

Assignment Title: Academic Skills for the Digital Era E Portfolio

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Essay

The digital age has changed the way students learn, making education more accessible but also bringing new challenges. While students have many online resources, they also face distractions, information overload, and difficulties staying focused. To succeed in this environment, they need effective study strategies that help them remember information, stay organised, and manage their time well. Four important strategies-self-awareness in learning, spaced learning, and digital minimalism can improve learning and academic performance. Research supports these methods, and each has its own advantages and challenges. When used correctly, they can help students achieve better results.

Self-awareness in learning is an important strategy that helps students take control of their learning. This means planning how to study, checking their progress, and making changes when needed. Students who use this strategy set goals, keep track of their progress, and adjust their study habits to improve. Research shows that students who manage their learning well tend to do better in school because they are aware of their strengths and weaknesses(Flavian, H. 2016). Digital platforms like Moodle, Microsoft Teams, and online libraries can help students stay organised providing access to learning materials, assignments, and deadlines. These platforms also help students communicate with their teachers and classmates. However, some students may rely too much on these tools and not actually improve their study habits. Simply checking off tasks or attending online discussions doesn't always mean that a student understands the material better. To make the most of this strategy, students need to reflect on their study habits and make meaningful changes when necessary.

Another good way to study is active learning, which means getting involved with material rather than just reading or listening. This can include things like explaining what you've learned to someone else, talking about it with classmates, or working on problems that help you understand the material better. Studies show that students who do this tend to remember what they've learned more easily(Michael, J. 2006). Tools like Microsoft Teams and Moodle can make it easier for students to talk with others, share ideas, and work together. Active learning can take more time than just reading, but it helps you learn more deeply. Students can start by doing small things, like summarising what they learned after class or talking about key points with a study partner. These simple activities can help improve understanding and memory.

Spaced learning, also known as distributed practice, is another important strategy. It shows that students retain information better when they space out their studying over time, rather than cramming all at once. The brain needs time to process and store new information. Instead of trying to learn everything the night before an exam, students can break up the material into smaller parts and review it over several days or weeks. Using digital calendars or planners can help students set up a study schedule. Combining spaced learning with interleaving-where students switch between different topics-can also improve learning(Kondratjew, H. and Kahrens, M. 2019). However,

spaced learning requires discipline. Students who procrastinate may find it difficult to stick to a study schedule. To stay on track, students can set reminders, study with a friend, or join a study group.

Another challenge for students today is dealing with digital distractions. Social media, notifications, and online apps can interrupt studying. Digital minimalism, introduced by Cal Newport (2019), encourages students to use technology more carefully and reduce distractions. Studies have shown that students switch between tasks too often tend to have shorter attention spans and weaker memory. To practice digital minimalism, students can use website blockers to stop distractions during study time. Turning off unnecessary notifications, setting specific times to check social media, and studying in quiet areas can also help improve focus. However, completely avoiding technology isn't always realistic, as students need online tools for learning. Instead of cutting out technology completely, students should find a balance by reducing distractions while still using useful tools like Moodle, Microsoft Teams, and online libraries for their studies.

In conclusion, the digital age requires students to use smart study strategies to succeed. Self-awareness in learning helps students manage their learning, spaced learning helps students retain information, and digital minimalism reduces distractions. Each of these strategies has its own challenges, but when used together, they can help students improve their performance. By using these research-backed strategies and tools like Moodle, Microsoft Teams, and online libraries, students can improve their learning and do well in today's digital world.

Report

Harvard referencing is an important skill for students because it helps them do well in their studies. It allows students to give credit to the writers whose work they use, avoid copying others' ideas, and make their writing more believable. Using Harvard referencing properly also helps students improve their research and writing, which are both important for success in school and university.

One reason Harvard referencing is important is that it helps students stay honest in their academic work(Nicolas, A. 2023). Schools and universities expect students to use information from books, articles, and websites, but they. Must also show where they got the information. Harvard referencing allows students to do this by clearly giving credit to the original writers. This helps to prevent plagiarism(McGregor, J.H. and Williamson, K. 2005), which means taking someone else's ideas and pretending they are your own. Plagiarism is a serious problem in education and can lead to punishments such as failing an assignment or even being removed from a course. By using proper referencing, students can avoid these problems and follow the rules of academic writing.

Another reason Harvard referencing is useful is that it helps students support their ideas with good evidence. When writing essays or reports, students need to show that their arguments are based on facts rather than just opinions. Referencing allows them to do this by showing where they found their information. For example, if a student is writing about climate change, they might use facts from a science journal. By using Harvard referencing, they can give credit to the journal and show that their argument is based on real research. This makes their writing stronger and more convincing.

Harvard referencing also helps students become better researchers. When students do research for an assignment, they read different sources such as books, websites, and academic papers. To reference properly, they need to keep track of these sources and note important details like the author's name, the year of publication, and the page number. This process encourages students to be more organised in their studies. Good research skills are important not just for school but also for future jobs, where people often need to find and use information in a clear and correct way.

Another benefit of Harvard referencing is that it improves the quality of a student's writing. When students reference properly, they learn how to structure their work in a clear and logical way(Caulfield, jack 2020). Referencing helps them connect their ideas to the work of experts in their field, making their arguments more solid. Good referencing shows that a student has done careful research and understands their topic well. This can lead to better grades, as teachers and professors often look for strong, well-supported writing.

Using Harvard referencing also helps students develop critical thinking skills. When referencing a source, students must decide whether the information is reliable and

relevant to their topic. This means they need to think carefully about the sources they choose and not just copy information without understanding it. Evaluating sources is an important skill that helps students become more independent learners. Critical thinking is useful not only in school but also in everyday life and future careers, where people need to make informed decisions based on good information.

Harvard referencing is also important because it is a widely used system. Many universities and colleges require students to use it in their assignments. Learning Harvard referencing early can make academic work easier, as students will already know how to format their citations correctly. It is also useful for students who plan to continue their education or work in fields that require formal writing. Since Harvard referencing is used in many subjects, such as science, business, and humanities, it is a valuable skill that can be applied in different areas of study.

Although Harvard referencing is useful, some students find it difficult at first. Remembering all the rules for formatting citations can be confusing, especially when dealing with different types of sources. However, there are many guides and online tools available to help students learn (Damarell, R. 2005). Many universities provide referencing guides, and websites such as Cite Them Right offer step-by-step instructions on how to format references correctly (Smith, O. 2020). With practice, students can become more confident in using Harvard referencing in their work.

In conclusion, Harvard referencing is an essential skill for students because it helps them stay honest, support their arguments with good evidence, and become better researchers. It also improves writing quality, encourages critical thinking, and it is widely used in academic and professional settings. While it may take time to learn, there are many resources available to help students master this skill. By using Harvard referencing properly, students can improve their academic performance and develop skills that will benefit them in the future.

Video

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