

MSc Digital Skills Self-Check

[Tick the box if you can do the following confidently:]

1. Accessing University Systems

- ☐ Log in to university email, Hwb, Moodle, and Teams
 - ☐ Access module materials, announcements, and reading lists
 - ☐ Download and install Microsoft 365
 - ☐ Reset passwords and use multi-factor authentication if required
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2. Managing Files and Documents

- ☐ Create, save, rename, and organise files into folders
 - ☐ Find downloaded files and understand common file types (.docx, .pdf, .pptx)
 - ☐ Create and edit Word documents
 - ☐ Save and submit work in the correct format (e.g. PDF)
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3. Online Learning and Communication

- ☐ Join and participate in Teams meetings
 - ☐ Use email professionally, including attaching files
 - ☐ Download lectures, slides, and learning resources
 - ☐ Collaborate using OneDrive and shared documents
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4. Finding and Using Academic Information

- ☐ Search effectively for information online
- ☐ Access library resources, e-books, and journal articles
- ☐ Identify reliable academic sources
- ☐ Use citations and references correctly

5. Digital Safety and AI Awareness

- ☐ Create strong passwords and recognise phishing attempts
 - ☐ Understand plagiarism and academic integrity
 - ☐ Know the university's guidance on AI tools
 - ☐ Critically evaluate information generated by AI
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6. Study and Professional Skills

- ☐ Use digital calendars or reminders to manage deadlines
- ☐ Create basic presentations in PowerPoint
- ☐ Use simple Excel spreadsheets for data organisation
- ☐ Understand how your online presence contributes to your professional reputation

If you left items unticked please research the available resources about ways how you can improve in these areas. You can also contact the Digital Skills Advisors for more information about ways to improve in these areas. Alternatively, you contact your Programme Manager to receive information (d.bijlhout@uwtsd.ac.uk).