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

LLYFRAU a RHAGOR
BOOKS & BEYOND

Welcome to UWTSD!

Digital Skills Induction 2025-2026

www.uwtsd.ac.uk/library

@UWTSDlib

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

Digital Capabilities

Jisc Digital Capabilities Framework

Jisc Discovery tool

The DigiCentre

Resource Finder

Events calendar

LinkedIn Learning

Where to sign up

Tips

Your Digital Skills Advisor

Stuart Gill
Digital Skills Advisor
WISA
s.gill@uwtsd.ac.uk

E-mail: digitalskills@uwtsd.ac.uk

Website: digitalskills.uwtsd.ac.uk

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

5

What does the term Digital Skills mean to you?

Showing Results

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

able to use tech

editing utilising software

docs,sites,sheets media/computer

editing photo/video

RESULTS SLIDE

5

Showing Results

What are digital skills?

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

Skills needed to work in the digital industry	0%
Skills related to using technology	100%
Skills only useful for IT professionals	0%
Skills for traditional pen-and-paper work	0%

RESULTS SLIDE

4

Why are digital skills important in today's society?

Showing Results

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

They help in effective communication — 100%

They are not important at all — 0%

They are only relevant for young people — 0%

They are only useful for entertainment purposes — 0%

RESULTS SLIDE

5

Which of the following is an example of a digital skill?

Showing Results

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

Baking cakes	0%
Playing a sport	0%
Using Microsoft Excel for data analysis ✓	100%
Writing a letter by hand	0%

RESULTS SLIDE

5

What are some ways to improve digital skills?

Showing Results

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

Never using technology	0%
Taking relevant courses	100%
Ignoring new technology trends	0%
Avoiding any challenges related to technology	0%

RESULTS SLIDE

5

How can digital skills benefit individuals in the workplace?

Showing Results

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

They have no impact in the workplace — 0%

Making work more difficult — 0%

Limiting job opportunities — 0%

Improving communication and efficiency — 100%

RESULTS SLIDE

Leaderboard

Position	Participants	Score
🏆 1st	Nina May	5 / 5
2nd	Lucy Steele	5 / 5
3rd	Ebony	5 / 5
4th	Blake	5 / 5
5th	Kian R	4 / 5

Total participants: 5

Average Score: 4.8 / 5

How we can support you

1 to 1

Group training sessions

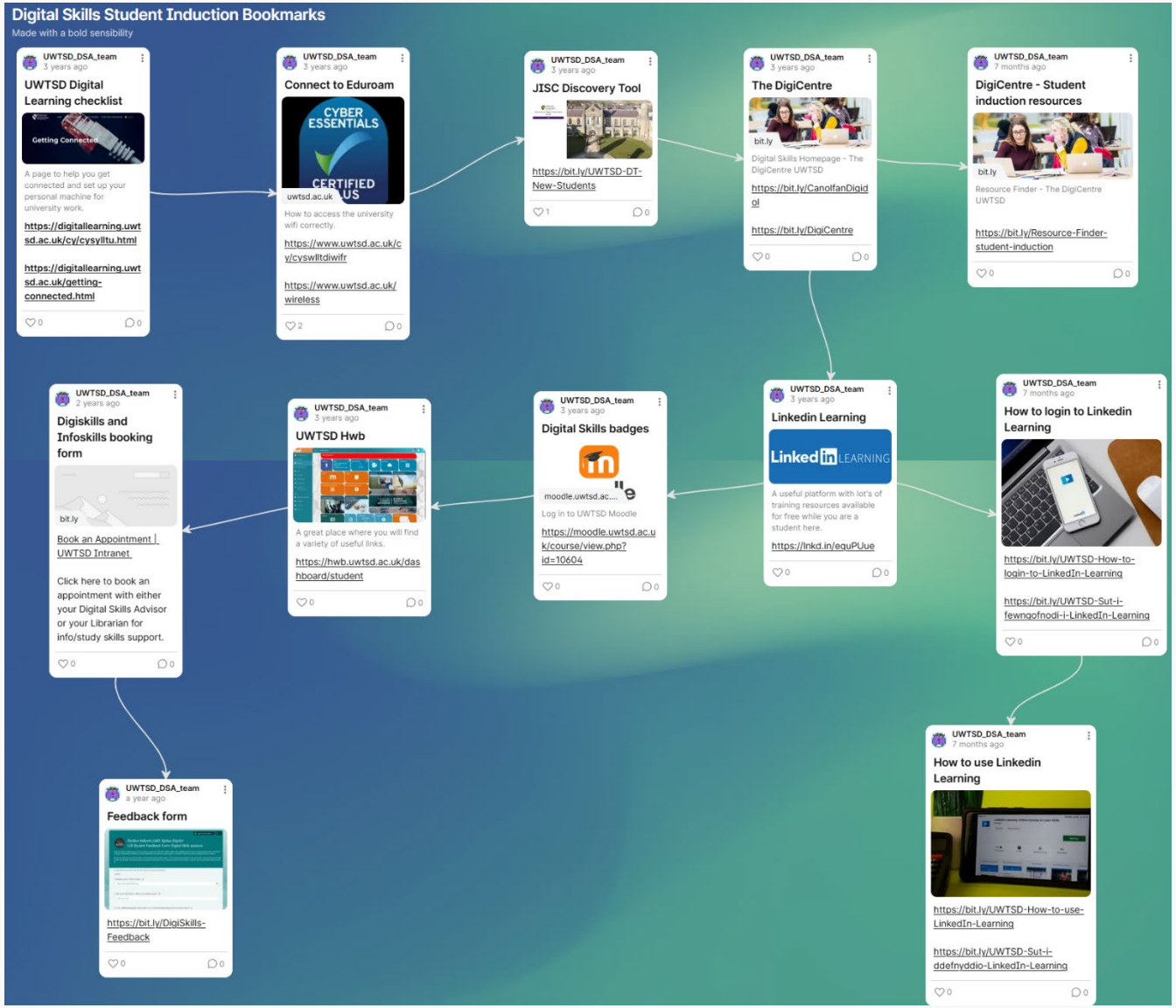
LinkedIn Learning

Digital tools

Self development

Links for the session

bit.ly/ds-padlet



How to get set up?

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HOME GETTING CONNECTED DIGITAL LEARNING STUDY SKILLS RESOURCES Cymraeg

Getting Connected

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

“

Connect to Eduroam

uwtsd.ac.uk/wireless

eduroam

The Hwb

hwb

Swansea Students PERSONALISE

- Send feedback

DASHBOARDS

- Staff
- Swansea Students
- Why UWTSD?
- Help & Report
- Engagement Monitoring
- Welcome

APPS

- Accommodation
- Balance
- Banner
- Calendar
- Digital ID
- Events
- Facebook
- Financial Support
- Forms
- Hwb Cast
- Hwb Support
- Inbox
- Instagram
- International
- IT Support
- Learning Support
- Library
- Linkedin Learning
- Live Chat
- Microsoft Teams

Calendar 0 Today

Inbox

Digital ID

Moodle

Microsoft Tea...

OneDrive

Library

MyTSD | My Student Record

Forms

Balance £0.00 Library

Printing

Student Bene...

International

Student Safety

Student Union

IT Support

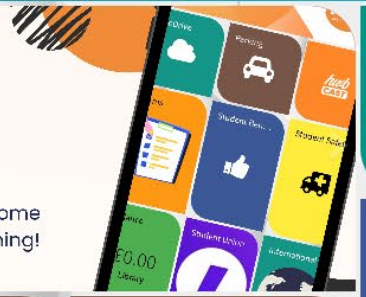
Need to Know

Accommodation

Events

The New HWB APP

The Hwb App has a brand new look! We have put together some helpful guides to show you what's new and where to find everything!



Wellbeing Support

Learning Support

Financial Support

Parking

HWB SUPPORT CYMORTH YR HWB

STUDENT hwb MYFYRWYR

hwb CAST

SWANSEA ABERTAWE

DWEUD EICH DWEUD

STUDENT hwb MYFYRWYR

HAVE YOUR SAY

CYMRAEG

Facebook

Instagram

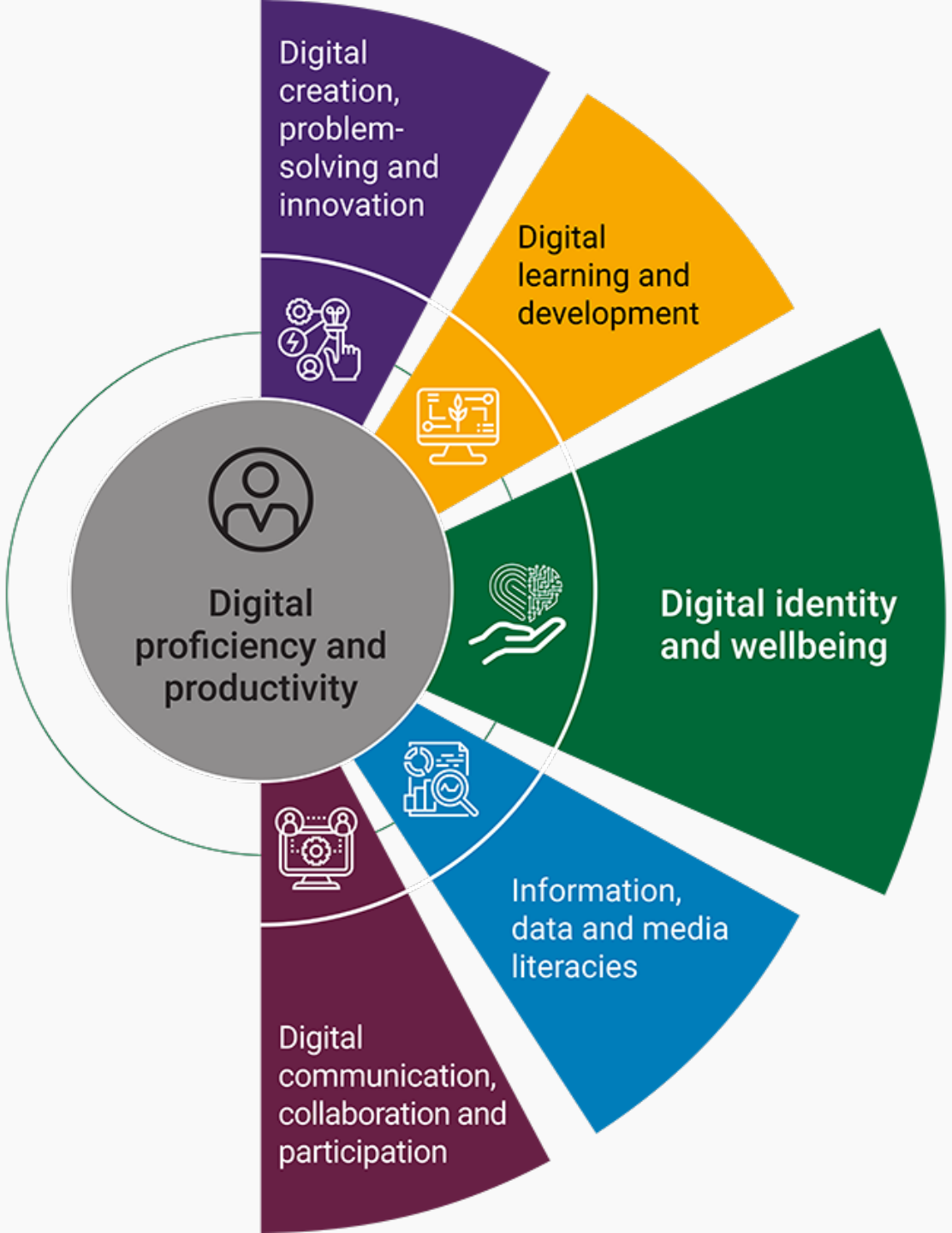
Linkedin Learning

Office 365

Spotify

Live Chat

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

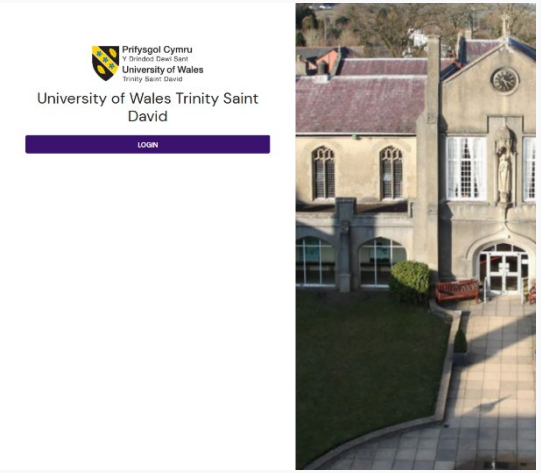
Assessing your digital skills

Jisc New Student Discovery tool

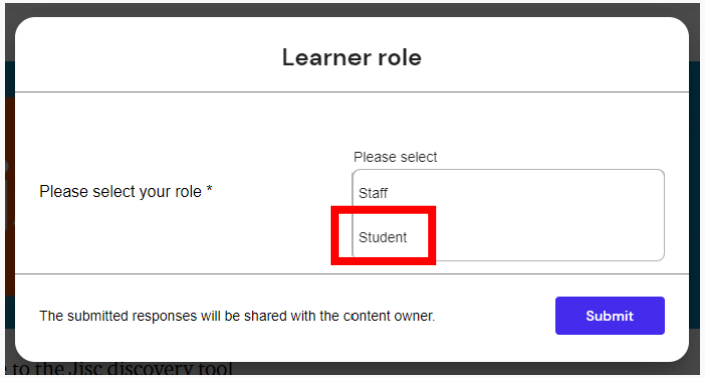
10 Minutes

Discovery Tool Registration and Login

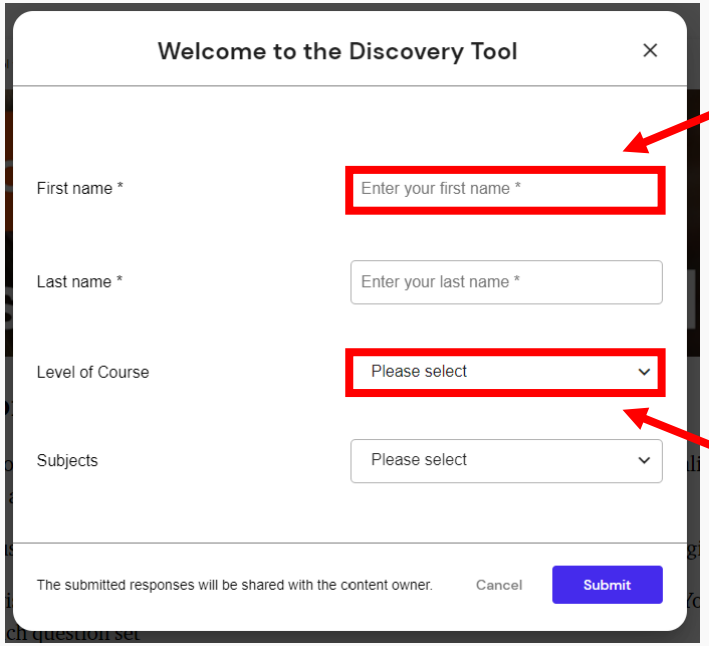
Step 1



Step 2



Step 3

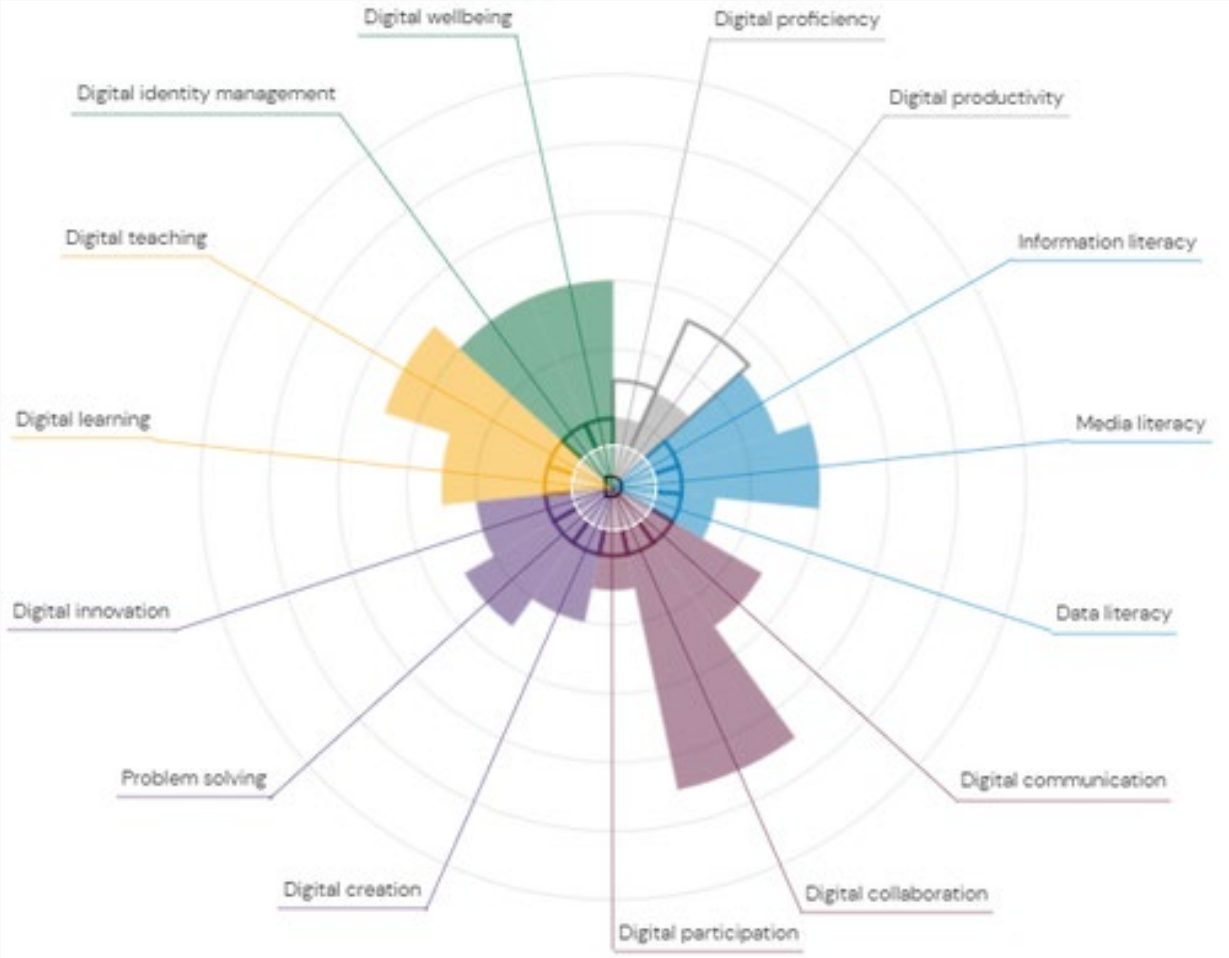


Delete the contents of the first name field and replace it with your name.

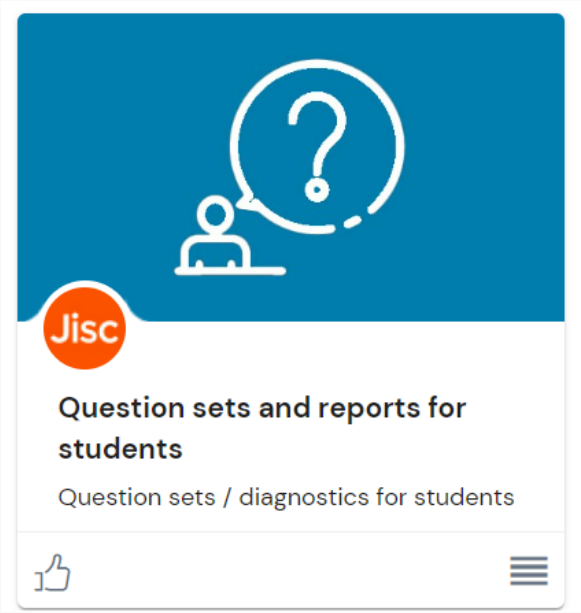
Level of course:

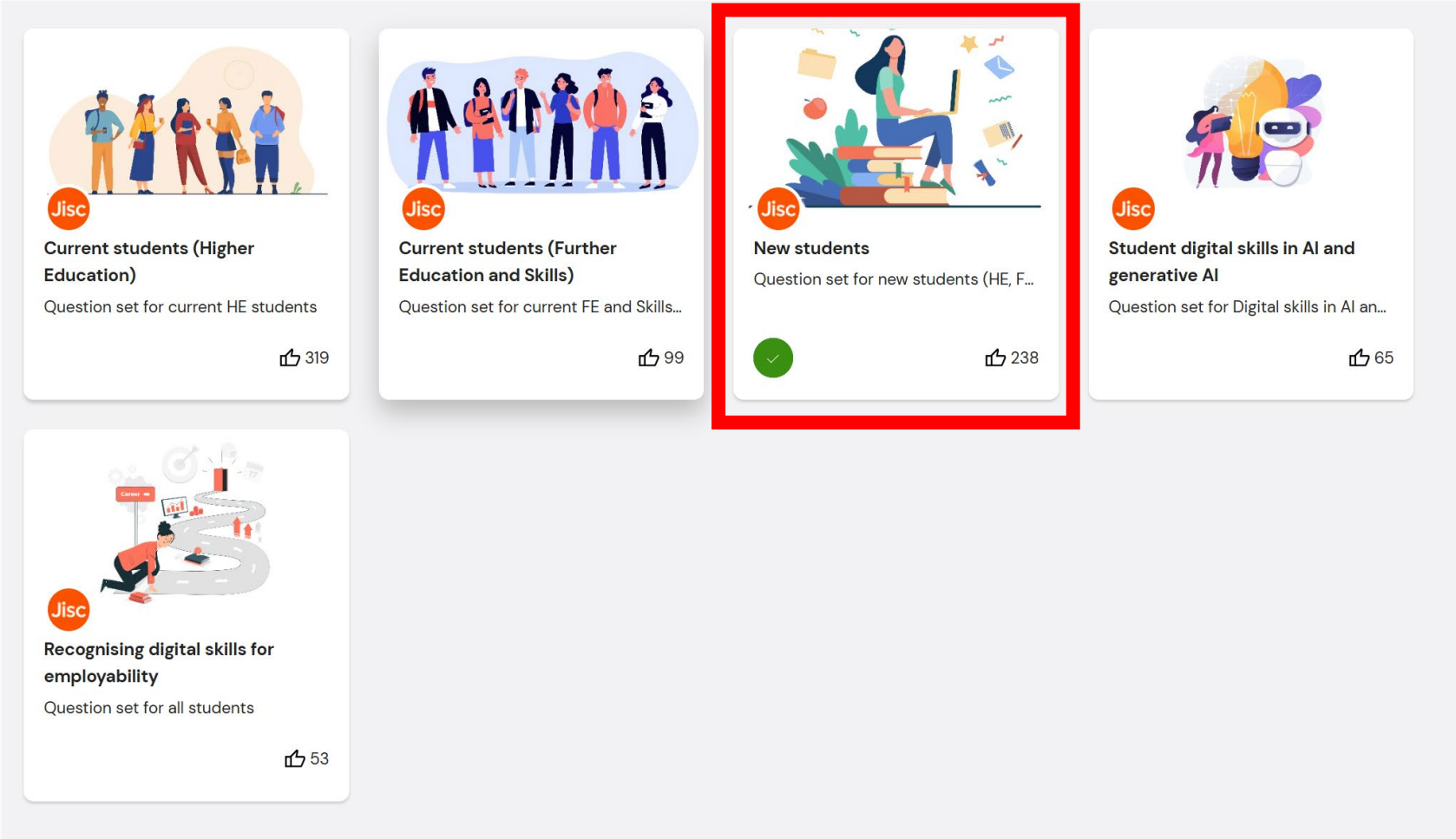
- Degree is HE Bachelors or Honours
- Foundation is Certificate or Diploma

Results Wheel example



Discovery Tool Other question sets





What is the DigiCentre?

https://bit.ly/DigiCentre

https://bit.ly/CanolfanDigidol

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University of Wales
Trinity Saint David

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

Staff | Students | Badges | Training | Resource Finder | Cymraeg

DigiCentre

Improve your digital skills

We are committed to helping our staff and students develop the digital skills and confidence they need. This is why we have launched DigiCentre, a one-stop shop for all your digital skills needs.

Here, you will find a collection of tools and resources to help you develop your digital skills. Follow our recommended collection of resources depending on your role, or keep an eye on our Training & Events page.

Further information on our commitment to Digital Skills development, can be found in our UWTSD Digital Strategy.

TRAINING AND EVENTS

Not sure where to start? Let us help!

If you're not sure where to start, don't worry, help is at

Digital proficiency and productivity

Information, data and media literacy

Digital creation, problem solving and innovation

Digital communication, collaboration and participation

Digital learning, development and teaching

Digital identity and wellbeing

The Resource Finder

In the DigiCentre, you will find the “Resource Finder” tab at the top.

You can filter your results using the left section.

Alternatively, you can use the search box at the top to find specific resources tailored to what you're looking to learn.

Resource Finder

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CanolfanDigidol
DigiCentre

Staff | Students | Badges | Training | Resource Finder | Cymraeg

Resource Finder

Search resources

Search

Hide filters × Clear filters Share

Refine your results

Role

- ☐ Teaching Staff
- ☐ Student
- ☐ Professional Services
- ☐ Researcher
- ☐ Leader

Capability

- ☐ Digital communication, collaboration and participation
- ☐ Digital creation, problem-solving and innovation
- ☐ Digital identity and wellbeing
- ☐ Digital learning and development
- ☐ Digital proficiency and productivity
- ☐ Information, data and media literacies

Not sure?
Use the free **JISC Discovery tool** to help you find out which digital capabilities you'd like to explore further.

Category

Choose a category

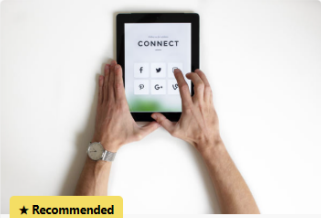
Filter

- ☐ Cybersecurity
- ☐ Microsoft Certified Educator (MCE)
- ☐ Microsoft Office Specialist (MOS)
- ☐ Staff Development Programme
- ☐ Staff Induction
- ☐ Student Induction

Time

- ☐ Less than 30 minutes
- ☐ 30 minutes up to 1 hour
- ☐ 1 hour up to 2 hours
- ☐ 2 hours up to 5 hours
- ☐ 5 or more hours

Resource Type



★ Recommended

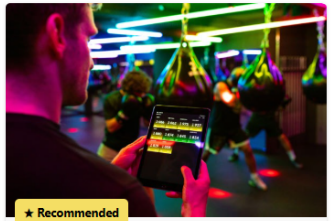
1 Minute CPD on Digital Learning and Self Development

15 minutes
Online Learning Material and Guidance
Follow the 1 minute CPD blog for a range of resources covering a variety of tools that can help you develop your digital skills.

★ Recommended

32 of the Best Productivity Tools You'll Ever Need (Blog)

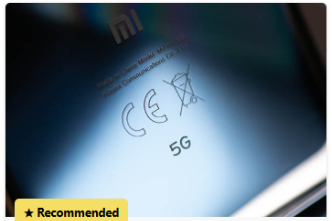
30 minutes
Online Learning Material and Guidance
There are countless productivity tools out there - how does one choose? Here are some of the best time management, calendar, habit change, and goal tracking tools and apps.



★ Recommended

35 Incredible Dataviz Tools

30 minutes
Online Learning Material and Guidance
Take the hard work out of creating charts and infographics with these tools.



★ Recommended

5G Technology Strategy: Next-Generation Mobile Networking

40 minutes
Linkedin Learning
Learn about 5G wireless technology, which offers the speed, stability, and bandwidth required to enable wide adoption of other advanced technologies.

Staff/Students only

This course is on LinkedIn Learning. Register for a free account first using your university log in details.

★ Recommended

A Go-To Guide for Team Owners

3 minutes
Video
A go-to guide for team owners on Microsoft Teams. From chatting and meetings to using teams and channels, Microsoft Teams makes it easy to work together.

Adjust Your View in a Teams Meeting

10 Minutes
Online Learning Material and Guidance
Teams tries to anticipate what you'll want to see in a meeting. When someone starts speaking, we show them. When someone shares content, we show that. But when you'd rather see something else, there are a few... ways to tell Teams.

Claim your virtual badge – attach it to your LinkedIn profile

- It is possible to achieve virtual badges through the DigiCentre using the Moodle platform.
- Complete four or more resources to gain your digital badge
- Display it on Moodle and LinkedIn to show to future employers

How to claim your Virtual badge - reminder

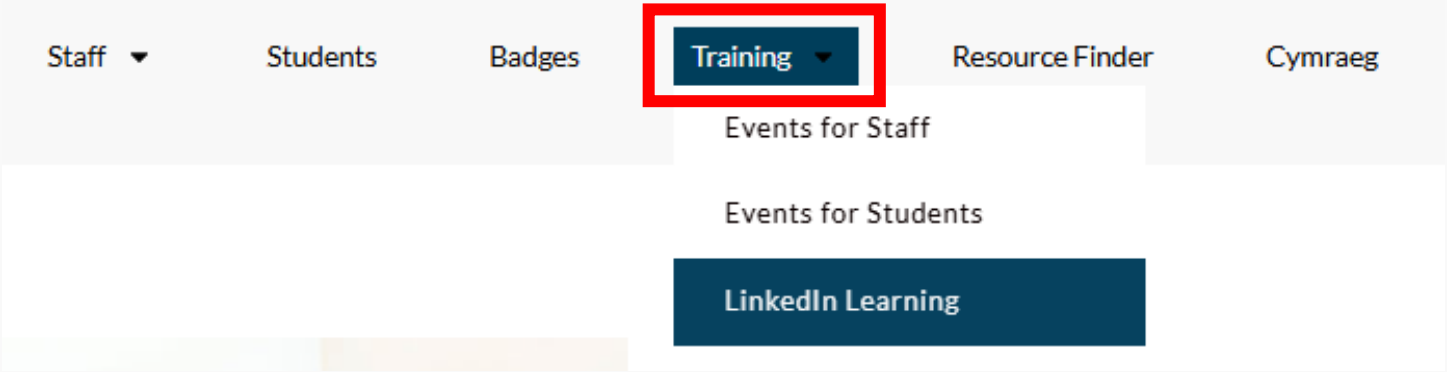
- Once in The DigiCentre, navigate to the relevant tile, then to Moodle.
- Click this link to go to the Moodle badges page
- Select **'enrol me'** to have full access.
- Scroll to the capability you need to improve from your report.
- Then choose **standard** (recommended as a starting point)
- Complete **four** or more resources.
- Then write a short **blog** post to claim your digital badge.

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.

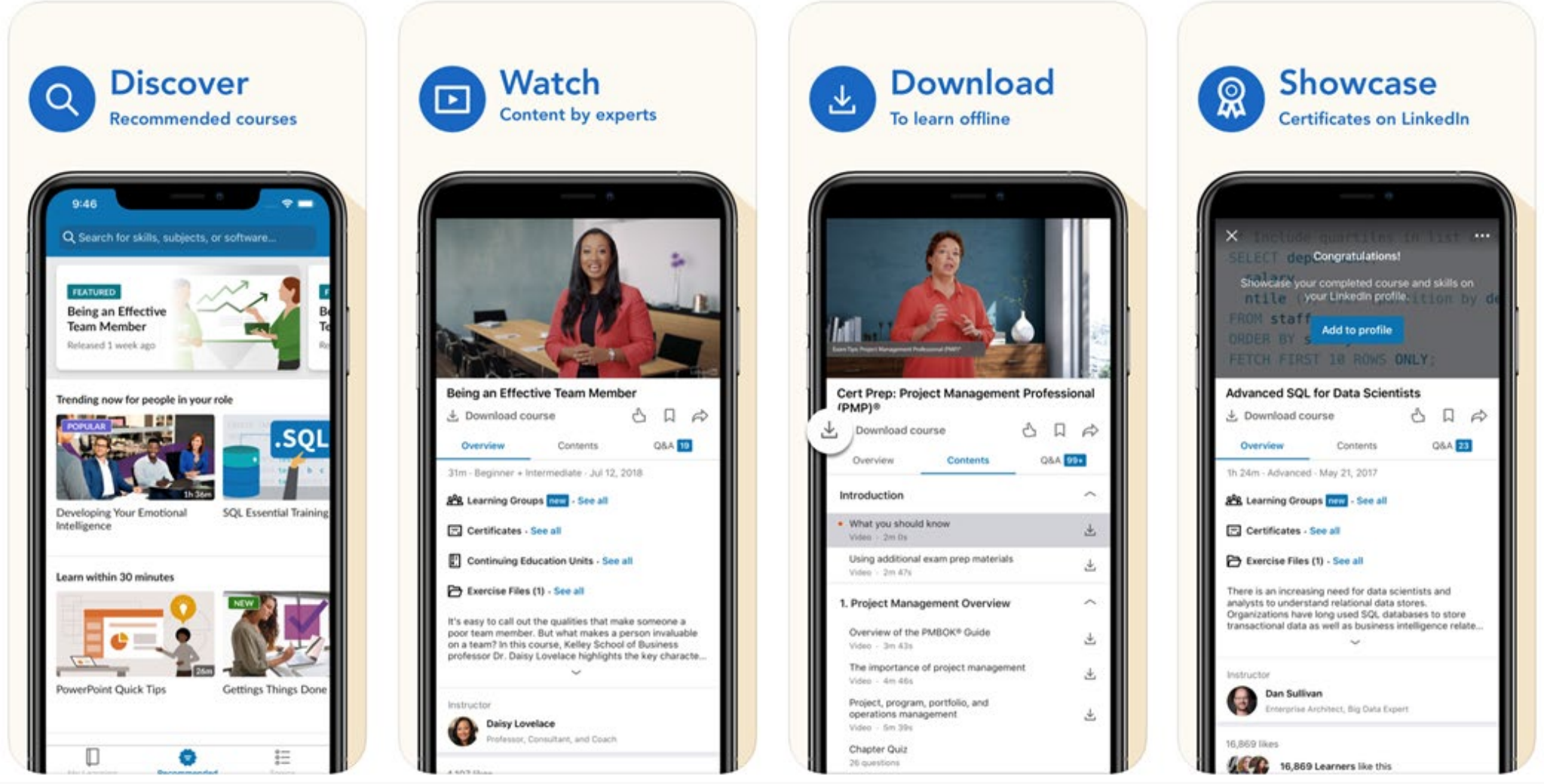
https://lnkd.in/equPUue

How to access Linkedin Learning on the DigiCentre

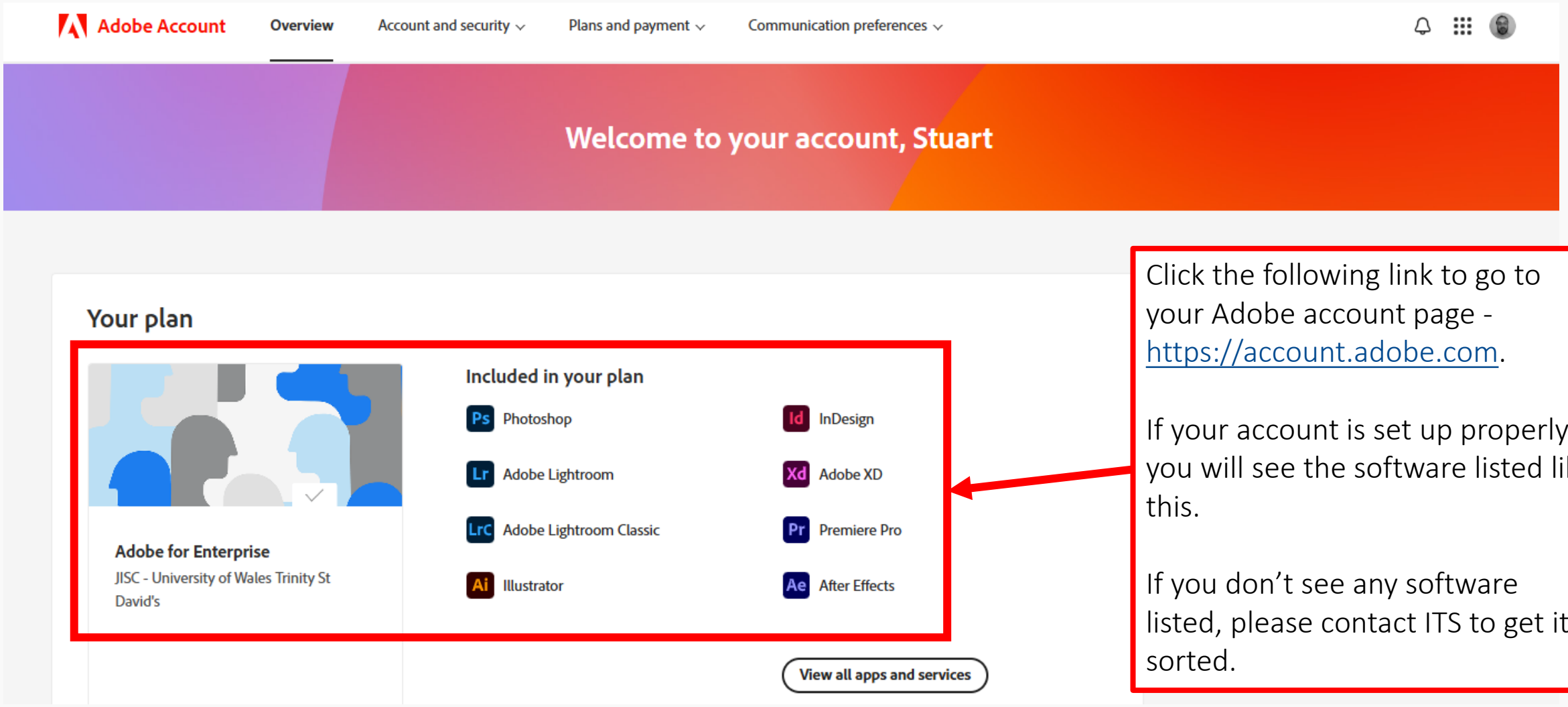


You will find the LinkedIn Learning page under the training menu. Scroll to the bottom of the Linkedin Learning page and click on the “Register for free” button.

The mobile app



Adobe dashboard – Apps check



Click the following link to go to your Adobe account page - https://account.adobe.com.

If your account is set up properly you will see the software listed like this.

If you don't see any software listed, please contact ITS to get it sorted.

5

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

Showing Results

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

da vinchi adobe creativecloud
ai harvard referencing

audacity adobe software
editing
adobe premier audacity sound

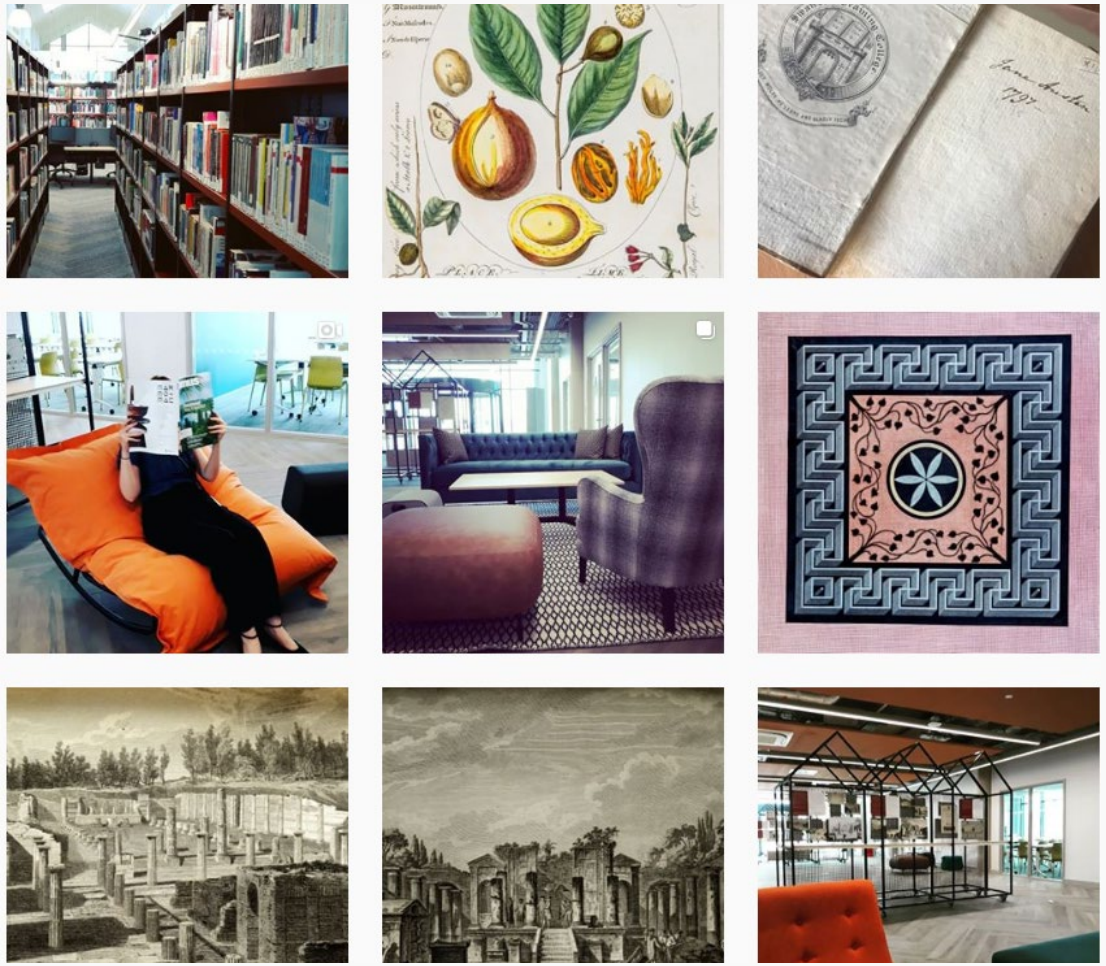
RESULTS SLIDE

Find us on social media!

We are on **Facebook**, **X** and **Instagram**!

@UWTSDlib

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



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Let us know how we did

If you have 5 minutes, please scan the QR code and fill out our feedback form.

Link to Form

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

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Thank you for listening. Any questions?

Digital Skills Induction 2025-2026

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@UWTSDlib
library@uwtsd.ac.uk