



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Welcome to UWTSD!

Digital Skills Induction 2023



www.uwtsd.ac.uk/library



@UWTSDlib



library@uwtsd.ac.uk

“



vevox
Audience Engagement

Join: vevox.app

ID: 149-381-546



17/11

What does the term Digital Skills mean to you?

Question slide

Join at: vevox.app ID: 149-381-546



www.uwtsd.ac.uk/library



@UWTSDlib



library@uwtsd.ac.uk



17

What does the term Digital Skills mean to you?

Showing Results

Join at: vevox.app ID: 149-381-546

computer/phone use
skills with devices internet skills abilities with tech
not physical ctrl alt del
skills in i.t online awareness
understand software computer knowledge
ability to make it understand tech
ability to use tech software proficiency
use of modern tech
technical ability ability with apps
knowing what to do website skills technical aptitude
computer skills computer smarts
coding skill photoshop
technology knowledge interface experience
being apt with pc's
understanding digita
comfortable online

www.uwtsd.ac.uk/library

@UWTSlib

library@uwtsd.ac.uk

Introduction and agenda for today



Digital Skills Team

Who we are

How we can support you



Get Connected

Get connected website

Connect to Eduroam



The DigiCentre

JISC Discovery tool

Resource Finder



Hwb

How to check emails

Access different apps



Microsoft Teams

How to change your background

How to present in Teams



VLE - Moodle

How to upload assignments onto Moodle via Turnitin

Navigating around the interface and various tiles



Meet the Digital Skills Team



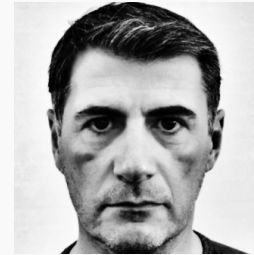
Jessica Hill
IMH
j.hill@uwtsd.ac.uk



Stuart Gill
WISA
s.gill@uwtsd.ac.uk



Tarandeep Johal
IICL
t.johal@uwtsd.ac.uk



Roger Covello
Learning Technologist
r.covello@uwtsd.ac.uk



Gwen Couch
IEH
g.couch@uwtsd.ac.uk



E-mail: digitalskills@uwtsd.ac.uk



Website: digitalskills.uwtsd.ac.uk



Book us: bit.ly/UWTSD-DSA-Booking-form



“

*How we can
support you*



1 to 1



LinkedIn
Learning



Digital tools



Group training
sessions



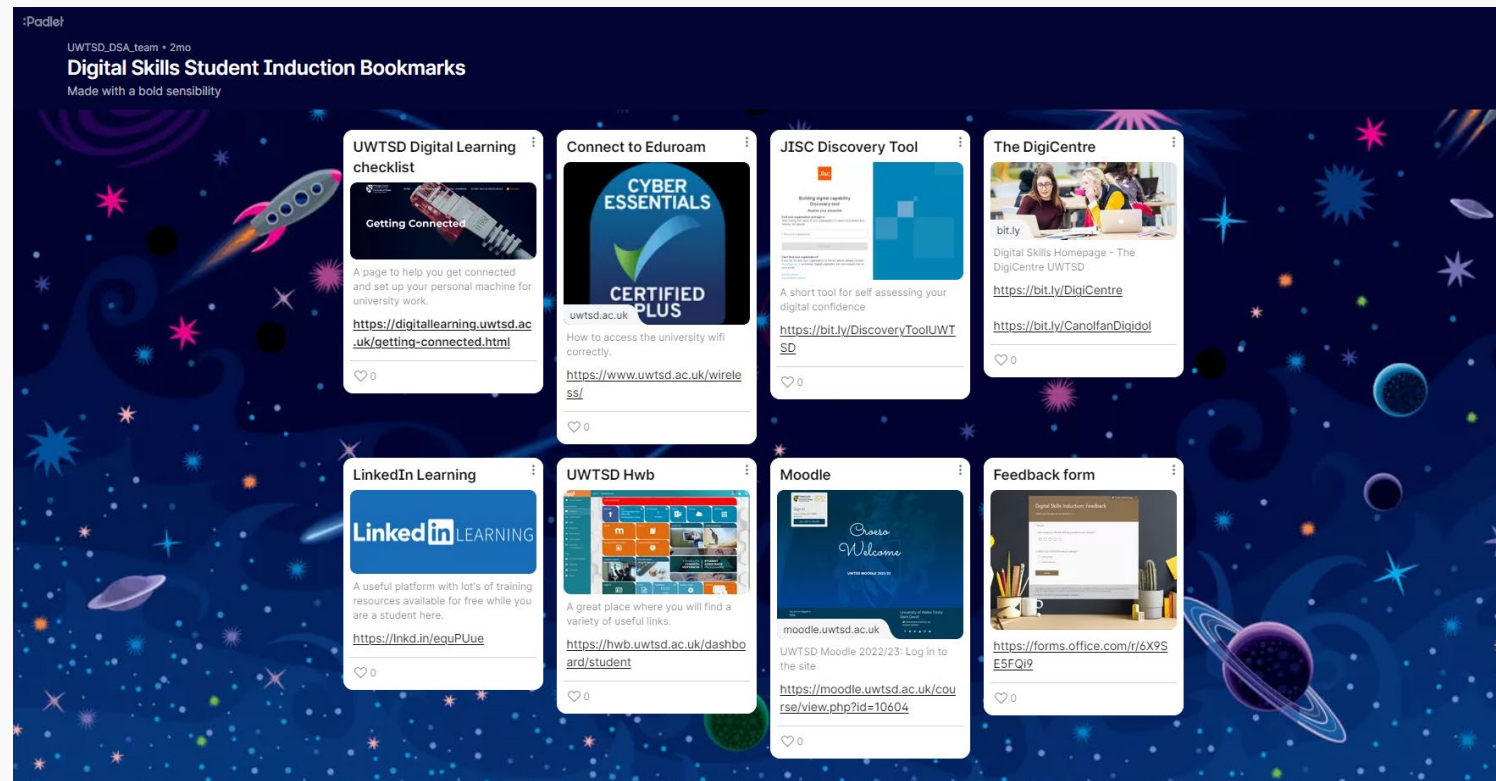
Self
development

“

Links for the session



bit.ly/ds-padlet



How to get set up?

Getting Connected

<https://digitallearning.uwtsd.ac.uk/getting-connected.html>



“

*Connect to
Eduroam*

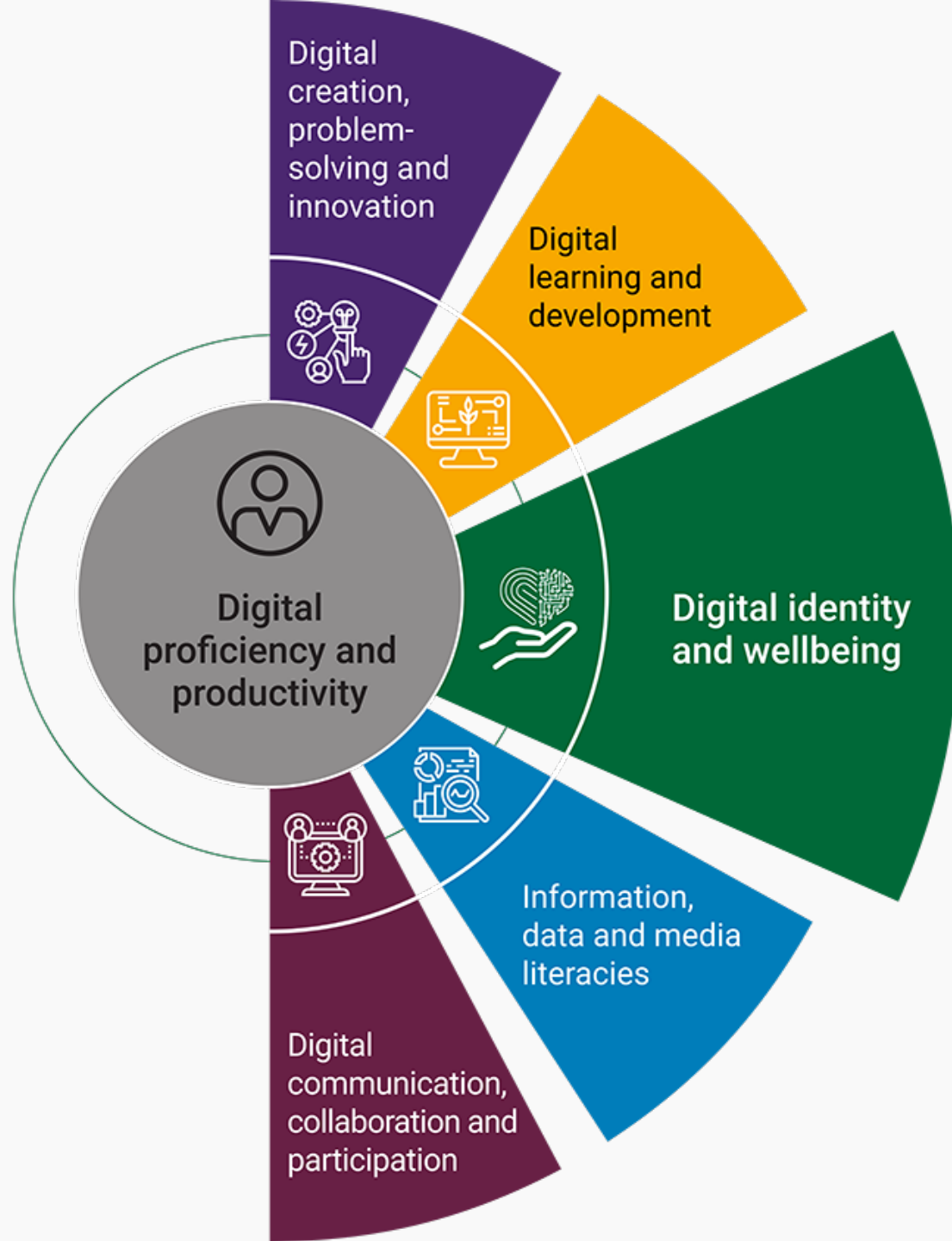


uwtsd.ac.uk/wireless



“

JISC Digital Capabilities framework





JISC Digital Capabilities assessment tool

What is it?

- A self – assessment questionnaire, to assess your current digital skills level
- Completion of the questionnaire allows you to identify your own strengths and weaknesses and enables you to gain more confidence in the areas that you need.
- Your results will be aligned with the six elements of digital capability as defined by JISC (*shown on the previous slide*).

[JISC Discovery tool -](https://bit.ly/DiscoveryToolUWTSD)

<https://bit.ly/DiscoveryToolUWTSD>



Assessing your digital skills



JISC Discovery tool



10 Minutes



Discovery Tool Login 1

Step 1



**Building digital capability
Discovery tool**

Realise your potential

Find your organisation and sign in
Start typing the name of your organisation in search box below and options will appear

Find your organisation

-  Leeds Trinity University
-  University of Wales Trinity Saint David

If you do not see your organisation in the list above, please contact help@jisc.ac.uk and enter 'Digital capability' into the subject line of your email

Step 2

Learner role

Please select your role *

Please select

Staff

Student

The submitted responses will be shared with the content owner. [Submit](#)

Step 3



Discovery tool for students

Step 4

Welcome to the Discovery Tool [×](#)

First name *

Last name *

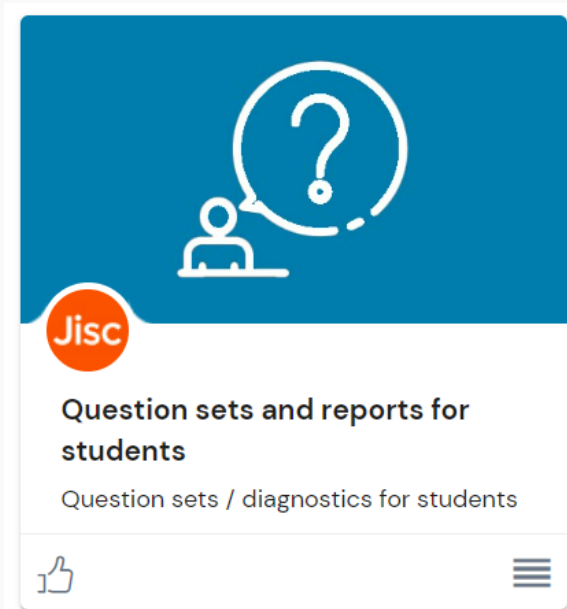
Level of Course

Subjects

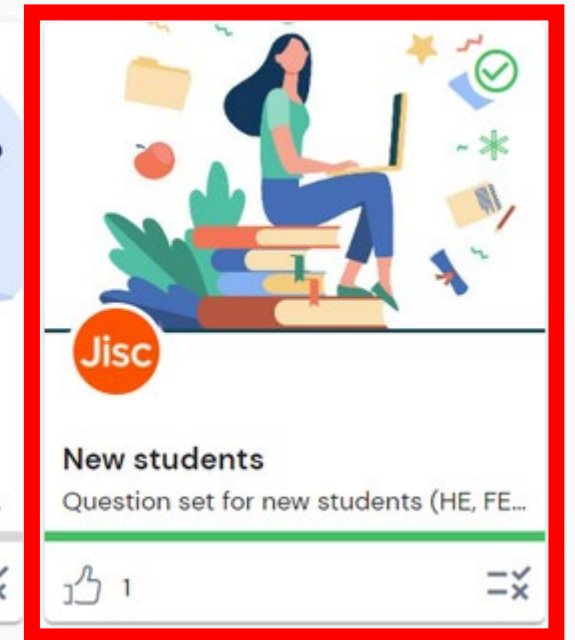
The submitted responses will be shared with the content owner. [Cancel](#) [Submit](#)

Discovery Tool Login 2

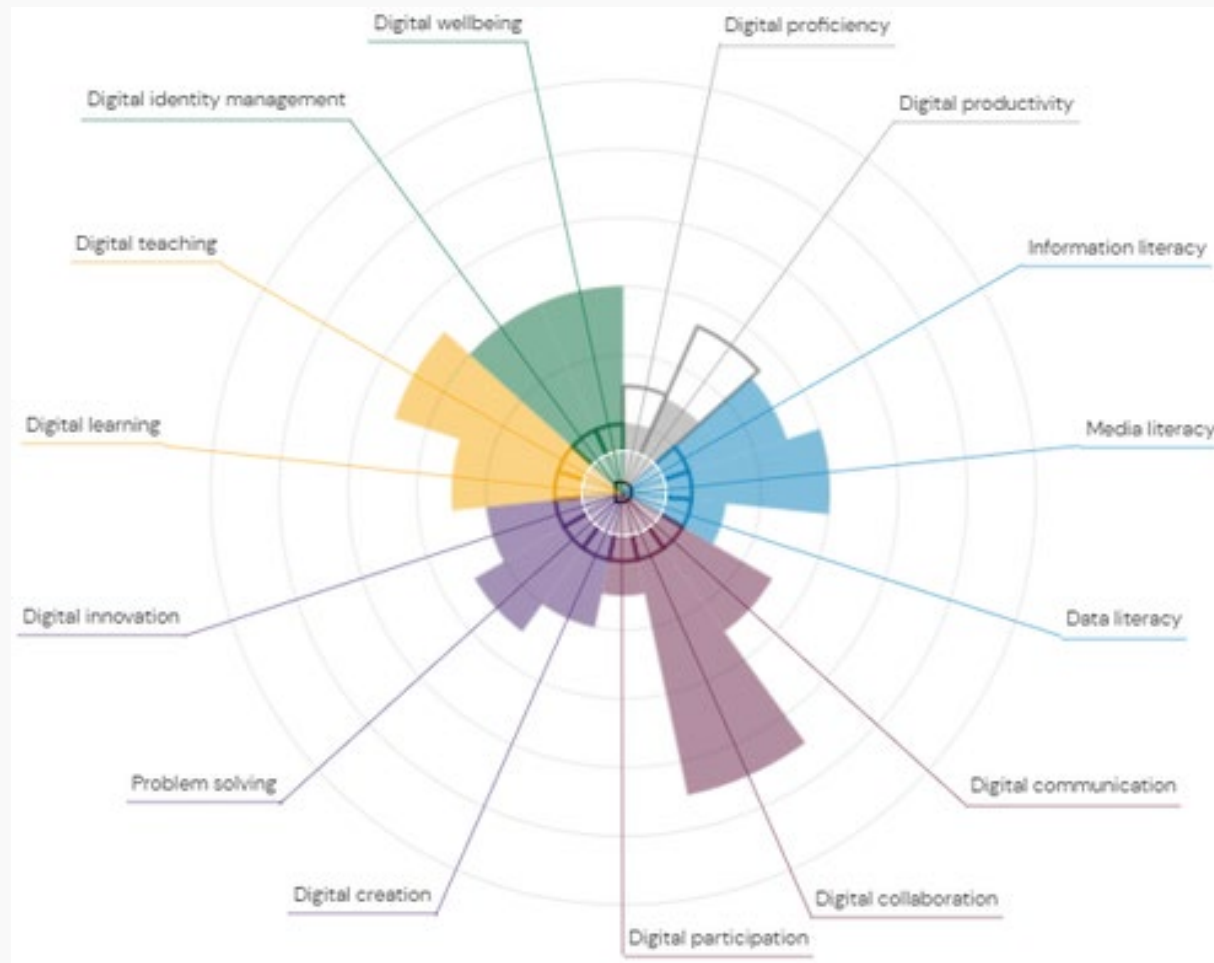
Step 5



Step 6



Results Wheel example

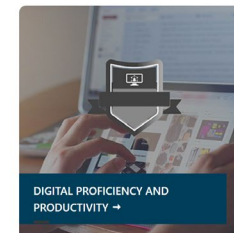


“

*What is the
DigiCentre?*



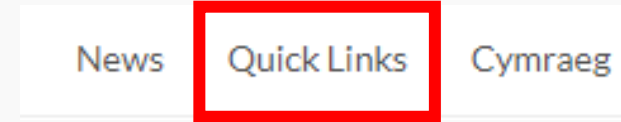
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



“

How to get to the DigiCentre and student section?

- On the main university page go to quick links which is located at the top of the page



- When you are in, find the icon for the DigiCentre, which looks like this



- Then scroll down a little and find the icon for Student that looks like this



“

What is LinkedIn Learning?



LinkedIn learning is a part of LinkedIn. When you complete courses, you will be able to showcase your achievements on your LinkedIn profile. This will look great for prospective jobs.

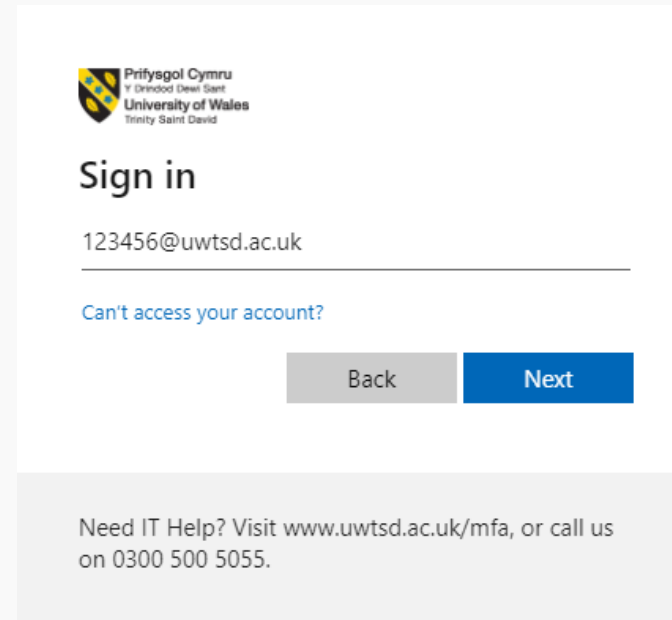


<https://lnkd.in/equPUue>

“

*Username &
password*

- Next you will see this page open. You will be required to put in your login details. It is important that you use this style of login - 123456@student.uwtsd.ac.uk



The screenshot shows the sign-in page for the University of Wales. At the top left is the university's crest and name in Welsh, English, and French. Below this is the heading 'Sign in'. A text input field contains the email address '123456@uwtsd.ac.uk'. Below the input field is a link that says 'Can't access your account?'. At the bottom of the form are two buttons: a grey 'Back' button and a blue 'Next' button. Below the form, in a light grey box, is the text: 'Need IT Help? Visit www.uwtsd.ac.uk/mfa, or call us on 0300 500 5055.'

- Then put in your password

“

Follow these 4 simple steps to get registered

Don't worry about choosing one of the items here. You can do it at another time. Just click the "I'm not sure" button.

hing



Welcome,

Learn skills to help you reach your career goal

Tell us what you want to achieve in the next 6-12 months and we'll recommend courses to help you get there. Only you can see your response and you can change it at any time.



Grow and advance in my current career

☐



Transition into a new career

☐



Develop skills to manage teams

☐

Continue

I'm not sure

“

If you have a LinkedIn account, you can connect the 2 accounts together.

(if you don't, no worries you can still connect at a later date)



Connect to your LinkedIn profile

It's the fastest way to get started, and connecting gives you these exclusive benefits and more.

	Unconnected	 Connected account
Access to 15,000+ courses taught by professionals	✓	✓
Interactive learning with exercise files and course quizzes	✓	✓
Personalized recommendations based on your profile		✓
Explore internal jobs within your company		✓
Share learning certificates to your profile		✓



Your organization will only be able to see limited profile information (e.g. name, title, photo). You always can choose what Learning activity to share with your network. [Learn more](#)

Connect LinkedIn profile

Skip for now

“

Here you will be given top skills, or you will have to choose skills from a list.

In this section if you do not see boxes highlighted in Blue, please click on some boxes you find most interesting. (you need to choose a minimum of 1)

Top business topics

Microsoft Excel

Microsoft Power BI

Diversity & Inclusion

Management

Project Management

Leadership

Personal Development

Business Analysis

Entrepreneurship

Customer Service

Human Resources (HR)

Finance

Sales

Marketing

Training and Development (HR)

Accounting

Career Development

Top technology topics

Python (Programming Language)

SQL

Data Science

DevOps

System Administration

Software Development

Cloud Computing

Databases

Web Development

Technical Support

Mobile Application Development

Top creative topics

Select at least one skill to continue

Continue

“

This section you can choose a weekly goal for yourself, otherwise just skip this step.



Set a weekly learning goal

We'll track your progress and remind you to keep learning. You can change your goal at any time.

- ☐ 15 minutes Start strong
- ☒ 30 minutes Recommended Keep growing
- ☐ 60 minutes Increase momentum
- ☐ 120 minutes Accelerate progress

You can change your goal at any time

Set goal

Skip for now

“

You have set up the account, all you have to do now is click on "Discover other courses".

 Learning



You're ready to get started,

These tailored course recommendations are based on your personal career goal, background, and interests. They're saved in My Library, and you can edit them at any time. Click on a course to begin.

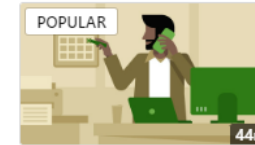
Become an Administrative Specialist



LEARNING PATH
Career Essentials in
Administrative Assistance...



LEARNING PATH
Become an Administrative
Professional



COURSE
Administrative Professional
Foundations
By: Aimee Reese



COURSE
Nano Tips for Creating a
More Effective Relationships...
By: Allison Peck



COURSE
How to See
Everything
By: Dorie Clar

[Browse My Library](#)

[Discover other courses](#)

Microsoft Teams

How can Teams help you?



What does Teams offer you?



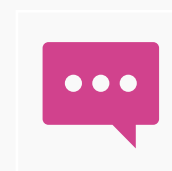
A free online
learning
platform –
Office 365



Effective
communication



Inclusivity with
built in
accessibility
tools



Share notes,
assignments
and chats
through a
collaboration
space



Create and
join meetings
with your
peers or
lecturers



Activity

Chat

Teams

Assignments

Calendar

Calls

Files

mC
mConnect

...

Calendar

Join with an ID

Meet now

New meeting

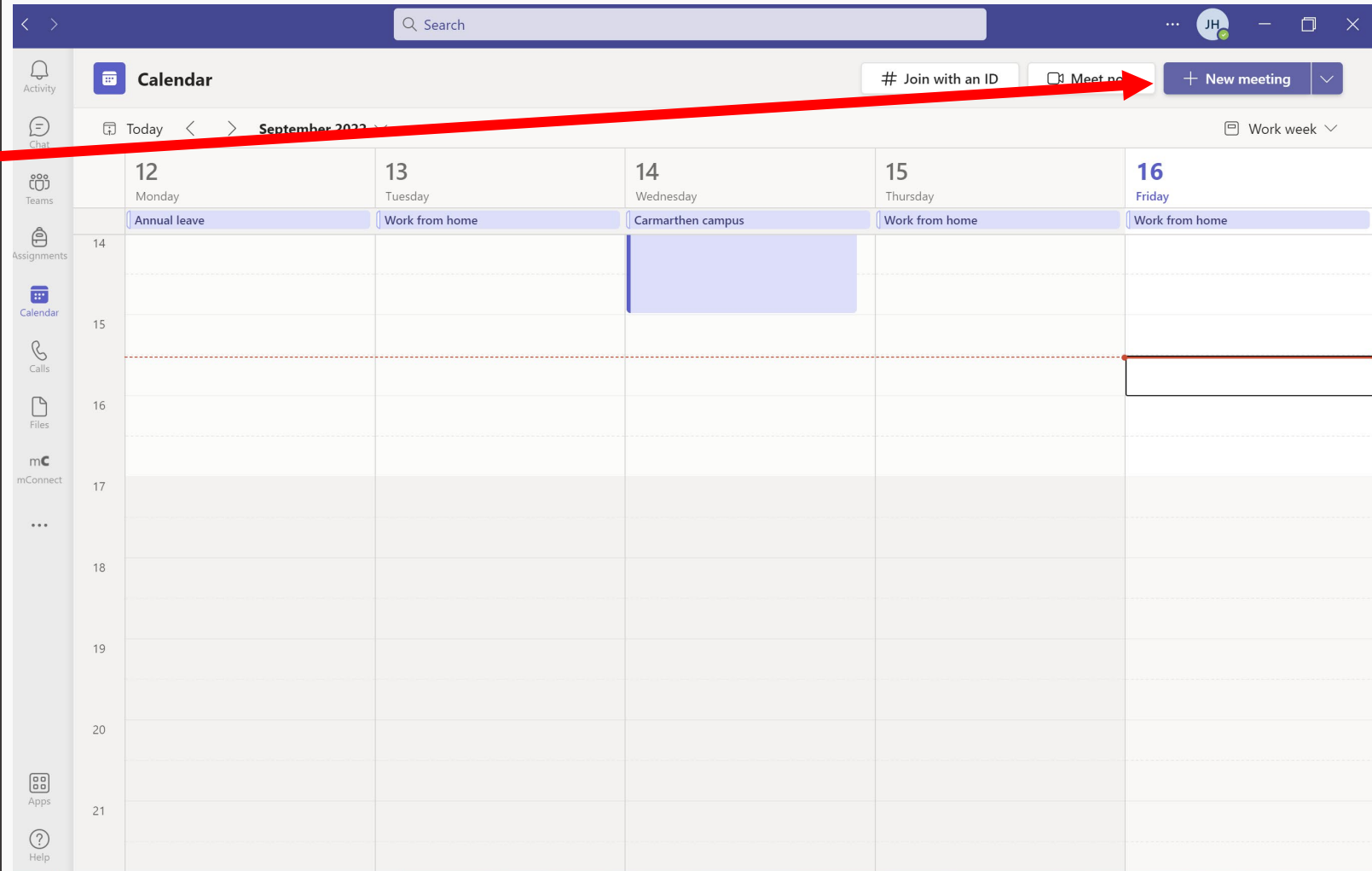
Today < > September 2022

Work week

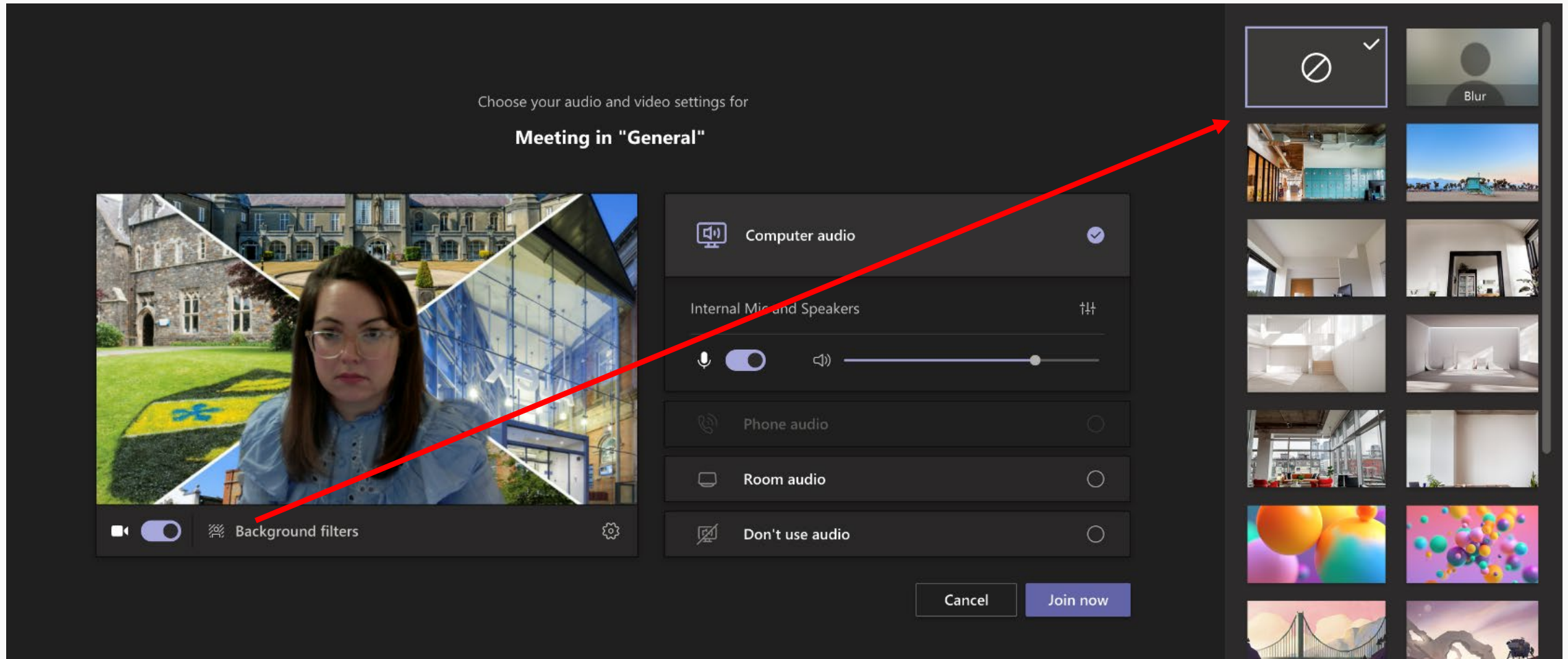
	12 Monday Annual leave	13 Tuesday Work from home	14 Wednesday Carmarthen campus	15 Thursday Work from home	16 Friday Work from home
14					
15					
16					
17					
18					

“

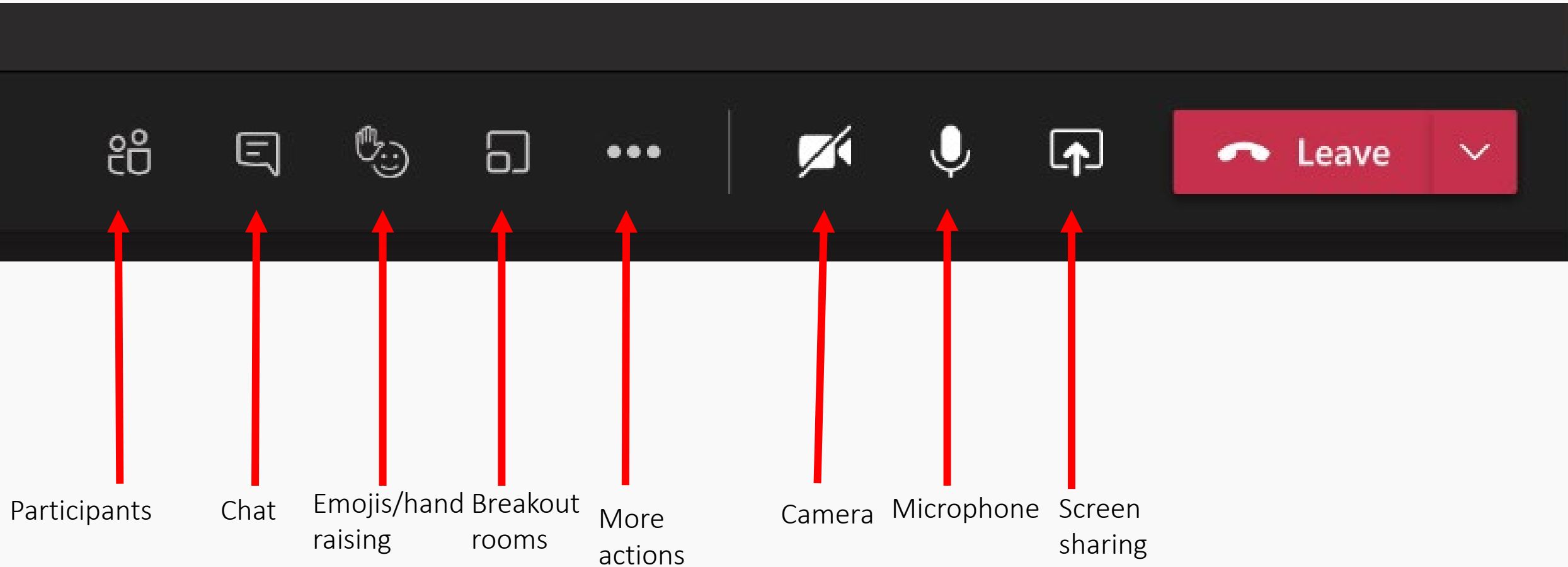
How to create a Teams meeting?



How to change your background



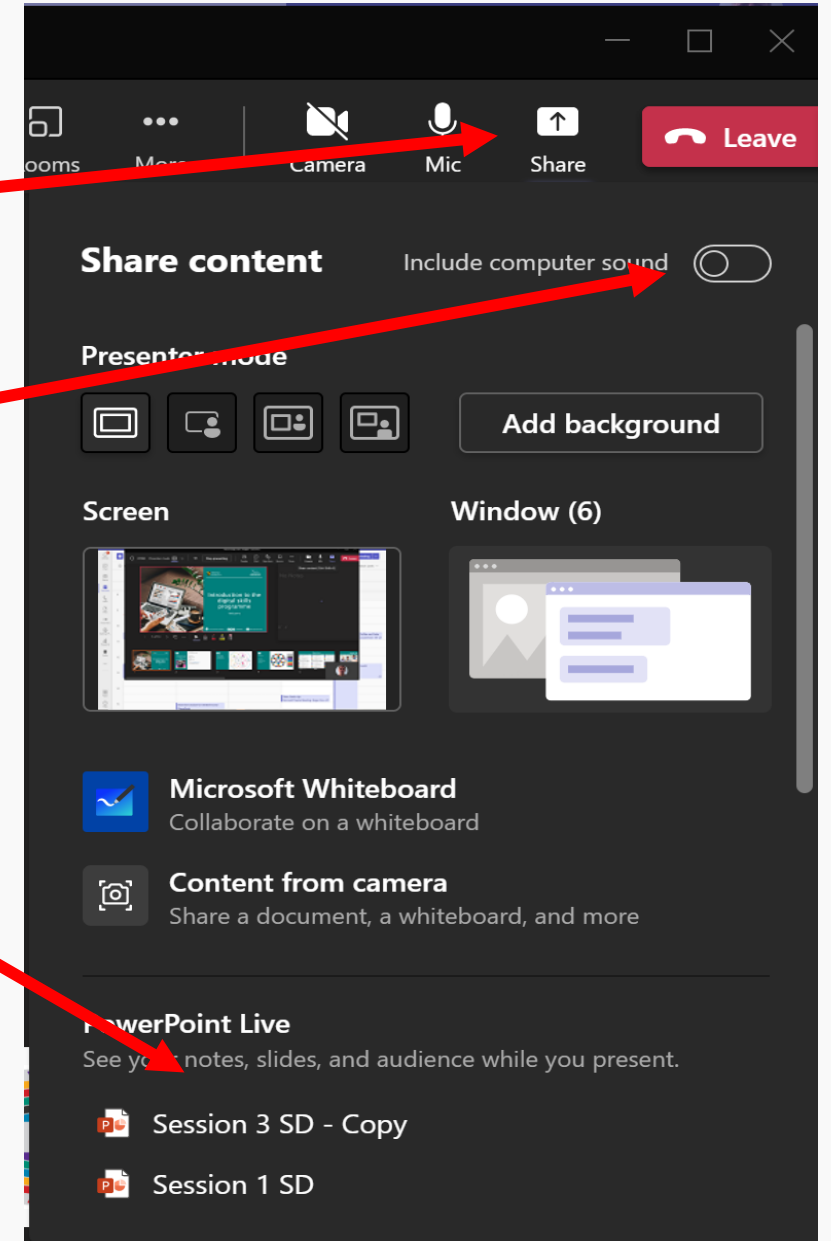
Teams Icons



“

PowerPoint live

1. Click on the share button.
2. Select include computer sound if your presentation has sound or video.
3. If you have the presentation open it will show up here, if not, select browse.





Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Moodle



www.uwtsd.ac.uk/library



@UWTSDlib



library@uwtsd.ac.uk

Send feedback

DASHBOARDS

Students

Help & Report

Staff

Welcome

Why UWTSO?

Daily Update

Important Correspondence

APPS

COVID DASHBOARD

Digital ID

Live Chat

Teams

COVID DASHBOARD

Welcome



Mail

Can't load data from Office 365
Something went wrong

My Timetable



3

This Week

Teams



OneDrive



0365 | Apps



Moodle



Library



Student Life
Student Life



Health & Wellbeing
Health & Wellbeing



My Student Record | MvTSD



Help Desks & Report issues



Academic Support
Academic Support



Financial Support
Financial Support



Y RHAGLEN
CYMORTH
MYFYRWYR

STUDENT
ASSISTANCE
PROGRAMME

Digital ID



Forms



My Balances



£0.00

Library

Students' Union



Live Chat



Turnitin submission example

Part 1

Title	Start Date	Due Date	Post Date	Marks Available	Export	
TEST - Part 1 	21 Sep 2022 - 16:15 	28 Sep 2022 - 16:15 	28 Sep 2022 - 16:15 	100 	  	 

Show 10  Entries

Download 

Search:

 Refresh Submissions

 Turnitin Messages Inbox (0)

Previous1Next

SHOWING 1 TO 4 OF 4 ENTRIES.

☐	First Name  / Last Name 	Submission Title 	Turnitin Paper ID 	Submitted 	Similarity 	Grade 				
	Mirella Burgess	--	--	--	--		--		--	--
	Roger Covello	--	--	--	--		--		--	--
	Jessica Hill	--	--	--	--		--		--	--
	Sarah Jones	--	--	--	--		--		--	--



8/7

Which digital tool would you like to develop your skills in?

Question slide

Join at: vevox.app ID: 149-381-546



www.uwtsd.ac.uk/library



@UWTSDlib



library@uwtsd.ac.uk

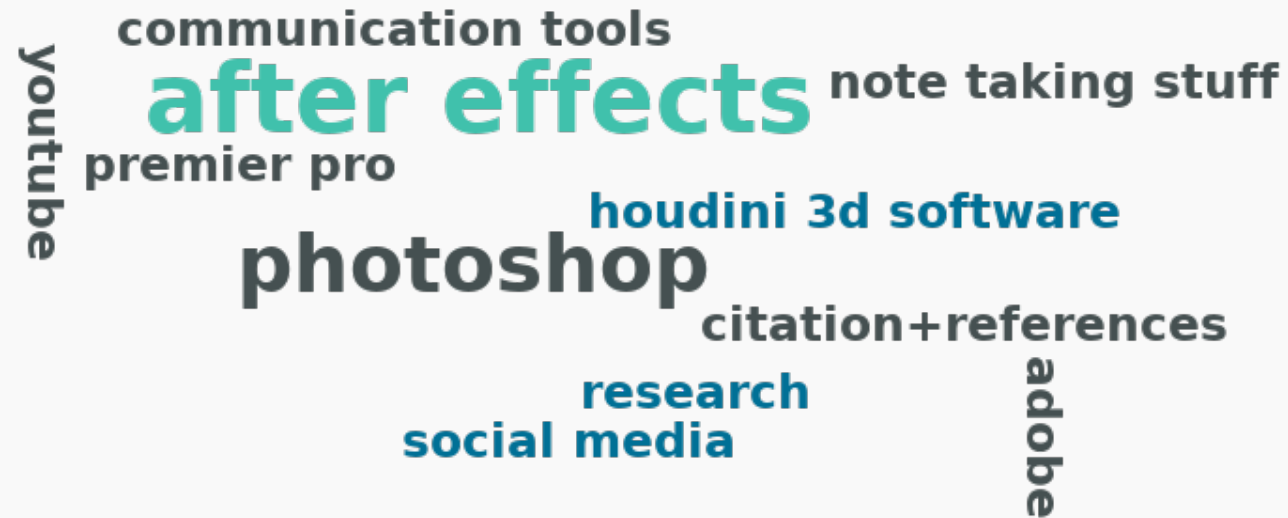


8

Showing Results

Which digital tool would you like to develop your skills in?

Join at: vevox.app ID: 149-381-546



www.uwtsd.ac.uk/library



@UWTSDlib



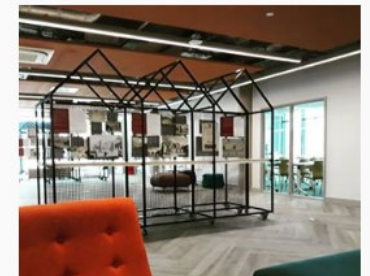
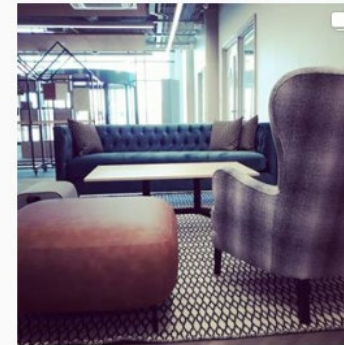
library@uwtsd.ac.uk

Find us on social media!

We are on Facebook, Twitter and Instagram!



- Follow us to find out what's new!
- Share what you're reading!



<https://bit.ly/DS-Induction-Feedback>



Please provide
some feedback



UWTSD DigiCentre

The One stop shop for all your Digital needs



SCAN ME



Gain all the badges to show future employers your
digital skills



The DigiCentre UWTSD

Thank you for listening. Any questions?

Digital Skills Induction Autumn 2023

