

Learning in the Digital Era

by Iram Naz

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University of Wales Trinity Saint David

Learning in the digital Era

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Date of Submission: 20th July 2023

<https://swd033345.wixsite.com/assignment1>

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Write a 250 words summary (with some supporting images) on the topic of essential skills for study and employment, as learnt in Unit 1. The summary should consider:	2
How the development of such skills will support you in your chosen Career after you graduate	2
Add at least four references (information sources); include at least one textbook and one credible article. Also, use the correct referencing standard throughout (Harvard).	2
Check the similarity score of your work (from Section 1 a) and estimate its marks.....	3
To check the similarity score, submit your work (from Section 1 a) to the Turnitin link (labelled Task One – Similarity Check) on the Moodle page.	3
Write a maximum of 100-words reflecting on how you may improve the similarity score; mention the similarity score of your work.....	3
Using the 'Generic Assessment criteria' (see end of this document) as a guide, state the mark out of 100% you would award yourself and briefly explain why.	3
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Unit 1 on Moodle / Written summary

The resources covered in Unit 1 of this module will help you to complete this task.

1 Write a 250 words summary (with some supporting images) on the topic of essential skills for study and employment, as learnt in Unit 1. The summary should consider:
How the development of such skills will support you in your chosen Career after you graduate

Combination of skills, potentials and experiences can apply to do task well. Spending time to improve skills in very important these days as these skills gives individual lot of success and career growth along with theoretical knowledge acquiring new skill make person more prominent and increases grater job opportunities chances. Firstly, we need to improve communication skills which help to convey messages and thoughts in proper way, second most essential skill is to solve problems and to analyze them in order to provide an effective solution. Person should learn technical skills which can use to execute daily task more effectively and efficiently as IT industry is growing too fast by having relevant IT skills, one can make more marketable to employers, increasing chances of finding jobs and better career opportunities. Person who masters IT skills has edge over other candidates during hiring process. Person who acquires IT skill are more adoptable of change as he/she has to learn new technologies which make it more relevant in changing IT Word. It enables us to solve complex problems and make processes more efficient using technology. By learning these make us good asset to employers which help in career growth as this enables to automate tasks and provide innovative solutions. Having strong IT skills can give us the capability to start our own business that focuses on technology or offer specialized IT services as a freelancer or consultant. Our skills can help you create and develop our own company or work internationally.

1 Add at least four references (information sources); include at least one textbook and one credible article. Also, use the correct referencing standard throughout (Harvard).

Textbook:

13 Turban, E., Pollard, C. and Wood, G., 2018. *Information technology for management: On-demand strategies for performance, growth and sustainability*. John Wiley & Sons.

Credible Article:

Career development in the digital Age – Shayan (2021). Available at:<https://shayan.tiu.edu.iq/career-development-in-the-digital-age/>.

Webpage:

1 www.tafensw.edu.au. (n.d.). *3 reasons why consistently improving your IT skills is important*. [online] Available at: <https://www.tafensw.edu.au/article/-/blogs/3-reasons-why-consistently-improving-your-it-skills-is-important>.

Academic Journal:

8

Russell, G., Finger, G. and Russell, N., 2000. Information technology skills of Australian teachers: Implications for teacher education. *Journal of Information Technology for Teacher Education*, 9(2), pp.149-166.

1 Check the similarity score of your work (from Section 1 a) and estimate its marks.

1 To check the similarity score, submit your work (from Section 1 a) to the Turnitin link (labelled Task One – Similarity Check) on the Moodle page.

1 Write a maximum of 100-words reflecting on how you may improve the similarity score; mention the similarity score of your work.

To improve the similarity score I rephrase the content in our own words by keeping original meaning Also, I have expanded my research by exploring more research regarding main topic which gives me more knowledge about the topic which enable to write other prospective of given topic also I proofread and edit my work again this helps to identify any unintended resemblances to external sources and allows me to make necessary modifications or citations also seek feedback from others to improve my work's originality engaging in discussions with others broadens our perspectives and expands our thoughts also by giving own opinion or recommendation helps to reduce similarity score.

1 Using the 'Generic Assessment criteria' (see end of this document) as a guide, state the mark out of 100% you would award yourself and briefly explain why.

According to guideline provided there are five main points that need to check and referred while

1. Evaluating assessment First point is "Engagement with Literature Skills" as its deal with assessing literature for writing as above mention topic cover literature review so I have given 20/20 marks
2. Second point is "Knowledge and Understanding Skills" as above paragraph explain complete details so I have given it 19/20 marks
3. Third Point "Cognitive and Intellectual Skills" as above paragraph contain logical and analytical thinking and give logical reasoning that skills set is very important for sustaining in current job industry. So, I will give 10/10 marks
4. Four point is "Practical Application Skills" as above topic completely explain the importance and demonstrate the practical skills that are necessary for acquiring jobs, so I have given 37/40 marks
5. Next step of evaluating topic is "Transferable Skills for Life and Professional Practice" so above topic explains details of how skill set is most important and learning new skills is very vital for professional practice.

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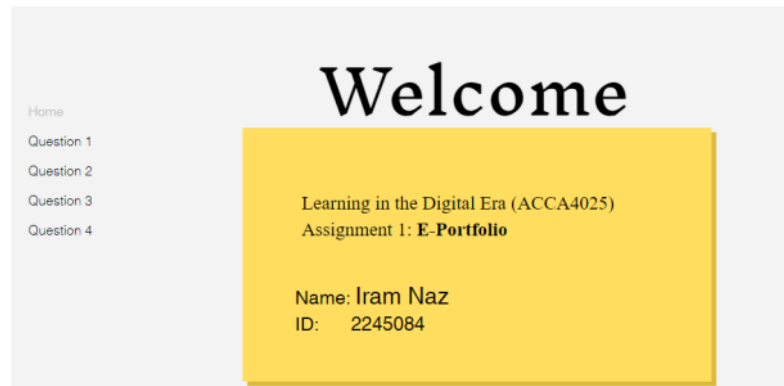
E-Portfolio creation:

Create an Online e-portfolio with a page for each task answer for this Assignment.

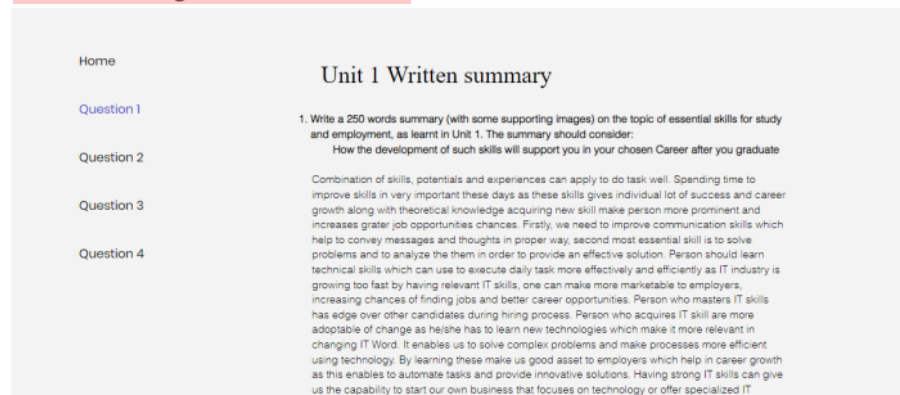
- Choose the platform to create your Online e-portfolio; examples of platforms include **Sway** (available as part of Office 365) and **Google Sites** (<https://sites.google.com/>)

Portfolio Website:

<https://swd033345.wixsite.com/assignment1>



- 1. Include the Assignment tasks answers.



2. Add at least four references (information sources); include at least one textbook and one credible article. Also, use the correct referencing standard throughout (Harvard).

Textbook:

Turban, E., Pollard, C. and Wood, G., 2018. Information technology for management: On-demand strategies for performance, growth and sustainability. John Wiley & Sons.

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Webpage:

www.tafensw.edu.au. (n.d.). 3 reasons why consistently improving your IT skills is important. [online] Available at: <https://www.tafensw.edu.au/article/-/blogs/3-reasons-why-consistently-improving-your-it-skills-is-important>.

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Reference at least four information sources

- 1) Scolere, L., 2019. Brand yourself, design your future: Portfolio-building in the social media age. *New Media & Society*, 21(9), pp.1891-1909.
- 2) Al-Hawamleh, M.S., Alazemi, A.F. and Al-Jamal, D.A., 2022. Digital portfolio and self-regulation in speaking tasks. *Asian-Pacific Journal of Second and Foreign Language Education*, 7(1), pp.1-19.
- 3) Gutiérrez-Santiuste, E., García-Segura, S., Olivares-García, M.Á. and González-Alfaya, E., 2022. Higher Education Students' Perception of the E-Portfolio as a Tool for Improving Their Employability: Weaknesses and Strengths. *Education Sciences*, 12(5), p.321.
- 4) Chang, S.L. and Kabilan, M.K., 2022. Using social media as e-Portfolios to support learning in higher education: a literature analysis. *Journal of computing in higher education*, pp.1-28.

Automatic Referencing tool:

Document the use of an Automatic Referencing tool (such as Refworks, EndNote, Mendeley or Zotero) using screenshots with brief accompanying narration. Reference at least four information sources.

ProQuest has developed RefWork that provide assists to researchers, students, and academics in handling their bibliographic references. By using RefWork citing reference become very easy it allows user to organize and import reference form different resources and add them in various folders which make search very easy. It's a multiple user so many users can use it and share references. Citation management can also be done using RefWorks all popular citation like Chicago, Harvard can be generated which help researcher to properly cite the resources in different research and thesis,

It also integrates with Microsoft Word processing and google docs as plug in so user can add citation very easily and without any problem. It is clouding base storage which means all data is stored on cloud so data can't be loss which make citation to be accessible anywhere and form any device which make collaboration very easy.

How to setup Refworks

Login to URL

<https://refworks.proquest.com>

Making research easier

Sign in to use RefWorks

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NAVIGATING REFWORKS

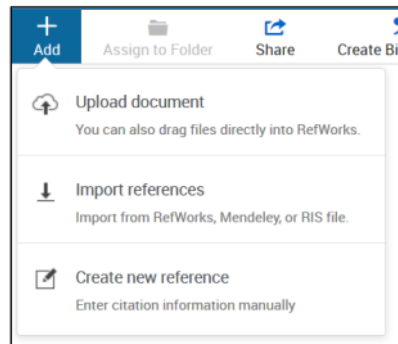
The screenshot displays the RefWorks web interface. The top navigation bar includes the RefWorks logo, a search bar, and user account information. The left sidebar contains navigation links for 'All References', 'Search Databases', 'Last Imported', 'Sharing', 'My Folders', 'Tags', and 'Deleted'. The main content area shows a list of references under the heading 'All References (Showing 1 - 25 of 43 references)'. The list includes entries such as 'Findings from McGill University Reveals New Findings on Climate Change', 'Houghton, John. (1996). Climate change 1996', and 'Mendelsohn, Lawrence C. (1997). Climate Change 1996: The Science of Climate Change'. The right sidebar provides a detailed view of the selected reference, including its title, author, and a 'Full Text' button. The bottom of the interface shows the 'Publish Date' and 'ID' for the selected reference.

Adding reference

Click on Add button **+Add**

Upload a Document

Import a Reference



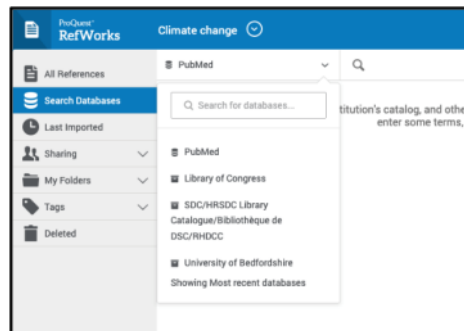
Search of Data base

Go to the "Search Databases" tab.

Enter the name.

click the Search icon.

Select relevant items and save the references as needed.



✓ Successfully imported 2 references



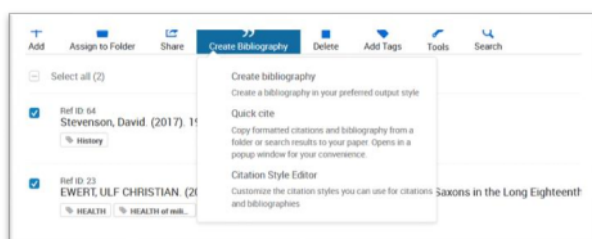
Creating Citation

- Go to the desired page or folder of references.

- Click on "Create bibliography" in the Main Navigation.
- Choose "Quick Cite."
- Modify your preferences:
 - a. Select the wanted citation style.
 - b. Pick the references.
 - c. Duplicate the formatted citations.

Click on "Continue to bibliography" to make a bibliography.

Copy the bibliography.



Reference at least four information sources

- Hendrix, I.C., 2004. RefWorks. *Journal of the Medical Library Association*, 92(1), p.111.
- Ivey, C. and Crum, J., 2018. Choosing the right citation management tool: EndNote, Mendeley, RefWorks, or Zotero. *Journal of the Medical Library Association: JMLA*, 106(3), p.399.
- Gustavsen, N., 2020. LibGuides: Math 301: Online Library Orientation: How to Use RefWorks.
- Kratochvíl, J., 2017. Comparison of the accuracy of bibliographical references generated for medical citation styles by EndNote, Mendeley, RefWorks and Zotero. *The Journal of Academic Librarianship*, 43(1), pp.57-66.
- Basak, S.K., 2014. Reference management software: comparative analysis of Refworks and Zotero. *International Scholarly and Scientific Research & Innovation*, 8(11), p.4.

Collaborative Teamwork and Professional Academic poster

Create an A3 academic poster highlighting why the topics covered in Unit Three and Four of the module are important for academic and career success in your chosen discipline. This task is linked to the team working activity you will undertake whilst completing the '*Life is a Team Sport*' session in the unit (outlined below).



Teamwork: Unleashing the Power of Collaboration

Knowledge Sharing

- Engage in active discussions and information exchange
- Learn from each other's expertise and perspectives
- Enhance understanding and critical thinking skills

Effective Problem-Solving

- Collaborate to identify and analyze challenges
- Brainstorm innovative solutions as a team
- Improve problem-solving abilities through collective effort

Support and Motivation

- Foster a positive and supportive learning environment
- Encourage and uplift team members during setbacks
- Boost motivation and productivity through teamwork

Enhanced Productivity

- Divide tasks and leverage individual strengths
- Collaborate for efficient project execution
- Achieve higher productivity through collective effort

Effective Communication

- Active listening and clear expression of ideas
- Exchange feedback to improve communication skills
- Facilitate smooth information flow within the team

Reference at least four information sources

- Olson, J.S. and Olson, G., 2022. *Working together apart: Collaboration over the internet*. Springer Nature.
- Donald, W.E., Ashleigh, M.J. and Baruch, Y., 2018. Students' perceptions of education and employability: Facilitating career transition from higher education into the labour market. *Career development international*, 23(5), pp.513-540.

- ¹ Gersdorf-Van den Berg, M.E., Akkermans, J., Hoeksema, L.H. and Khapova, S.N., 2022. The Whole Is Greater Than the Sum of Its Parts: Exploring Attributes of Team Work Engagement Climate. *Group & Organization Management*, p.10596011211073218.
- ⁹ Schwieger, D. and Ladwig, C., 2018. Reaching and retaining the next generation: Adapting to the expectations of Gen Z in the classroom. *Information Systems Education Journal*, 16(3), p.45.
- Johnson, S.R. and Stage, F.K., 2018. Academic engagement and student success: Do high-impact practices mean higher graduation rates?. *The Journal of Higher Education*, 89(5), pp.753-781.
- ¹¹ LMA (2015). *Effective teamwork: the key to success* / LMA. [online] LMA. Available at: <https://leadershipmanagement.com.au/effective-teamwork-the-key-to-success/>.

Appendix

Effective teamwork: the key to success



more success for your company.

Effective teamwork is an important aspect of any organisation's success. There are many [benefits of teamwork](#), most notably, an increase in motivation from your employees. A recent study by [Stanford University](#) showed that when people are treated as partners or team members – even when physically apart – their motivation increases. Motivation from your employees means

Featured Resource

DIY Teamwork Analysis



Is your team functioning effectively? Many team members and team leaders have not asked themselves this question or honestly answered it. Many know that their ...

[DOWNLOAD HERE](#)

Judith S. Olson · Gary M. Olson

Working Together Apart

Collaboration over the Internet

The Whole Is Greater Than the Sum of Its Parts: Exploring Attributes of Team Work Engagement Climate

Marieke E. Gersdorf-Van den Berg*, Jos Akkermans, Ludwig H. Hoeksema, Svetlana N. Khapova

*Corresponding author for this work

Management and Organisation, Amsterdam Business Research Institute

Research output: Contribution to Journal > Article > Academic > peer-review

See discussions, stats, and author profiles for this publication at: <https://www.researchgate.net/publication/328466676>

Students' perceptions of education and employability: Facilitating career transition from higher education into the labor market

Article in Career Development International - October 2018

DOI: 10.1108/CDI-09-2017-0171

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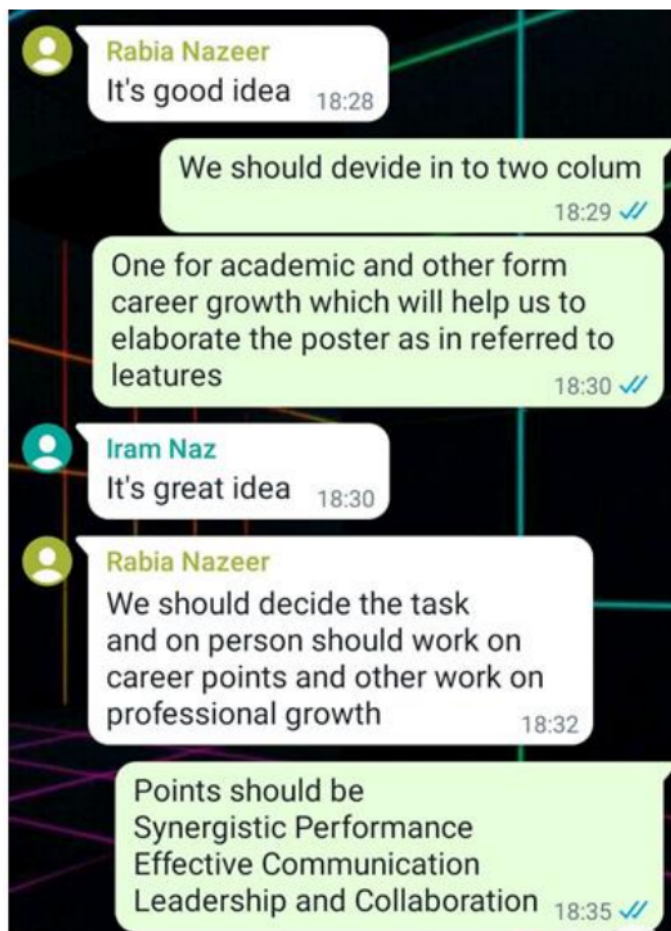
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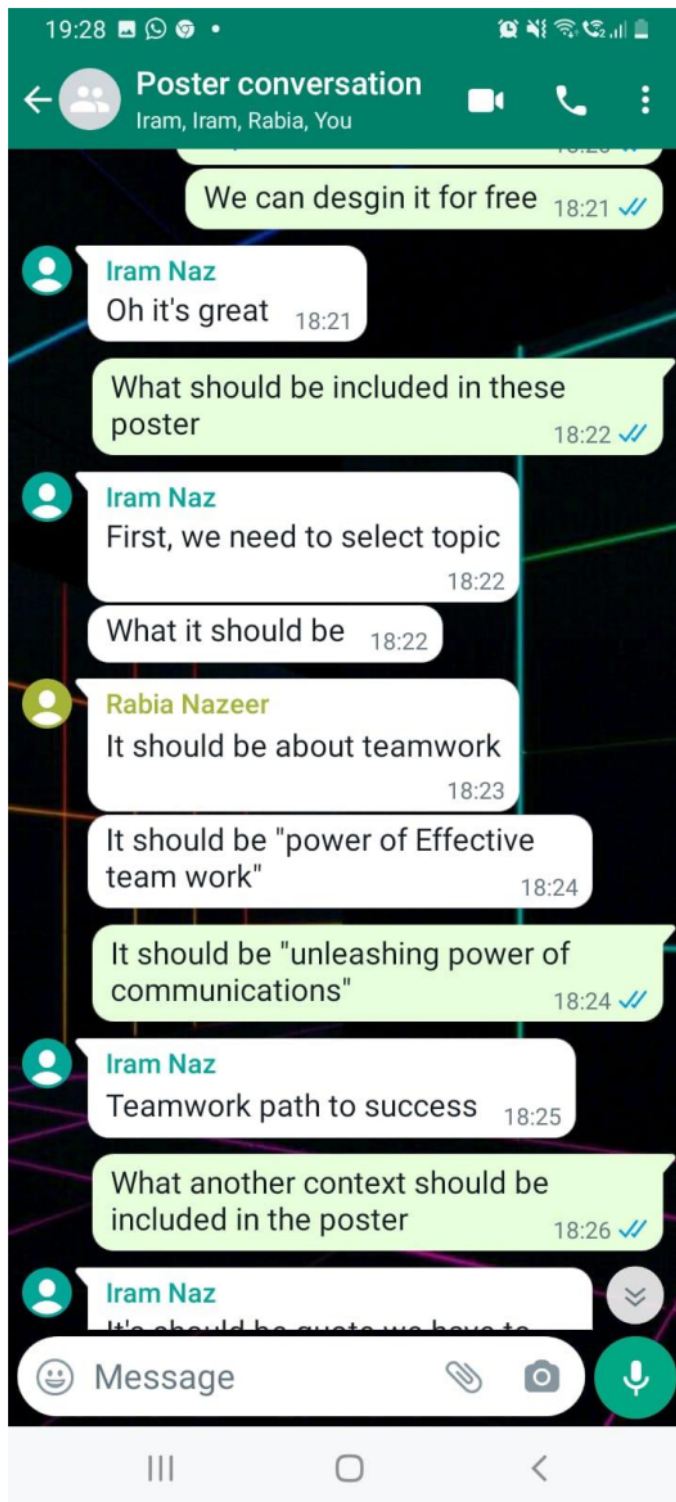
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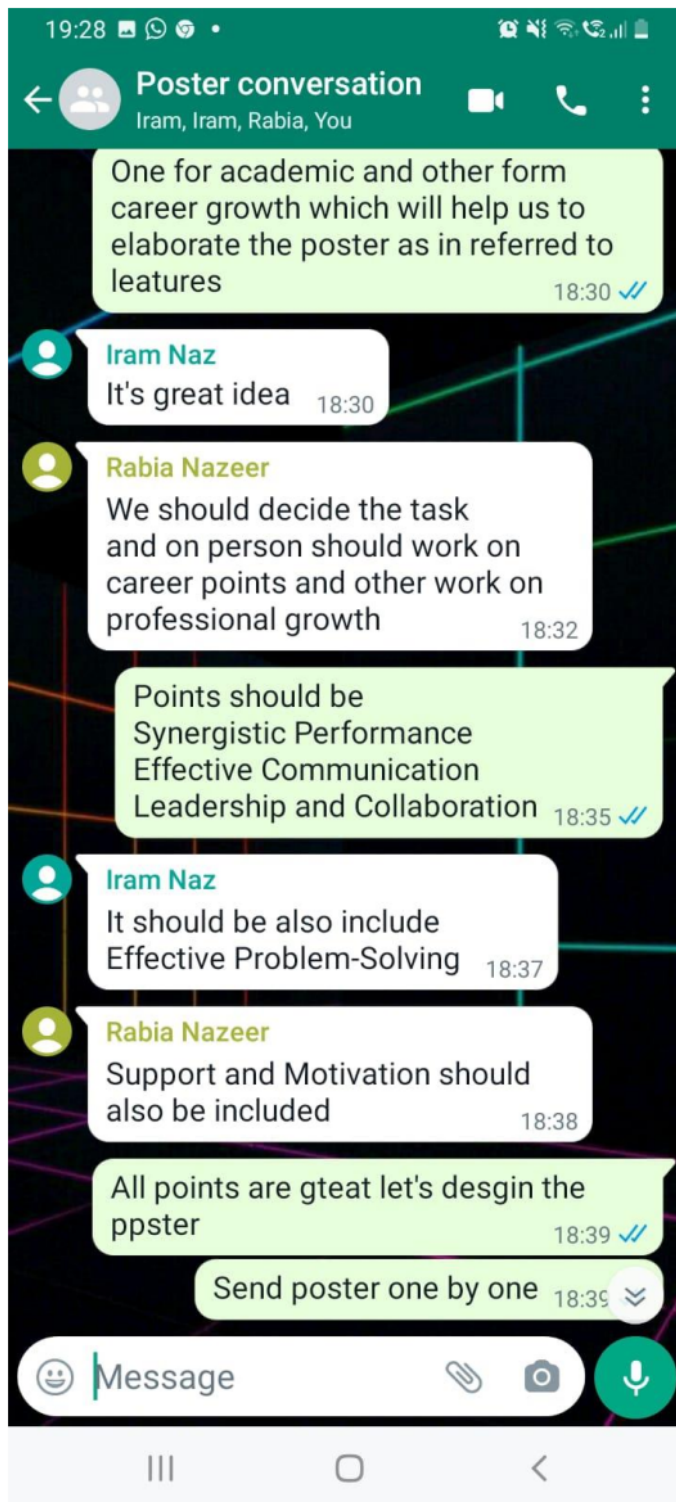
Global Careers View project

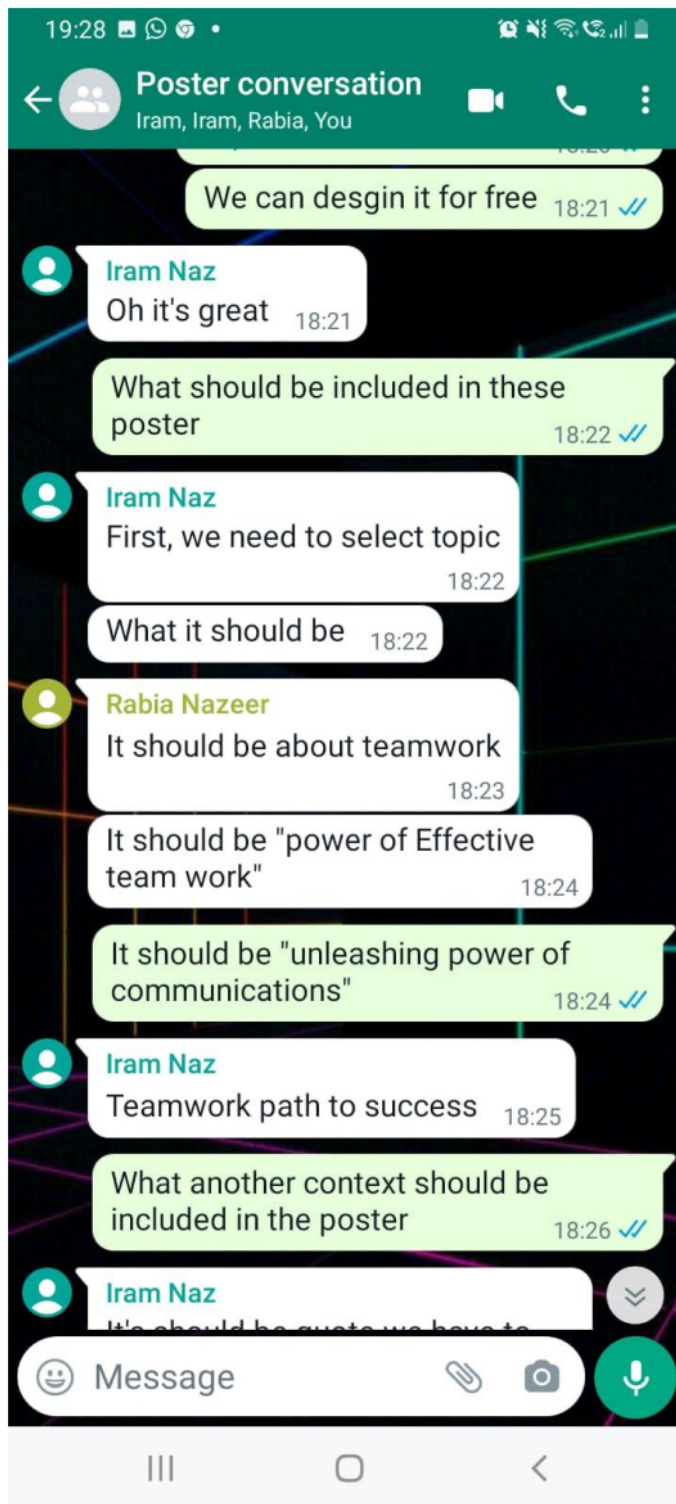
Group Discussion for Poster Design



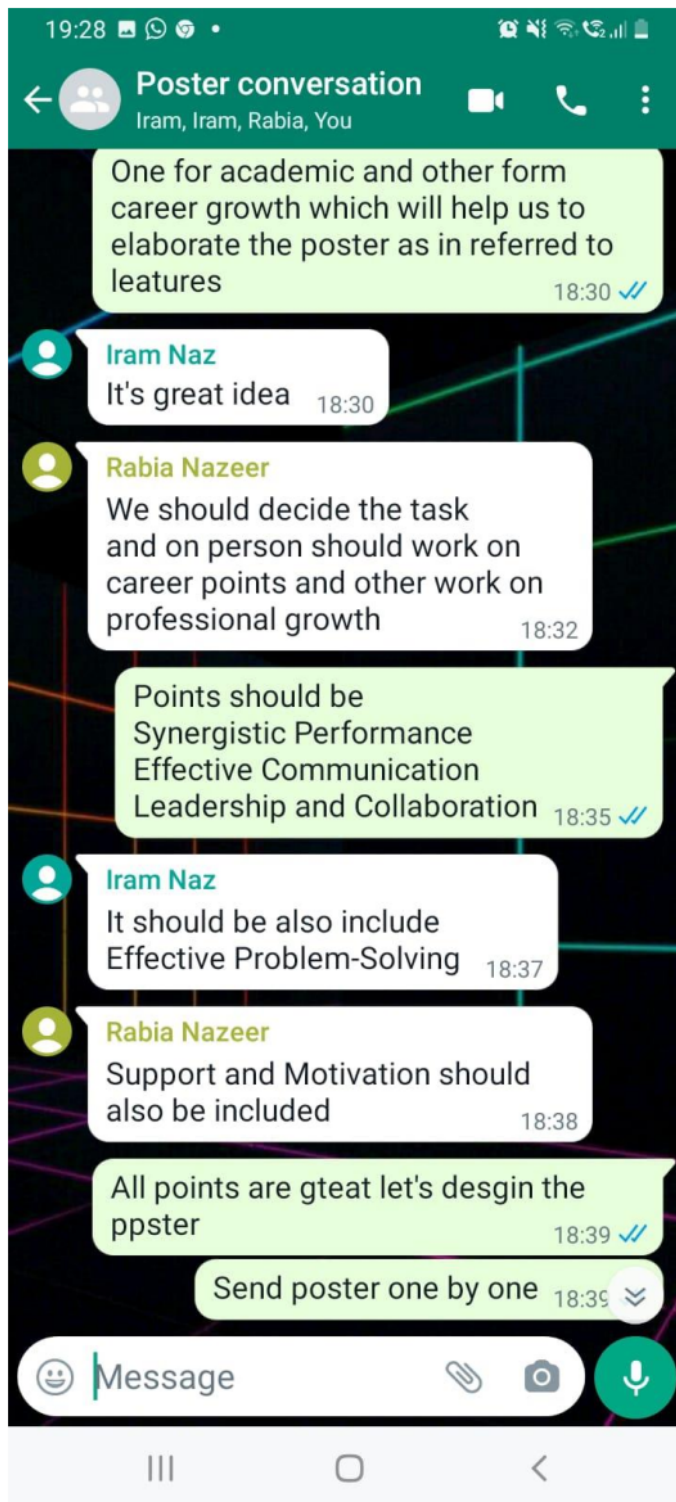


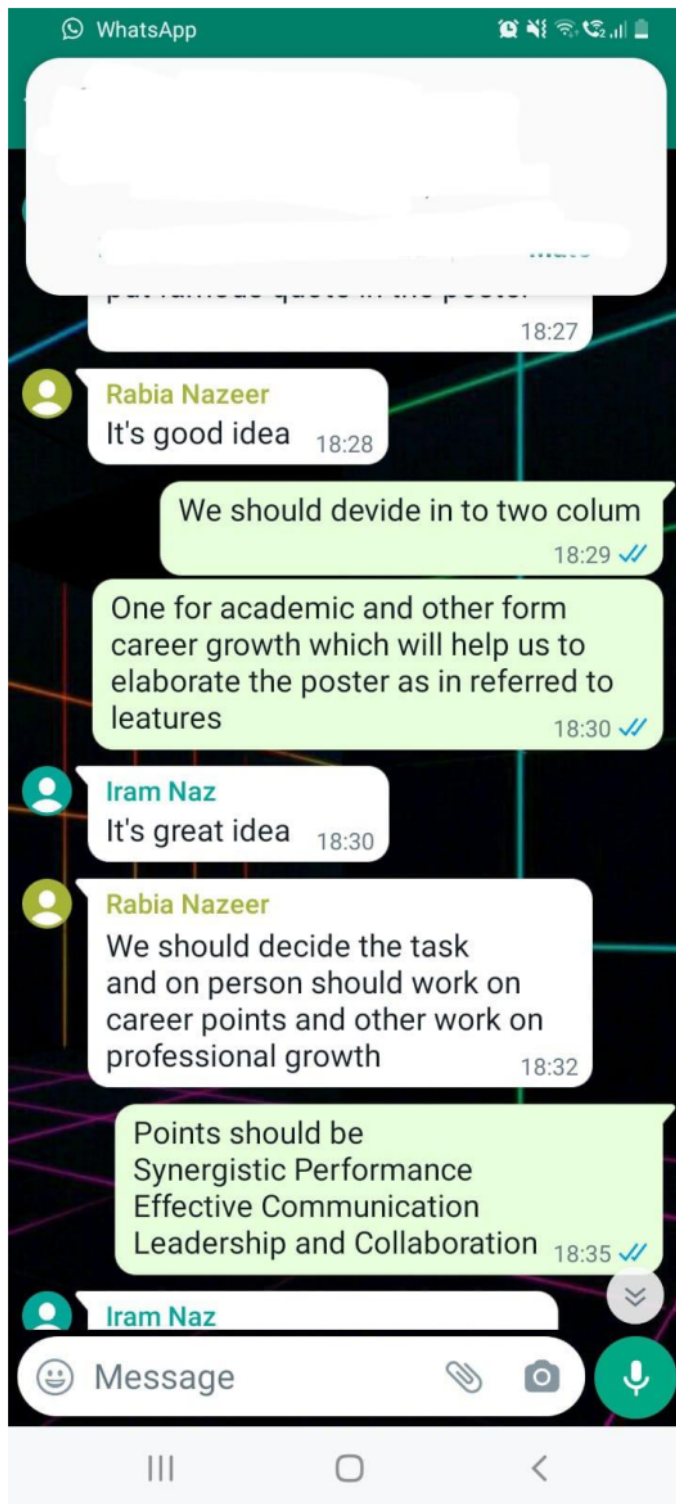














Learning in the Digital Era

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SIMILARITY INDEX

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