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E-PORTFOLIO

Learning in the Digital Era

Module Code: ACCA4025

Program: CertHE Computing Skills for Workplace

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E-portfolio

1. E-portfolio Link: [Mariam's E-portfolio](#)
2. An online e-portfolio was created using Canva in a clear and orderly manner. In the screenshot below provides evidence of the completed e-portfolio and illustrate its overall structure, design and functionality.

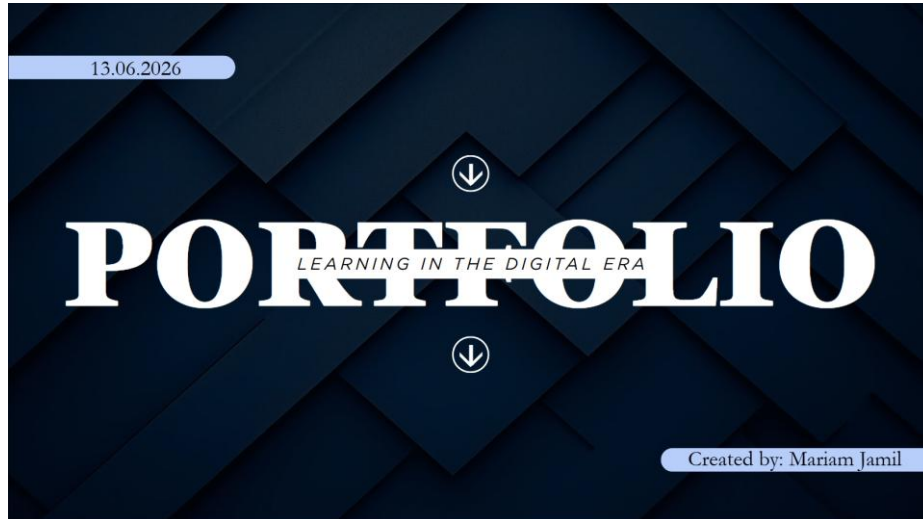


Figure 1: Screenshot of the e-portfolio homepage.

Task 1 – Written Summary

1. For task 1a and 1b, the creation of a written summary was produced by following IEEE referencing standards. The summary was conducted to find out how academic research, source evaluation and accurate referencing benefit professional skills relevant to data analytics. A similarity check and complete reference list were also included to evidence academic ethics.

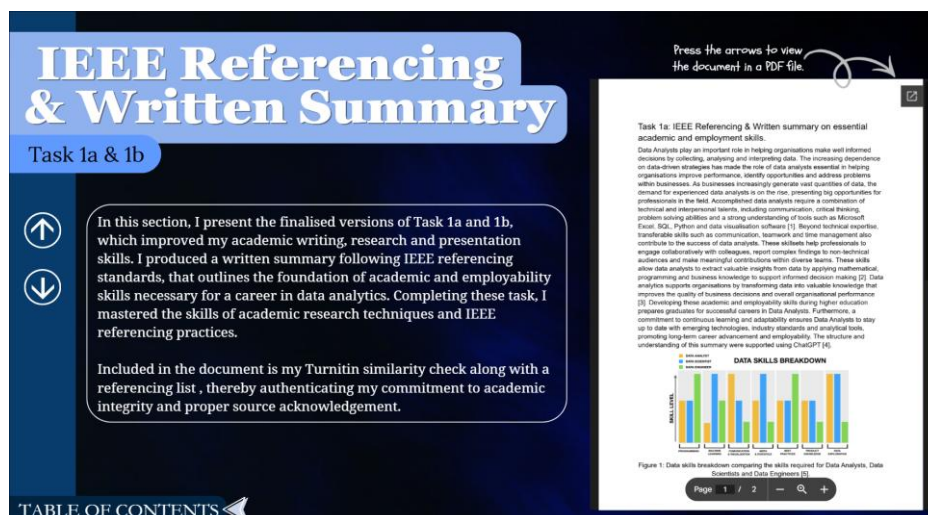


Figure 2: Screenshot of task 1a and 1b on IEEE Referencing and Written Summary, which also includes a similarity check and a referencing list in a accessible PDF file.

Tast 2 – Mind Map & Academic Poster

1. Link to Mind Map: <https://atlas.mindmup.com/e19295ea-d6fd-4fef-a616-aae3b89b7a49/>

Task 2a consists of the formation of a mind map to organise and show the main principles of effective teamwork. The mind map displays visual connections between communication, collaboration, leadership, trust and time management, offering a clear structure overview of the subject. A link to the interactive version has been included above, making it easy to explore the full mind map.

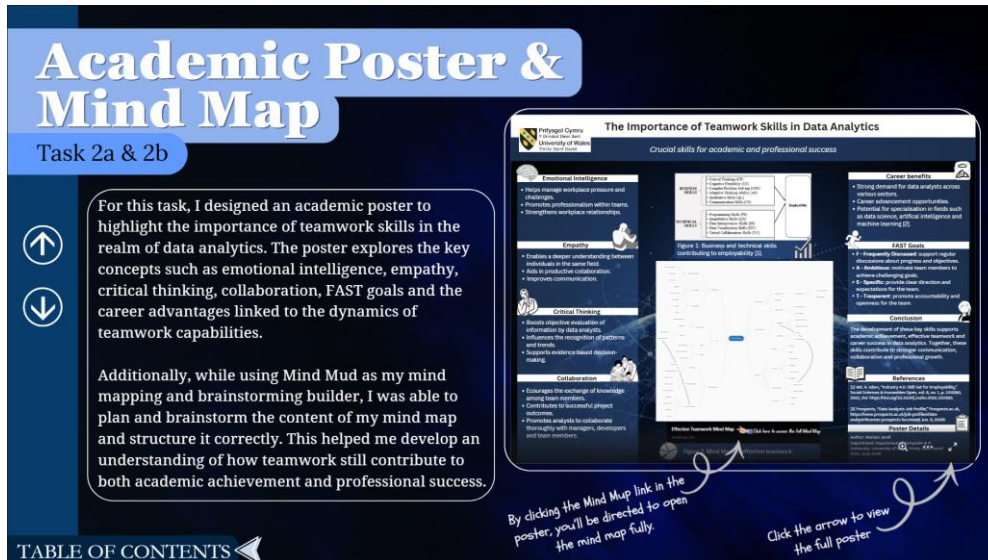


Figure 3: Mind Map and Academic Poster included in the portfolio.

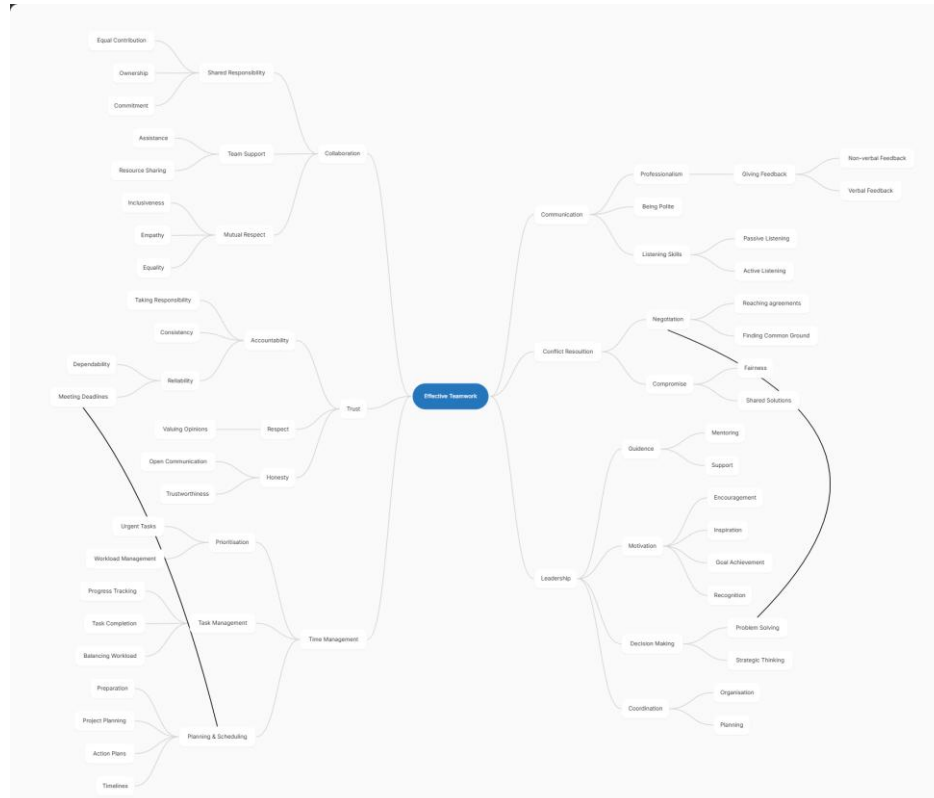


Figure 4: An illustrative mind map describing the importance of effective teamwork This mind map is included in the academic poster as well.

2. Link to the Academic Poster: <https://canva.link/5j6hnfnj7t8i1x6>

Task 2b involves creating an academic poster to highlight the value of information in an appealing format, blending brief text, graphics and academic references to convey the main findings. Below is a screenshot of the finished poster, including the mind map. To access the complete poster, the link is above.

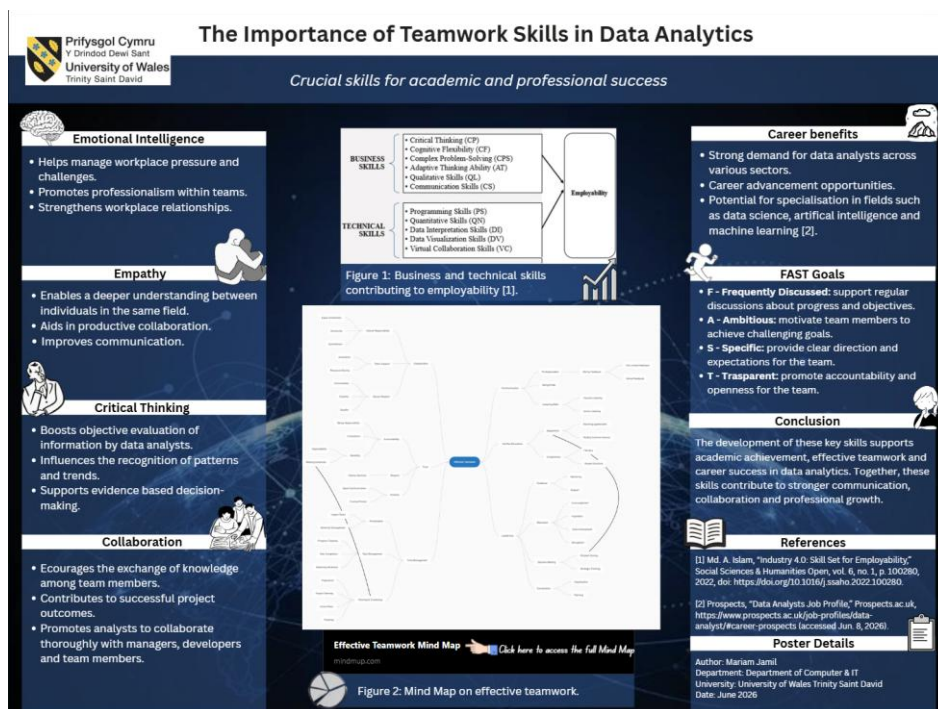


Figure 5: An Academic Poster and Mind Map included with visuals, research and a referencing list presenting the skills needed for Data Analysts.

Task 3 – Automatic Referencing Tool

- Task 3a involves creating a written summary focused on the topic of virtual collaboration. The summary featured core aspects such a team development, trust, communication and goal setting, emphasising the ability to research, assess and share academic information. IEEE referencing was used through RefWorks, complete with in-text citations and a reference list to upload academic morals.

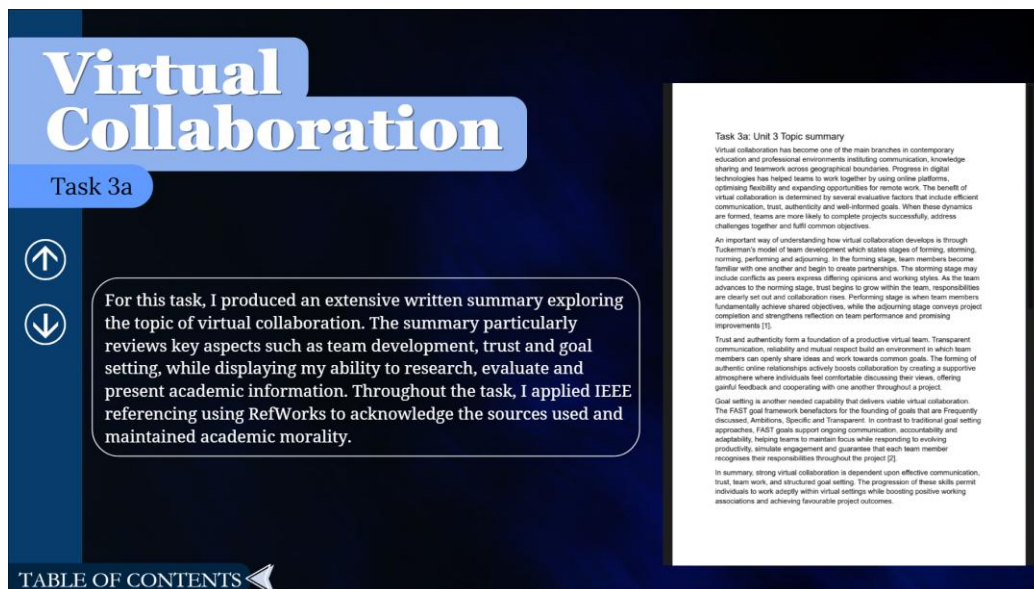


Figure 6: A summary of Moodle Unit 3 ‘Virtual Collaboration’ including citations and a reference list in a PDF format in the portfolio.

2. In task 3b, the Use of RefWorks has been created as a presentation to clearly understand step by step on how to add a citation manually with appropriate graphic use and to appeal to diverse audiences. Link to RefWorks slideshow: <https://canva.link/n41c6acdutreuop>

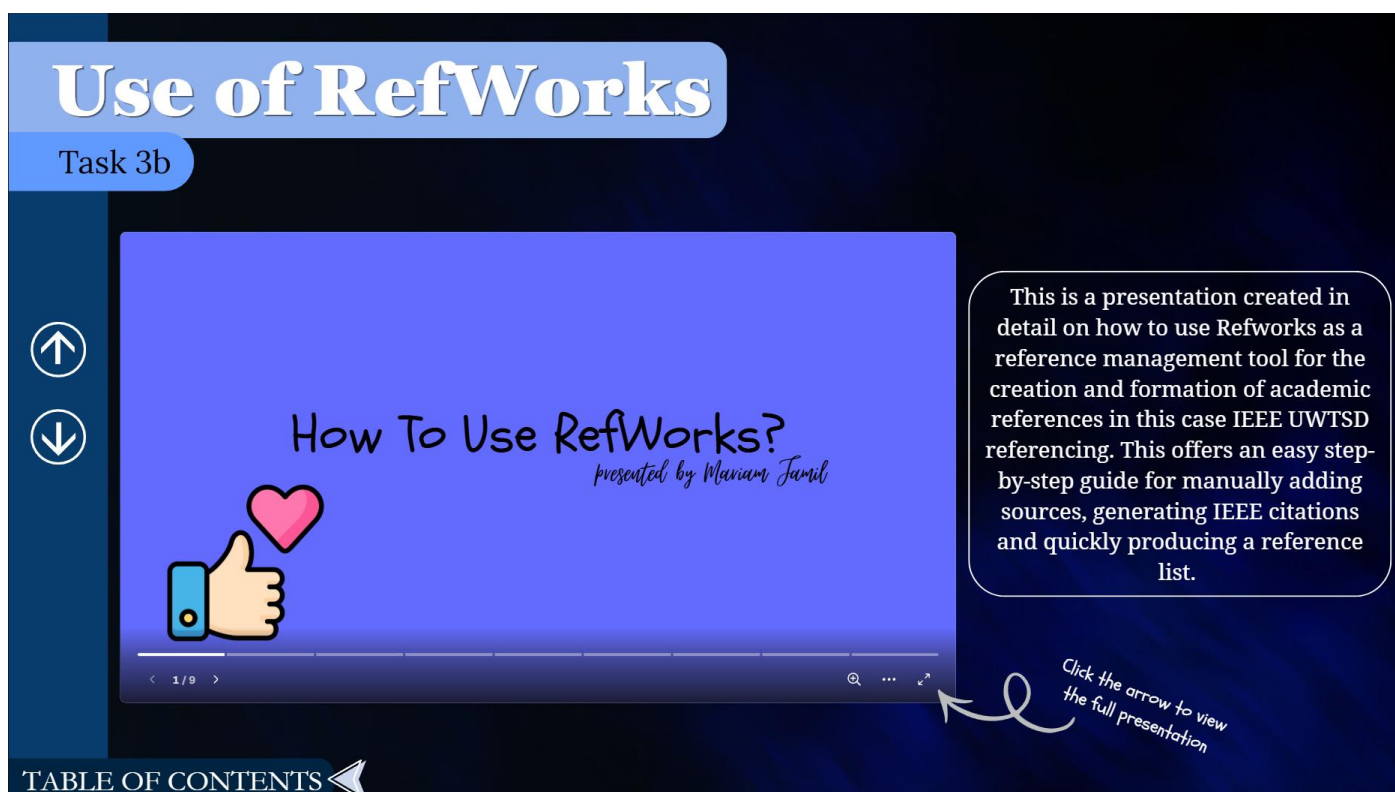
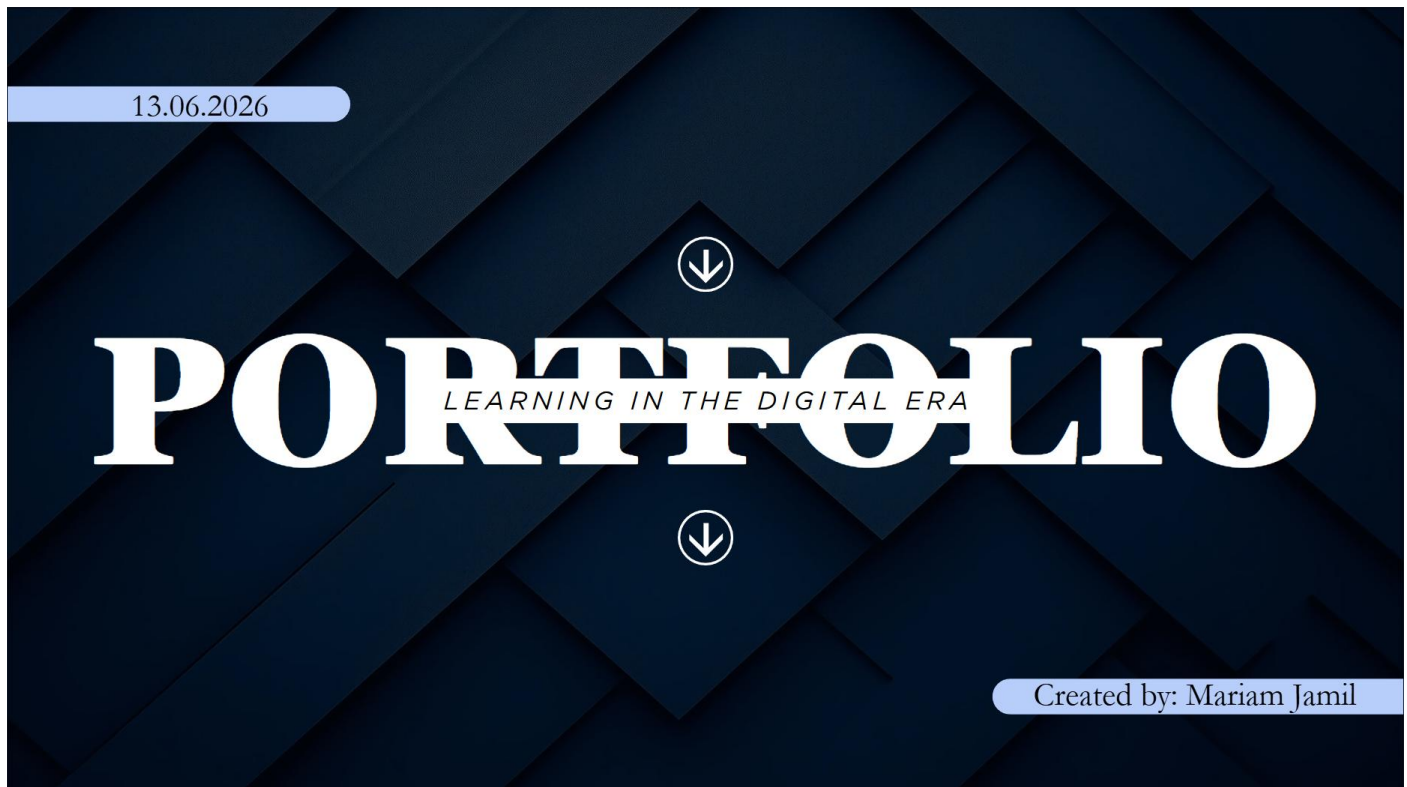


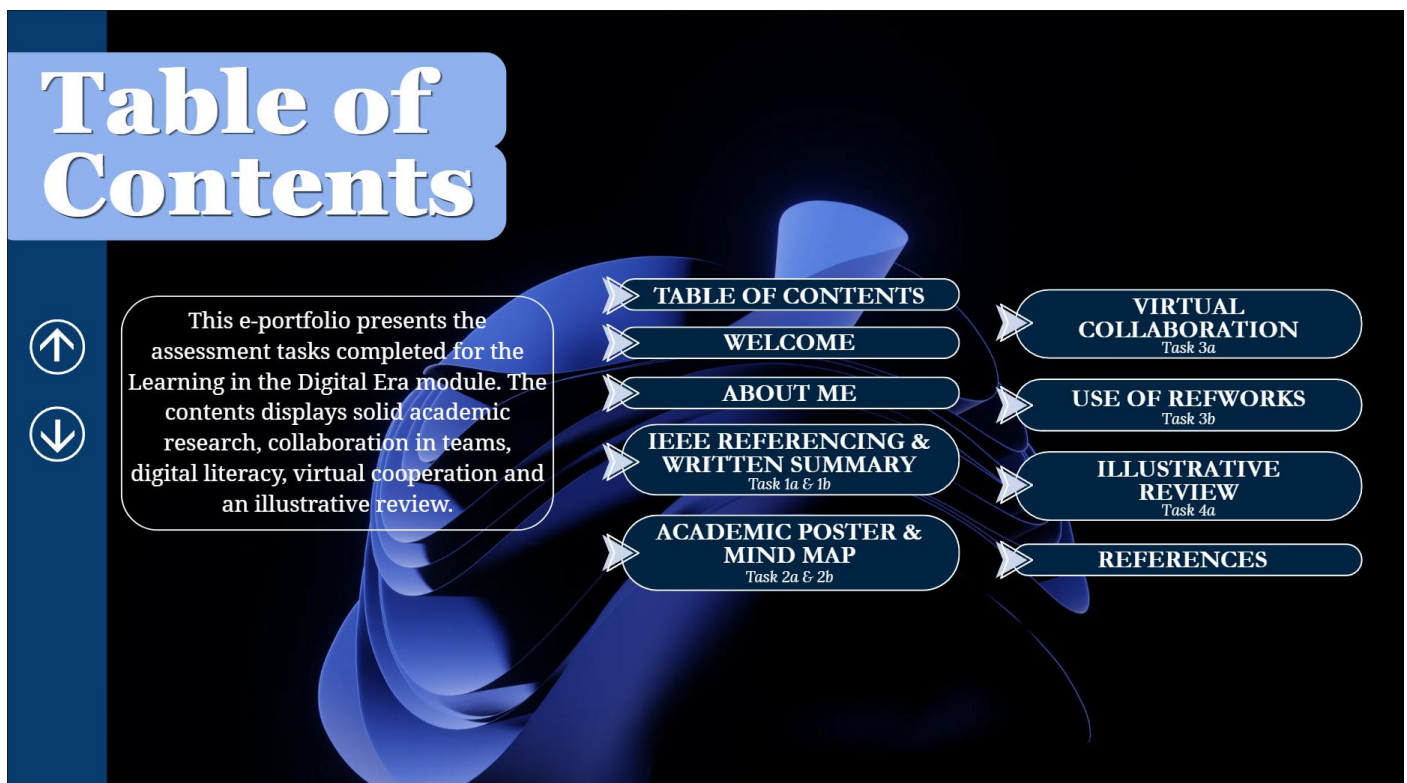
Figure 7: Task 3b Use of RefWorks formed into a step by step slideshow on how to add a citation manually.

Task 4 – E-Portfolio Creation & Review

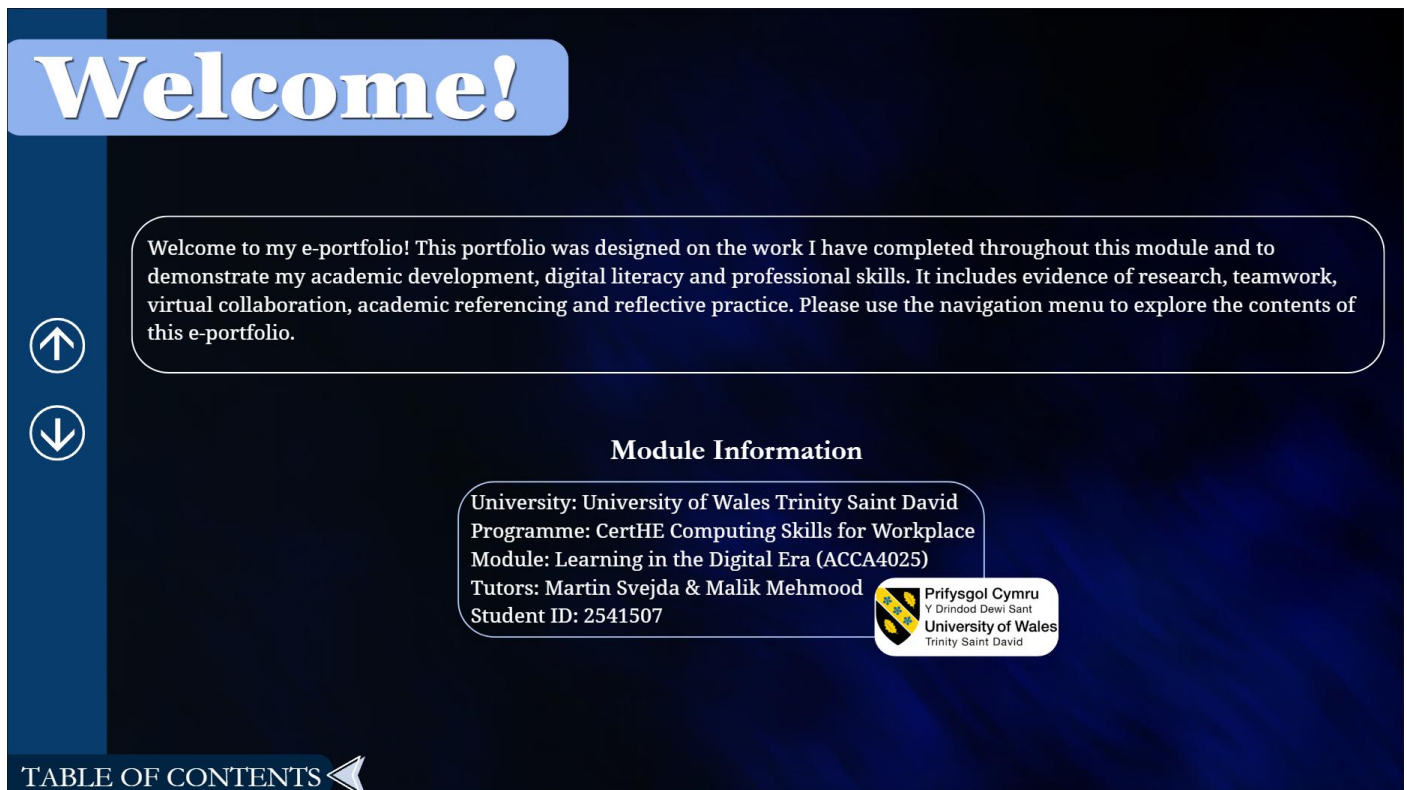
Below features the finished e-portfolio featuring tasks in a well organised and user-friendly layout. The portfolio includes a homepage, individual task pages, interactive navigation and supporting evidence of the work completed throughout the module.



Screenshot 1 – Cover Page: This screenshot displays the homepage of the e-portfolio, providing a creation date and the author of the e-portfolio.



Screenshot 2 – Table of Contents: This screenshot shows the contents page, allowing users to navigate easily between different sections of the portfolio.



Screenshot 3 – Welcome Page: Introduces the e-portfolio and provides an overview of the module.



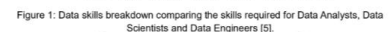
Screenshot 4 – About Me Page: Provides a brief introduction to the portfolio author and academic and personal interests.

Task 1a & 1b

Included in the document is my Turnitin similarity check along with a referencing list, thereby authenticating my commitment to academic integrity and proper source acknowledgement.

Data Analysts play an important role in helping organisations make well informed decisions by collecting, analysing and interpreting data. The increasing dependence on data-driven strategies has made the role of data analysts essential in helping organisations improve performance, identify opportunities and address problems within businesses. As businesses increasingly generate vast quantities of data, the demand for professionals with experience in data analysis and interpretation grows. Professionals in the field. Accomplished data analysts require a combination of technical and interpersonal talents, including communication, critical thinking, problem solving abilities and a strong understanding of tools such as Microsoft Excel, SQL, Python and data visualisation software [1]. Beyond technical expertise, successful data analysts also possess strong communication skills and the ability to contribute to the success of data analysts. These skills help professionals to engage collaboratively with colleagues, report complex findings to non-technical audiences and make meaningful contributions within diverse teams. These skills allow data analysts to extract valuable insights from data by applying mathematical, programming and business knowledge to support informed decision making [2]. Data analysts support organisations in making data-driven decisions, which improves the quality of business decisions and overall organisational performance [3].

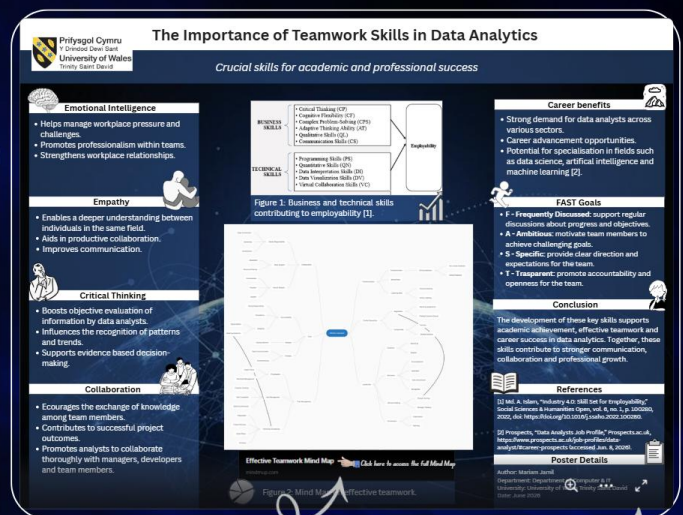
- Developing these academic and employability skills during higher education prepares graduates for successful careers in Data Analysts. Furthermore, a commitment to continuous learning and adaptability ensures Data Analysts to stay up to date with emerging technologies, industry trends and knowledge that promotes long-term career advancement and employability. The structure and understanding of this summary were supported using ChatGPT [4].



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Screenshot 5 – IEEE Referencing & Written Summary Page: Displays task 1a and 1b on written summary with IEEE referencing about skills significant to academic and employability dedicated data analytics sector.

Task 2a & 2b



Click the arrow to view the full poster —

Screenshot 6 – Academic Poster & Mind Map Page: Task 2a and 2b completed evidence of academic poster and mind map on effective teamwork in data analytics.

Virtual Collaboration

Task 3a

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For this task, I produced an extensive written summary exploring the topic of virtual collaboration. The summary particularly reviews key aspects such as team development, trust and goal setting, while displaying my ability to research, evaluate and present academic information. Throughout the task, I applied IEEE referencing using RefWorks to acknowledge the sources used and maintained academic morality.

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Task 3a: Unit 3 Topic summary

Virtual collaboration has become one of the main branches in contemporary education and professional environments instituting communication, knowledge sharing and teamwork across geographical boundaries. Progress in digital technologies has helped teams to work together by using online platforms, optimising flexibility and expanding opportunities for remote work. The benefit of virtual collaboration is determined by several evaluative factors that include efficient communication, trust, authenticity and well-informed goals. When these dynamics are formed, teams are more likely to complete projects successfully, address challenges together and fulfil common objectives.

An important way of understanding how virtual collaboration develops is through Tuckerman's model of team development which states stages of forming, storming, norming, performing and adjourning. In the forming stage, team members become familiar with one another and begin to create partnerships. The storming stage may include conflicts as peers express differing opinions and working styles. As the team advances to the norming stage, trust begins to grow within the team, responsibilities are clearly set out and collaboration rises. Performing stage is when team members fundamentally achieve shared objectives, while the adjourning stage conveys project completion and strengthens reflection on team performance and promising improvements [1].

Trust and authenticity form a foundation of a productive virtual team. Transparent communication, reliability and mutual respect build an environment in which team members can openly share ideas and work towards common goals. The forming of authentic online relationships actively boosts collaboration by creating a supportive atmosphere where individuals feel comfortable discussing their views, offering gainful feedback and cooperating with one another throughout a project.

Goal setting is another needed capability that delivers viable virtual collaboration. The FAST goal framework benefactors for the founding of goals that are Frequently discussed, Ambitious, Specific and Transparent. In contrast to traditional goal setting approaches, FAST goals support ongoing communication, accountability and adaptability, helping teams to maintain focus while responding to evolving productivity, simulate engagement and guarantee that each team member recognises their responsibilities throughout the project [2].

In summary, strong virtual collaboration is dependent upon effective communication, trust, team work, and structured goal setting. The progression of these skills permit individuals to work adeptly within virtual settings while boosting positive working associations and achieving favourable project outcomes.

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Screenshot 7 – Virtual Collaboration Page: Presents the completed task 3a summary on Moodle Unit 3 Virtual Collaboration on the topic Forming a Team, supported by IEEE referencing and a reference list.

Use of RefWorks

Task 3b

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How To Use RefWorks?
presented by Mariam Jamil

Click the arrow to view the full presentation

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Screenshot 8 – Use of RefWorks Page: Shows the practical use of RefWorks for creating IEEE in-text citations and references manually.

Illustrative Review

Task 4b



Canva was the chosen e-portfolio platform due to its practical interface and visually appealing digital portfolio templates. Canva allowed me to customise the design of each page, maintain a consistent layout and leverage its built-in embedding feature to add assessment documents directly into the portfolio [1]. These functionalities made navigating easier as well as allowing the user to access each task in one place. Hyperlinks in the referencing page, image upload, page transitions, interactive buttons using page linking and frames for adding in pictures were also used to build this portfolio to make it easy to navigate for viewers.

One of the main challenges I faced was creating an e-portfolio that balanced professionalism with my own personality. I wanted to produce a portfolio that was appealing visually and up to academic standard. At times, I experienced feelings of self-doubt (often referred to as imposter syndrome), which led me to question the quality of my work and spend additional time refining the layout and presentation before I felt confident submitting it [2].

In conclusion, creating this e-portfolio increased my potential to present my academic work in an engaging and accessible format while developing key skills in digital design and online communication. Throughout this module, I gained a better understanding in using digital tools, applying academic research and delivering information with professionalism. This experience has allowed me to develop skills that will support my future academic studies and my career in data analytics.

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Screenshot 9 – Illustrative Review Page: Completed e-portfolio review, outlining the platform used, the features applied during development and the challenges experienced throughout the creation process with relevant citations included.

References



- [1] J. Horsey, "5 easy steps to build a professional portfolio using Canva in 2025," *Geeky Gadgets*, Feb. 19, 2025. [Online]. Available: <https://www.geeky-gadgets.com/how-to-create-a-portfolio-with-canva/>. [Accessed: Jun. 28, 2026]
- [2] J. Doegan, "Portfolio struggles," *UX Planet*, Oct. 8, 2024. [Online]. Available: <https://uxplanet.org/portfolio-struggles-97534912aafe>. [Accessed: Jun. 28, 2026]
 - Cover page and Reference page image:
- [3] Apple Scoop, "Wallpaper #11999," *Apple Scoop*. [Online]. Available: <https://applescoop.org/view?wallpaper=11999> [Accessed: Jun. 13, 2026].
 - Background in Table of Contents:
- [4] S. Sandy, "Dark Blue Windows Wallpaper", *4K Wallpapers*. [Online]. Available: <https://4kwallpapers.com/abstract/dark-blue-windows-14391.html> [Accessed Jun. 17, 2026].
 - Background on About Me slide to Reflection slide:
- [5] N. Guskova, "Dark Blue Vector Template with Curved Lines," *Vecteezy*. [Online]. Available: <https://www.vecteezy.com/vector-art/6215581-dark-blue-vector-template-with-curved-lines> [Accessed Jun. 17, 2026].

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Screenshot 10 – References Page: Shows the entire IEEE reference list supporting the content of the e-portfolio.