, the character count, the number of submissions to the assignment. The Similarity Indices will only be displayed if the instructor has allowed students to view Originality Reports for the assignment.

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- Marks added to a student submission appear in the body of the paper. The types of mark that an instructor can make on a student submission is a combination of any of the following:
-
- **comments** - a comment is equivalent to the note an instructor would write in the margins of a paper
- **QuickMark^(SM)** - QuickMark comments may be used by an instructor to easily place notice of a complex or frequently used grammar, punctuation, or formatting issue
- **a rubric** - the rubric scorecard icon located at the bottom of the sidebar allows a student to view any rubric scorecard information added to the paper by the instructor
- **general comments** - a general text or voice comment can be added to a paper by the instructor to include a longer statement or overall review and assessment in greater depth without reference to specific marks on the paper

VIEWING MARKS AND FEEDBACK ON GRADEMARK

- Viewing Marks
-
- Student users are able to view the full information of a comment or QuickMark editing mark in multiple ways.
- The primary method is using the mouse. The student will need to locate and click on a comment bubble on the paper. This will select the mark in question and open the comment attached to it, as well as emphasizing any highlight associated with the comment.
- To view a QuickMark editing mark, the student user must move the mouse pointer over the mark to view the full information of the text associated with the mark.

n policy questions and emergency
cial responsibility and constitutional
controversy which touches foreign

Awk.

Awkward:

The expression or construction is
cumbersome or difficult to read.
Consider rewriting.

Comment

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Inline comment

Click this icon to download / print current view. It will download and print the comments from the lecturers.

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FEEDBACK STUDIO DEMONSTRATION.

- <https://www.turnitin.com/regions/apac/feedback-studio-demo>

ORIGINALITY REPORT OF TURNITINUK

- The Originality Report provides a summary of matching or similar areas of text found in a submitted paper. When an Originality Report is available to be viewed an icon is placed in the *Originality Report* column of the student class portfolio page. Originality Reports that have not finished generating have a greyed out icon placed under the *Originality Report* column of the student class portfolio page.

- The Originality Report icon shows a percentage and a corresponding colour indicating on an index where this percentage falls in terms of matching content. This percentage is the overall similarity index.
- The higher the percentage, the greater the amount of text in the submission that came up as matching against information in Turnitin's repositories. The percentage range runs from 0% to 100%. The percentage is generated by the amount of similar or matching text compared to the number of words in the submission in total
- The colour of the report icon is linked to one of five tiers of overall similarity index. This is based on the amount of matching text found by the repository comparison. The possible similarity index percentage ranges are linked to a corresponding colour:

ORIGINALITY REPORT

- • **blue** (no matching words)
- • **green** (one matching word - 24% similarity index)
- • **yellow** (25-49% similarity index)
- • **orange** (50-74% similarity index)
- • **red** (75-100% similarity index)



Assignment Inbox

Settings

PeerMark Setup

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Helpdesk 

Search

Download All 

Download Selected 

☐	Author	Paper Title	Paper ID	Uploaded 		Grade	%	
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contributions from others must be consistently and responsibly acknowledged. Academic work completed in any other way is fraudulent".

2

The Teaching and Learning Centre works with colleagues across the institute to improve the student learning experience.

We offer academic professional development through the MA in Teaching and Learning, ongoing workshops, seminars and resources. We provide informal consultancy to individuals and programme teams. We also undertake educational research projects, some externally funded and contribute to the development of institutional and national policy.

You can find more information about each of these areas of activity through the links below. Please contact the TLC office (details at bottom of each page) if you would like to discuss any aspect of your teaching.

1

Toothless Environment Agency is allowing the living world to be wrecked with impunity

It could scarcely have been a starker case. The river I came across in Devon six weeks ago, and described in the Guardian, was so polluted that I could smell it from 50 metres away. Farm slurry pouring into the water, from a pipe that I traced back to a dairy farm, had wiped out almost all the life in the stretch of River Culm I explored.

All that now grew on the riverbed were long, feathery growths of sewage fungus. An expert on freshwater pollution I consulted told me that the extent of these growths showed the poisoning of the river was "chronic and severe".

My selections for Task 4: Developing a Personal Learning Network

Notice how a link is less useful if you don't give some information – why would you follow the link, what should you pick up from viewing the tweets/blog/video/article. Get into the habit of giving brief guidance/ questions to answer/instructions to students whenever you post a link to a learning resource. Also choose learning resources for students wisely

Remember each week, you are required to post your choice of to a discussion board (in turn:

Match Overview

62%

<

>

1	dailygreenworld.com Internet Source	26%	>
2	www.tucw.ie Internet Source	22%	>
3	www.weegy.com Internet Source	9%	>
4	Submitted to UC, Berke... Student Paper	4%	>

62

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Return to Turnitin Classic

- https://www.youtube.com/watch?v=TRPeekm_iV8
- <https://www.youtube.com/watch?v=6h-KfQ2g8y0>

IMPORTANT THINGS TO NOTE

- Turnitin isn't a plagiarism checker as such its an originality checker.
- If you have used lots of direct quotes your turnitin will score high.
- However, if you have referenced correctly then this isn't a plagiarism offence.

IMPORTANT – UNIVERSITY REGULATIONS REGARDING E-SUBMISSIONS.

- Students are allowed to submit to Turnitin multiple draft submissions (to view originality etc.) before submitting a final submission.
- Consequently for EACH assessment requiring an electronic submission there will be ONE Turnitin DRAFT portal and ONE Turnitin portal for your final submission, you will be able to submit on multiple occasions on the draft portal but only once in the “final” portal.
- IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU SUBMIT YOUR FINAL VERSION OF THE ASSESSMENT IN THE Correct submission portal.
 - Lecturing staff will not be looking in the draft portal when it comes to marking the assessment.



moodle.uwtsd.ac.uk/course/view.php?id=3070



Moodle 2017/18

Moodle Home

MOODLE ARCHIVES ▾

MY MODULES ▾

ENGLISH (EN) ▾



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Lecture schedule



Books for this module

2



Assessment information and turnitin submission links



Hidden from students



Critical Review pro-forma



Draft Critical Review



Final Critical Review

TIPS

- Read your originality report.... Even if the percentage appears low, don't assume its fine.
- Read the resources in the originality report and make sure you reference correctly.
 - It is quite common for internet sites to plagiarise, so check where turnitin is claiming you got the information from.

TIPS

- Please remember the University regulations about Turnitin and the number of resubmissions you are allowed. Remember Multiple Draft submissions and ONE Final submission.
- Turnitin will give an amended originality report, 24 hours after a resubmission.



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TURNITIN RECAP

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UWTSD Moodle 17/18

Home / My modules / ECGE4001R / Strategies for Future Success / Turnitin Example for ScreenShots

Separate groups All participants

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FORMATTING APA STYLE IN MICROSOFT WORD 2013

FORMATTING APA STYLE IN MICROSOFT WORD 2013.

- We will now go through the Microsoft Word document (which is available on Moodle) which provides some practical demonstrations regarding formatting APA style in Microsoft Word 2013.

TASK

- We will now spend the remainder of the lecture to go through some turnitin it trials, so you can have a feel for submitting via turnitin.
- Please do not worry this will not be classed as a draft submission for any assignments.