

LDE Assignment 1

E-Portfolio



Module Name:	Learning In the Digital Era
Module Code:	ACCA4025
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Group:	2
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E-Portfolio Link:	https://2539946.wixsite.com/e-portfolio

University of Wales Trinity Saint David
LONDON CAMPUS

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Introduction

I have created this document & ePortfolio to document and present the work I completed for Assignment 1 in Learning in the Digital Era (ACCA4025).

The ePortfolio demonstrates my learning journey by showcasing the different tasks I completed throughout the assignment and the digital skills I developed.

It also provides clear evidence of my ability to use a range of technologies, including Microsoft Office, Wix, Google Scholar, MindMeister, and Moodle, to research, organise, create, and present information effectively.

Bringing all of my work together in one place allows me to reflect on my progress while presenting my achievements in a professional and accessible format.

The ePortfolio also highlights my collaboration and engagement with my classmates throughout the assignment. It includes evidence of teamwork, communication, and shared learning experiences, demonstrating my ability to work effectively in a collaborative digital environment.

By completing and organising all required tasks within the ePortfolio, I have ensured that my work is presented clearly and meets the assessment requirements. The ePortfolio is now complete and ready for assessment, providing a comprehensive record of my learning, digital literacy, and collaborative skills developed during the module.

Task 1: Essential Academic and Employment Skills for the future career Path

Task 1 (a): Report on Essential Academic and Employment Skills

Essential academic and employment skills are known as “Power Skills”, which links the class room theory and workplace success [1]

These skills are known as transferable soft skills, these assist us to become more productive and increase our self efficiency.

Acquiring new skills is essential for individual for self improvement.

We can learn these skills at any age to aid us working with others, becoming more efficient at what we do and allow us to gather creative ideas – bringing them to fruition.

We recognise them as study and employment skills.

some of their topics and associated qualities’ are as follows.

- **Academic Writing** – Productive evidence-based work that is structured, factual, and easy to understand.
- **Critical Thinking** – Carrying out research, Identifying and solving problems. Being curious and reflective.
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- **Leadership** – Taking responsibility making decisions, Delegating tasks. Providing feedback
- **Time Management** – Being organised, prioritising tasks, Planning ahead. Setting Goals

Studies show that acquiring these skills has a positive outcome for both students who perform better academically and receive higher grades as a result and workers, who find increased opportunities in the labour market and can expect better remuneration.

As early as the 20th century, research showed that up to 75% of job success in a highly regarded profession such as engineering depended more on workers having the relevant people skills than their actual ability

If I implement these skills equally, they will assist me in professional career to be a more effective work to produce reports, helping to fix complex issues, use my time wisely, have positive attitude towards work and colleagues.

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Task 1 (b): Evaluation of Task 1 (a) based on Similarity report

Task 1a

ORIGINALITY REPORT

0%

SIMILARITY INDEX

0%

INTERNET SOURCES

0%

PUBLICATIONS

0%

STUDENT PAPERS

PRIMARY SOURCES

Exclude quotes

Off

Exclude matches

Off

Exclude bibliography

Off

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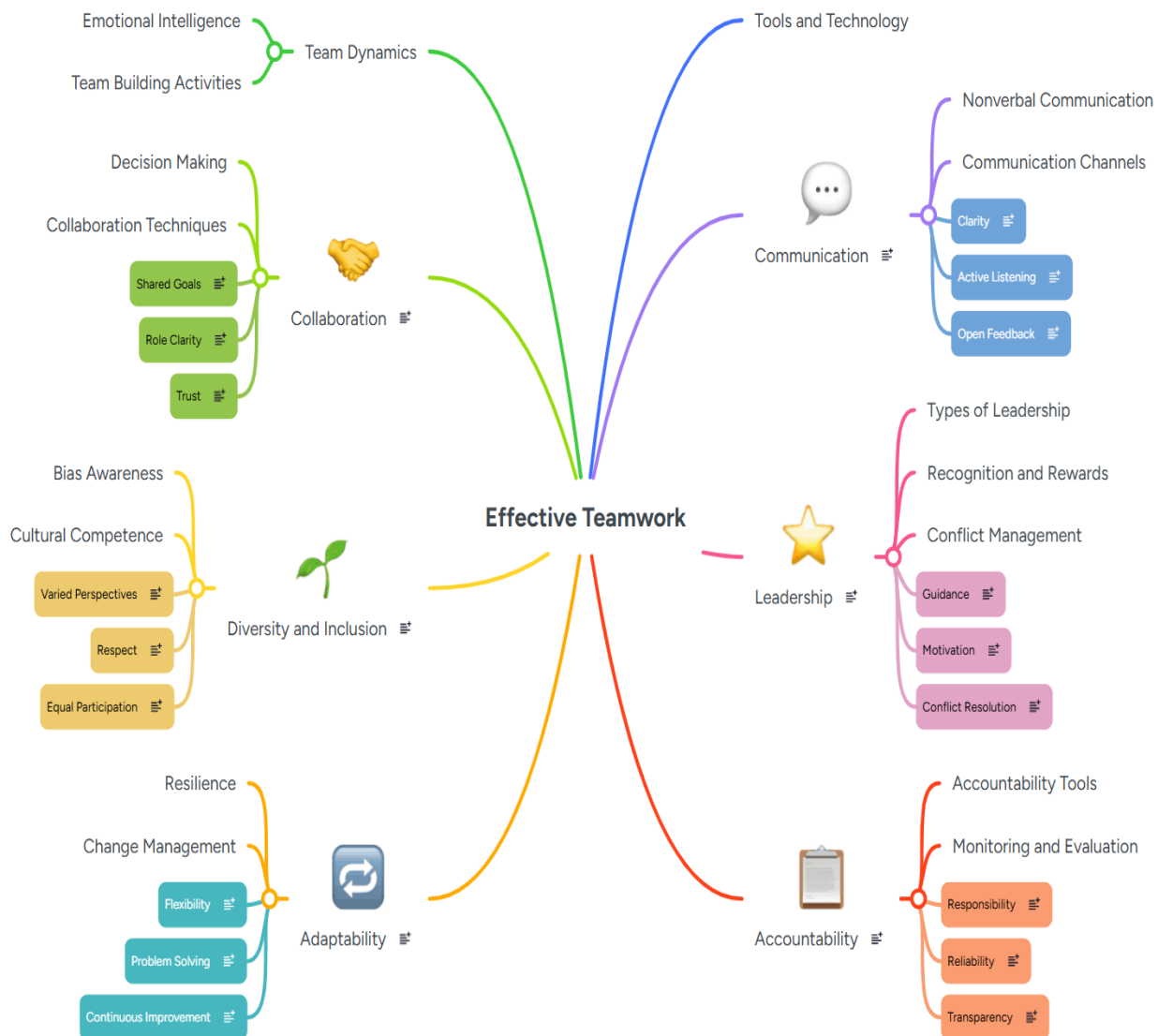
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I feel more sources will have to be used to give me more understanding of completing this task.

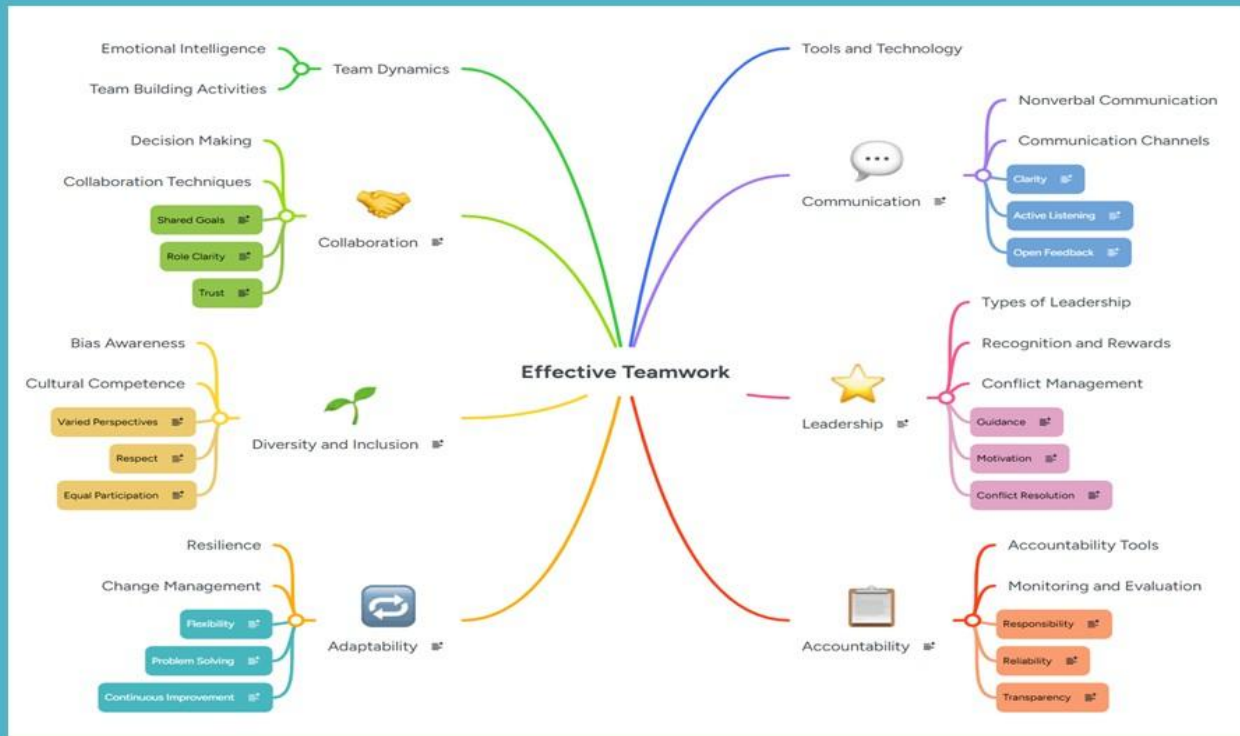
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Task 2: Collaborative Mind Map and Individual Poster

Task 2a: Mind Map (Collaborative)



ACADEMIC POSTER – TASK 2A



Effective Teamwork is the central theme of the mind map, highlighting the essential elements that enable individuals to work together successfully and achieve common goals. **Communication** forms the foundation of teamwork by promoting clarity, active listening, open feedback, appropriate communication channels, and effective nonverbal communication. **Collaboration** emphasizes shared goals, clearly defined roles, trust, collaborative techniques, and sound decision-making to ensure everyone contributes effectively. **Leadership** guides the team through motivation, guidance, conflict resolution, recognition, rewards, and suitable leadership styles, creating a positive and productive work environment. **Accountability** ensures that team members take responsibility for their actions, remain reliable, maintain transparency, and use monitoring and evaluation tools to track progress and performance. **Adaptability** enables teams to respond to change by encouraging flexibility, problem-solving, resilience, continuous improvement, and effective change management. **Diversity and Inclusion** strengthen teamwork by valuing varied perspectives, promoting respect, ensuring equal participation, increasing cultural competence, and reducing bias through awareness. **Team Dynamics** focus on building healthy relationships through emotional intelligence and team-building activities, while **Tools and Technology** support collaboration, communication, and task management. Together, these interconnected components create a strong, supportive, and efficient team capable of overcoming challenges, fostering innovation, maintaining high performance, and achieving shared objectives successfully.

COLLABORATIVE SOFTWARE TOOLS



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EMOTIONS Poster - 'Life Is A Team Sport' – TASK 2B



The mind map above, shows that managing emotions involves understanding both **positive and negative emotions**, and Learning effective ways to manage and respond to them.

Negative emotions such as frustration, anxiety, jealousy, bitterness, anger, grief, and the sacrifices we make are natural experiences, but they should be recognized and managed in healthy ways.

Positive emotions, including happiness, pride, love, empathy, hope, enthusiasm, and motivation, help improve relationships, resilience, and overall well-being.

To effectively manage emotions, it is important to understand your emotional triggers, maintain self-control, reframe negative thinking into positive perspectives, develop social awareness, and gain perspective before reacting. By balancing positive and negative emotions and using healthy coping strategies, individuals can make better decisions, build stronger relationships, and improve both their personal and professional lives.

Task 3: Virtual Collaboration and RefWorks

Virtual Collaboration

Effective virtual collaboration has become an important part of our educational process, Especially dealing with unprecedented such as our recent COVID-19..

Higher learning / higher education integrates digital technologies more and more or using collaborative learning approaches they also aid career relevant competencies. The internet and working with remote tools and groups have now become an everyday practice instead of random occasions.

Working in educational platforms and groups are not just Academic platforms, also areas for learning and fine tuning soft skills important for professional information arenas.

The World Economic Forum's "Future of Jobs Report", stated that Technology skills will grow rapidly to become an important factor More than any other skill sets, required in the workplace, at the top of these skills set where technologies such as AI, networking and cybersecurity along with technological literacy. Working parallel alongside these technological skills are, creative thinking and socio- emotional attitudes – resilience, flexibility and agility, with curiosity and life long learning are seen as important and rising.

In the Agile manifesto these wanted skills are Highlighted in the fundamental principles and can be integrated into teaching and methods of higher education.

Here are some tips for effective collaborating as a team:

a) Get Everyone On The Same Page

Never assume everyone has the same understanding and knowledge in the team,

If you have information that must be commonly known, you must ensure that everyone understands by clear communication and instructions

b) Is A Meeting Necessary

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Use technology to reduce meetings, team members can be informed via emails, MS Teams or slack

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Slack and MS Teams can create and host specific channels and groups that allow team members to keep upto date and share information, such as files and conversations in Slack you can have as many channels as needed, MS Teams allows upto 1000 channels per team

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Collaboration tools make it easier to turn these ideas into practice. Platforms like MS Teams / Slack provide a centralized space for teams to communicate, share information, and coordinate tasks. For remote or hybrid teams, shared workspaces enhance collaboration by keeping everyone connected, improving communication, and enabling faster, more efficient teamwork

References

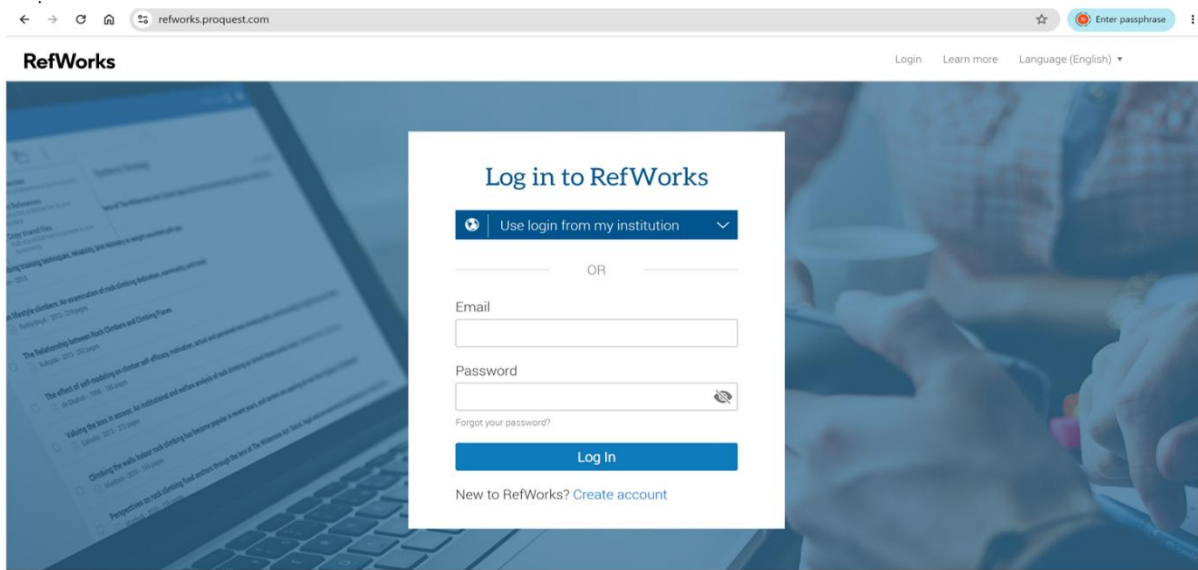
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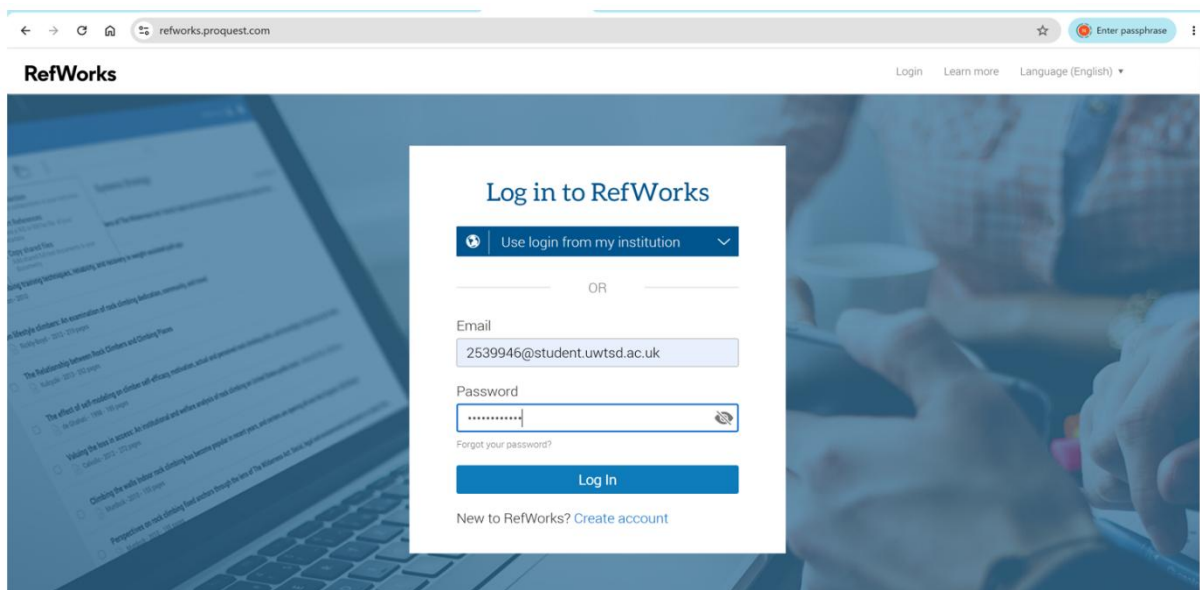
RefWorks Step By Step

See screenshots below of my use of Refworks, with brief explanations.

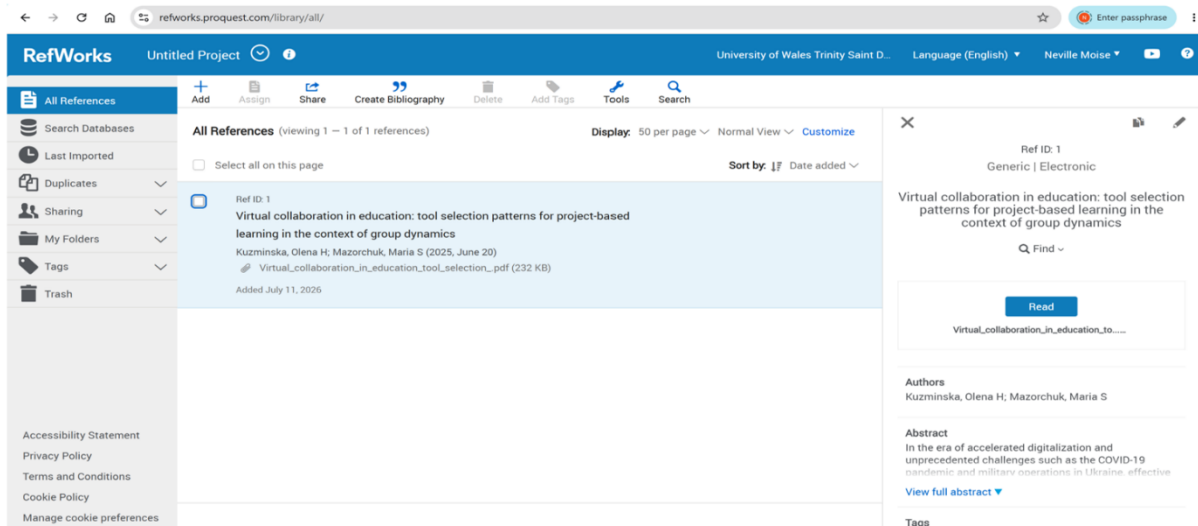
a) Go to Reworks Home page and setup a New account



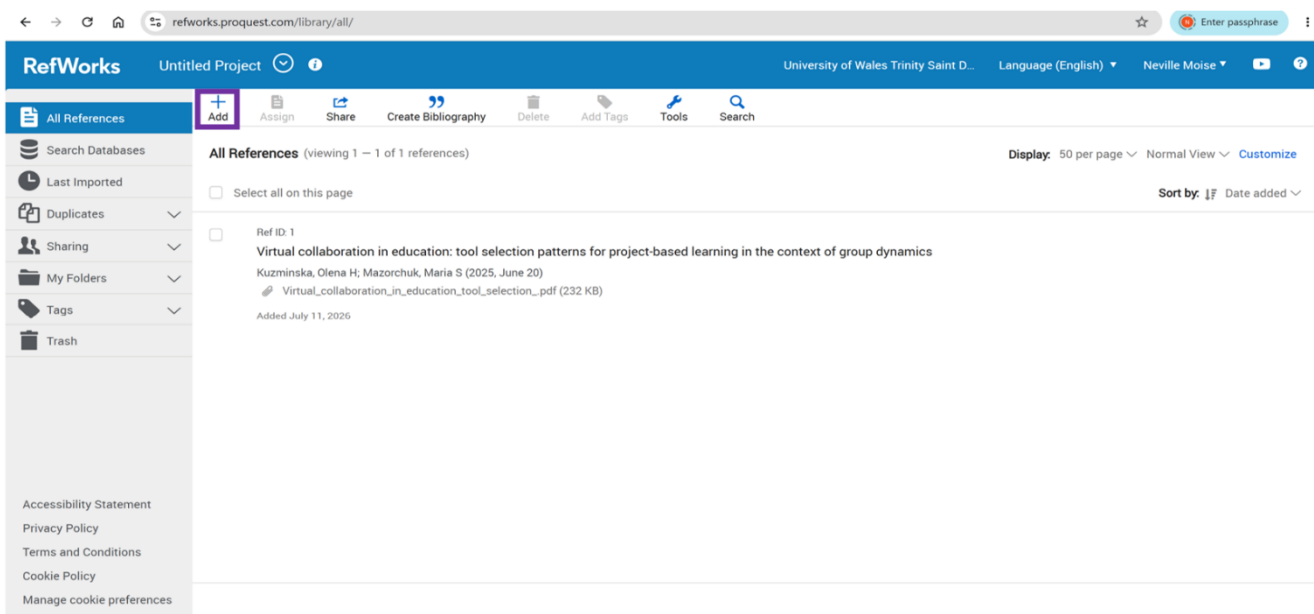
b) Once Account created login with credentials



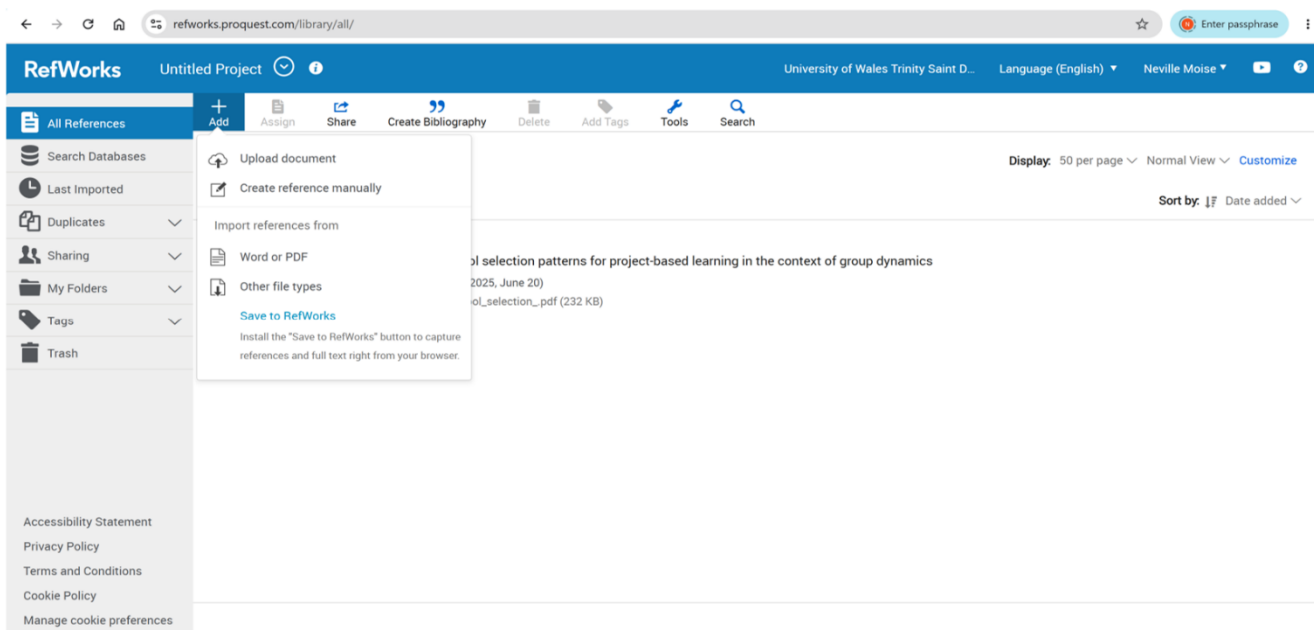
c) When logged in, come to this Dashboard



d) to add a reference select **+Add** sign



e) select from drop down menu, (select which heading you want o use)



f) Im selecting Create Manually to input Website reference

The screenshot shows the RefWorks web interface. The 'Add' button in the top navigation bar is clicked, opening a dropdown menu. The option 'Create reference manually' is highlighted with a purple box. Below this option, there are links for 'Import references from', 'Word or PDF', and 'Other file types'. A 'Save to RefWorks' button is also visible, with a note: 'Install the "Save to RefWorks" button to capture references and full text right from your browser.'

g) complete form with reference details

The screenshot shows the RefWorks 'Add' form. The 'Ref Type' is set to 'Web Page'. The form is filled out with the following details:

- Title:** Virtual collaboration in education: tool selection patterns for project-based learning in the context of group dynamics
- Authors:** Kuzminska, Olena H, Mazorchuk, Maria S (2025, June 20)
- Abstract:** Virtual collaboration in education: tool selection patterns for project-based learning in the context of group dynamics
- Tags:** Add tag
- Attachments:** Add file(s)
- Last updated, Year:** "Mar 12, 2015" or "2015"
- DOI:**
- URL:** http://search.proquest.com
- Website:**
- Place of Publication:**
- Date Retrieved:**
- Notes:**
- Electronic Source:** ☒ Select checkbox for electronic sources. Unselect for print format.

The 'Add more fields...' button is visible at the bottom of the form. The 'Save' and 'Cancel' buttons are at the bottom right of the page.

h) When details are filled and saved references are listed on dashboard

RefWorks

Untitled Project

University of Wales Trinity Saint D...

Language (English)

Neville Moise

All References

Search Databases

Last Imported

Duplicates

Sharing

My Folders

Tags

Trash

Accessibility Statement

Privacy Policy

Terms and Conditions

Cookie Policy

Manage cookie preferences

+

Add

Assign

Share

Create Bibliography

Delete

Add Tags

Tools

Search

Last Imported

(viewing 1 – 2 of 2 references)

Display: 50 per page

Normal View

Customize

Select all on this page

Clear "Last imported"

Sort by: Date added

☐

5 hours ago

☐

Ref ID: 3

Five tips for collaborating effectively as a team

By the team at Slack (25th April 2025)

Added July 23, 2026

☐

July 11th 2026, 8:19 pm

☐

Ref ID: 1

Virtual collaboration in education: tool selection patterns for project-based learning in the context of group dynamics

Kuzminska, Olena H, Mazorchuk, Maria S (2025, June 20)

Virtual_collaboration_in_education_tool_selection_.pdf (232 KB)

Added July 11, 2026

Task 4: E-Portfolio Creation and Evaluation

Task 4a&b: E-Portfolio Creation



INTRODUCTION

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Task 1a

Working With IEEE Referencing

Academic and Employment Skills

Task 1a – (Keith Thomas Jan 07, 2021)

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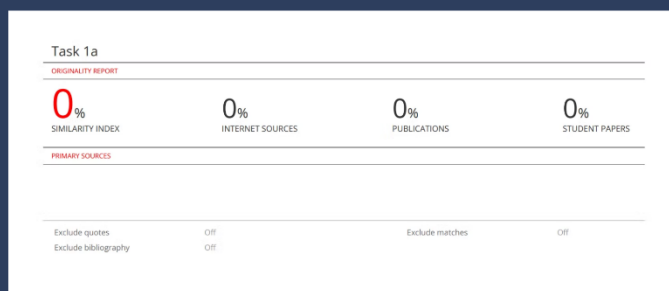
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Task 1b

Turnitin Similarity Check Practice & Self Review

Bibliography

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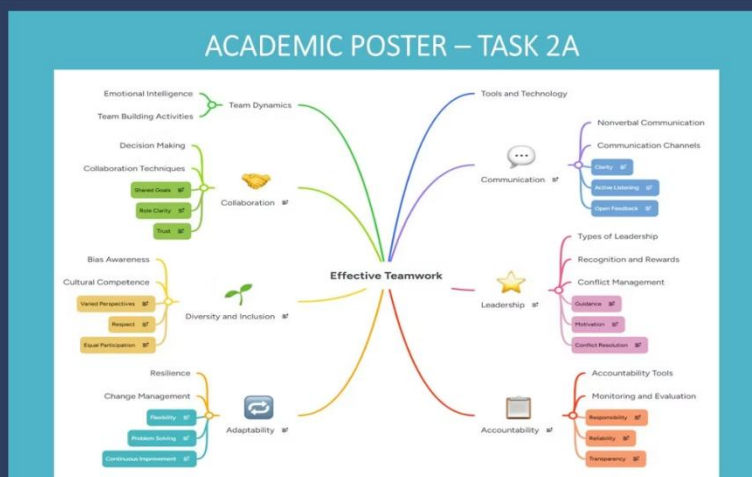


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Home Task 1a & 1b Task 2a Task 2b Task 3a Task 4a Task 3b Task 1c

Task 2a

Collaborative Teamwork and Professional Academic Poster



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COLLABORATIVE SOFTWARE TOOLS

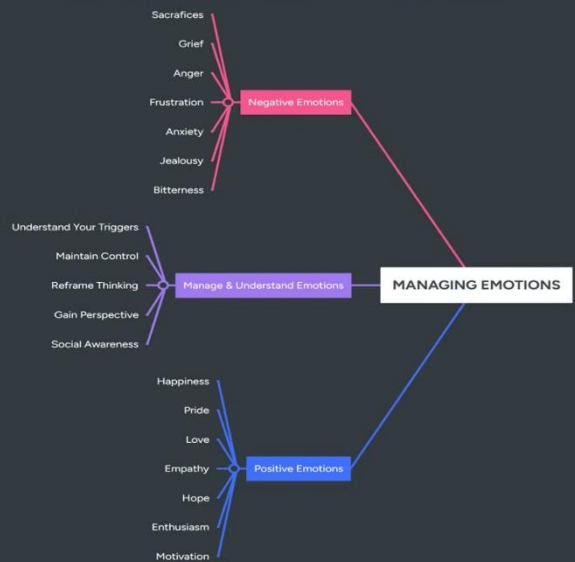
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Task 2b

Life Is A Team Sport (Emotions)

EMOTIONS Poster - 'Life Is A Team Sport' – TASK 2B



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Task 3a

Virtual Collaboration

VIRTUAL COLLABORATION

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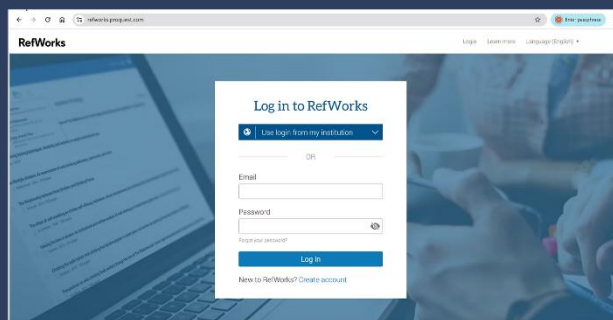
Task 3b

Using RefWorks

USING REFWORKS

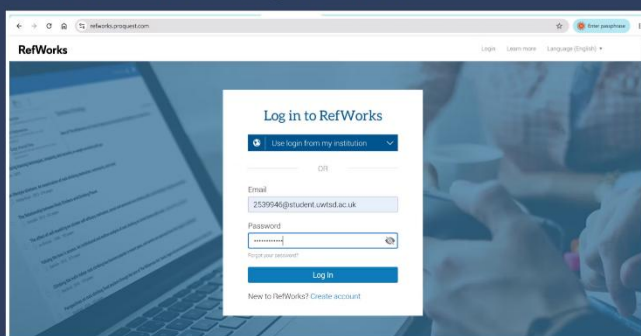
See screenshots below of my use of Refworks, with brief explanations.

a) Go to Reworks Home page and setup a New account

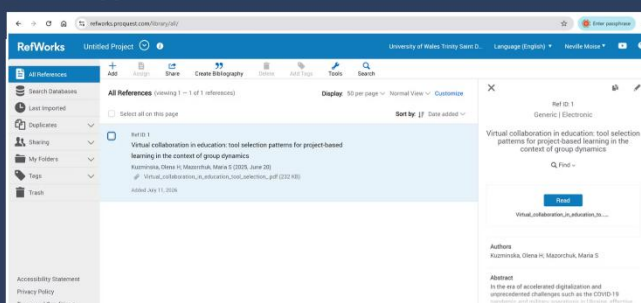


b) Once Account created login with credentials

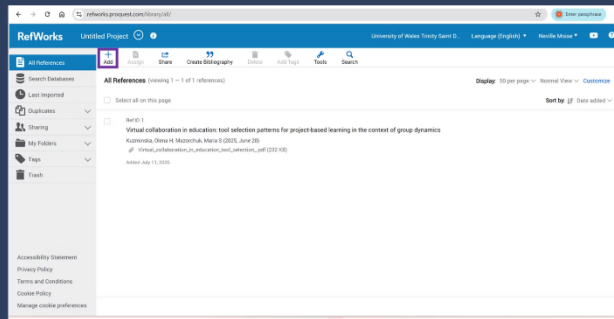
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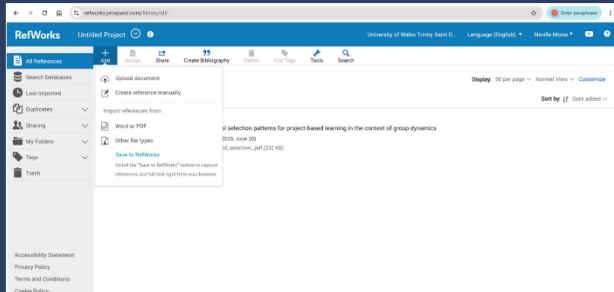
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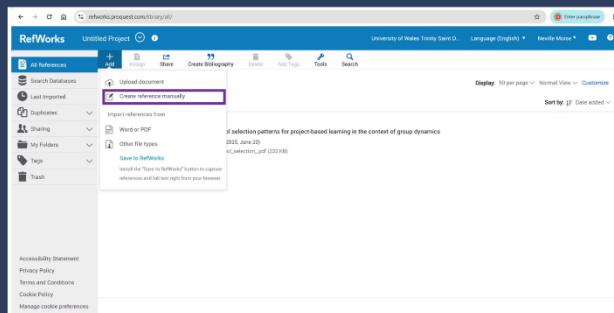
d) to add a reference select +Add sign



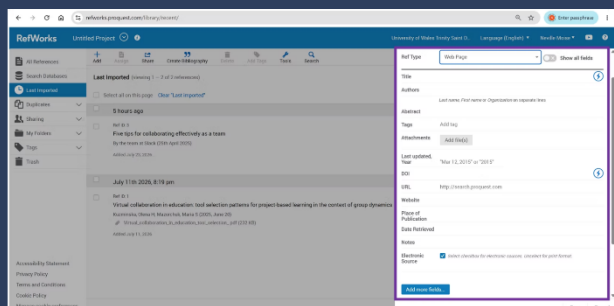
e) select from drop down menu



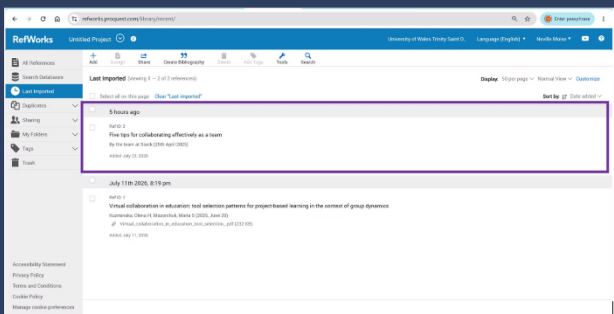
f) Selecting Create Manually to input Website reference details



g) complete form with reference details



h) When details are filled and saved references are listed on dashboard



Task 4a

WIX OVERVIEW

WIX OVERVIEW

I chose Wix to create my eportfolio because:-

- Easy Drag-and-Drop Features, able to drop text, images, and buttons exactly where they want them on a page.
- No Coding Required: Anyone can build a website without knowing HTML, CSS, or JavaScript.
- Template Library: You have access to over 800 to 2,000 professionally designed Wix Templates tailored to specific industries like restaurants, photography, and e-commerce.
- AI-Driven Website Generation: The platform features a built-in Wix AI Website Builder that can instantly generate a fully styled website based on a simple natural language chat.
- Zero Maintenance & Built-in Hosting: Because Wix is a fully managed cloud platform, users never have to worry about buying external web hosting, installing security updates, or dealing with broken plugins.

I found it easy to configure the eportfolio in wix, but functionally, reaction and usage can be slow or delayed as this is a cloud based software.

If it was local use on your hard drive it would react and behave quicker



Task 1a & 1b

Task 2a

Task 2b

Task 3a

Task 4a

Task 3b

Task 4b

Task 4b

MY E-PORTFOLIO CONCLUSION

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Creating my ePortfolio was a valuable learning experience that allowed me to develop both my technical and reflective skills. I particularly enjoyed learning how to use new software and programs such as Wix and MindMeister, as they gave me creative ways to present my work and organise my ideas. At first, I found these programs challenging to use, and it also took time to understand Moodle and its different functions. However, the more I used these platforms throughout the course, the more confident and comfortable I became with them. One area I know I need to improve is writing reports, as I sometimes find it difficult to structure them effectively. Despite this, I am very satisfied with how I completed my assignments and feel that they reflect the progress I have made. Overall, creating my ePortfolio has helped me build new digital skills, increase my confidence with online learning tools, and recognise both my strengths and the areas where I can continue to improve.

Conclusion

Creating my ePortfolio was a valuable learning experience that allowed me to develop both my technical and reflective skills. I particularly enjoyed learning how to use new software and programs such as Wix and MindMeister, as they gave me creative ways to present my work and organise my ideas. At first, I found these programs challenging to use, and it also took time to understand Moodle and its different functions. However, the more I used these platforms throughout the course, the more confident and comfortable I became with them. One area I know I need to improve is writing reports, as I sometimes find it difficult to structure them effectively. Despite this, I am very satisfied with how I completed my assignments and feel that they reflect the progress I have made. Overall, creating my ePortfolio has helped me build new digital skills, increase my confidence with online learning tools, and recognise both my strengths and the areas where I can continue to improve.

References

Task 1

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Task 3

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