

New students

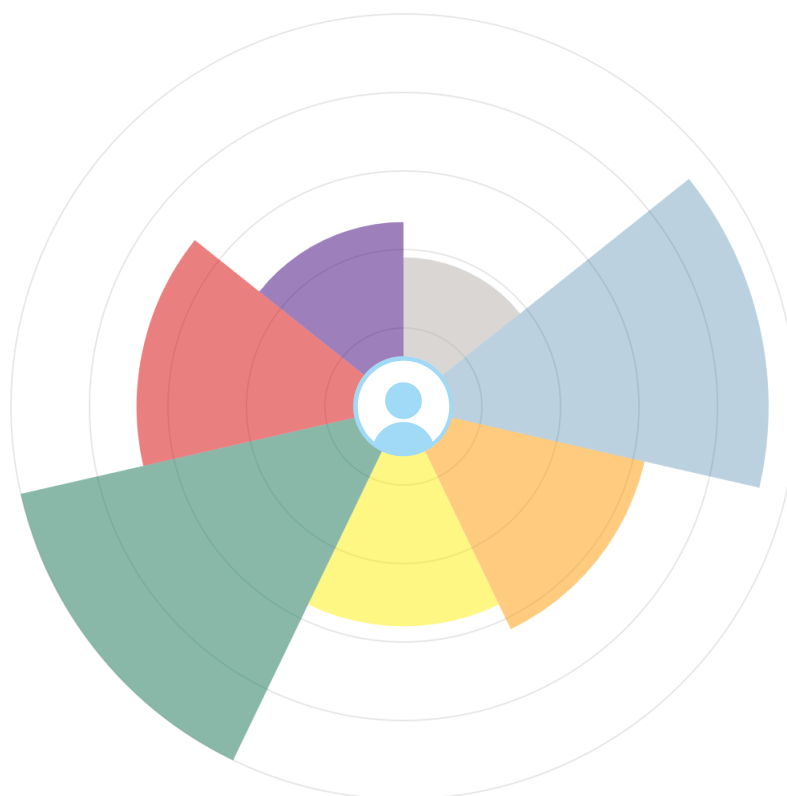
Claudia Pereira Completed 25 September 2026 15:00

Welcome to your digital capabilities report.

You've been answering questions about different areas of digital capability. Some of these will be more important in your learning than others. You decide which ones you want to develop further.

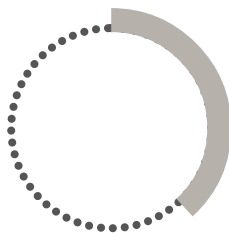
In this report you'll find out what the different areas are, how you've estimated your strengths, and what you could try next. You'll be guided to a number of resources relating to each area. This report is completely confidential. As you progress through your course you will be introduced to the digital skills that you will need in your chosen career. Good luck with your learning.

You can download a copy of your report to review in your own time using the download button at the top of the page. Don't forget to give us your feedback (using the form on your dashboard) once you've read your report. To return to the dashboard click 'Exit' in the top left corner of this screen.



- Using digital tools ■ Finding information and resources ■ Managing your digital learning
■ Digital preferences and needs ■ Being digital ■ Digital communication and collaboration
■ Digital creativity and problem solving

Using digital tools



Using digital tools is your ability to use digital devices, networks, applications, software and services. How quickly do you pick up new tools and skills? Do you cope when technology doesn't work as expected?

Can you choose the right devices, applications, software and systems for the job at hand? Can you adapt the tools available to your own needs?

A digitally productive learner uses organisational tools such as learning environments alongside personal devices and services to create their own effective digital environment for learning.

Your confidence level: Developing

You may not be very confident yet about using digital tools for learning. These are important in all subject areas, but the exact skills you need will depend on the course you are studying. You should get lots of opportunities to develop this, but if you are concerned about using digital technology on your course, find out who to ask for advice or look on the college or university website to see if there are any tutorials you can try.

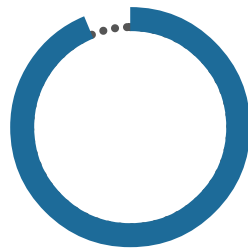
Next steps

- Have a go. Applications won't break if you get things wrong. You can always start again

- There are many free online resources to help you use specific applications, often available under the 'help' menu or online from the software provider's web-site
- If you are having problems, try the application's 'help' menu on the provider web site, followed by an online search describing your specific problem or question
- Find an IT buddy (mentor) to help you get started, or you may be able to borrow new technologies and have an introduction or demonstration to help you start using them
- Focus on what you need to know and what interests you – it's easy to feel overwhelmed if you try to stay up to date with everything
- Learn from friends, family and other students. Don't be afraid to ask how they do things. Many people learn digital skills from close personal contacts
- Set time aside to try something new
- Don't be afraid to ask for help. Everyone has IT problems at some point!

- [UWTSD DigiCentre](#)
- [AI in Education](#)
- [Digital literacies for online learning \(lida101\)](#)
- [Digital skills awareness for starting Higher Education](#)
- [Raindrop.io](#)
- [Toolkit](#)
- [iDEA - Inspiring Digital Enterprise Award](#)

Finding information and resources



Finding information and resources is your ability to find, organise and share information, data and resources. You will need to be able to judge the value and credibility of what you find.

You will need to develop an understanding of legal, ethical and security issues, such as copyright (legislation about ownership of content), referencing, and avoiding plagiarism.

You will need to develop an awareness of a range of different digital media including text, graphics, video, animations, audio, and media such as web sites, simulations and games. You will need to think about which media you find most useful for learning.

You will need to develop good habits of personal data security (eg keeping passwords secure, logging off devices when not in use, etc).

Your confidence level: Proficient

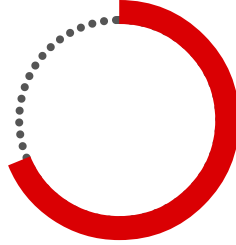
You seem very confident about finding information and this will be particularly useful for course assignments. As you progress through your course you should be offered opportunities to build on these skills to find and use different kinds of information and resources. The following can help you get a bit more experience.

Next steps

- Try to create a mind map to help you prepare for an online information search. Write down some keywords and phrases, try to list synonyms and alternative spellings
- Try to develop the habit of recording your process as you look for information for your learning. It can be very useful to refer back to these when revising
- Think about how you save and manage the results of your searches. Taking an organised approach to this will make it much easier to find these again later in your studies
- Use the 'history' and 'talk' tabs on Wikipedia to see how online information is built
- Consider editing or contributing to Wikipedia - there is a lot of guidance to help you do this
- See what you can learn about open licences (eg creative commons) and how this affects how you can use resources that you find online
- When you get an assignment try using your searching skills to look beyond the resources suggested by the tutor/teacher

- [UWTSD DigiCentre](#)
- [Digital research: iDEA bronze worker badge](#)
- [Learning Online: Researching your Project](#)
- [Open education, copyright and open licensing in a digital world](#)
- [Referencing your sources](#)

Digital communication and collaboration



Digital communication is any communication using digital media and networks. You will need to develop an awareness of different types of online communication and may need to make use of these to collaborate with other learners and interact with teachers. You may need to participate in online networks during your learning. As you progress through your course you may be offered the opportunity to start developing an online network that will relate to your chosen career or profession.

Your confidence level: Capable

You seem to be fairly confident about digital communication. You may be less sure about digital collaboration or may not have had much opportunity to do this yet. Colleges and universities should provide appropriate support when they ask students to work collaboratively. If you are concerned about working with other students, ask your tutor/teacher or learning support team for advice, particularly if this is related to a disability.

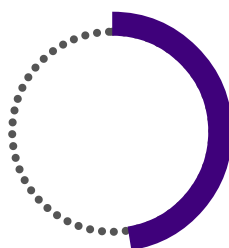
Next steps

- Practice using communication/collaborative tools with people you trust to help develop confidence
- Set aside a time each day when you deal with social media, reducing the temptation to respond instantly
- Reflect on how e-mail and social media might impact on your learning. Are they supportive or a distraction? Manage your emails with filters, searches, files, and smart mailboxes. Manage social media at specific times

- If you use a social media platform mainly for broadcasting information (eg Twitter), learn how other people increase engagement and conversation
- Consider the impact visual communications can have, whether through a beautifully designed web page or profile page or casual photo sharing (eg Instagram)
- Reflect on how you deal with conflict in online communications, especially email and social media. What strategies do you have if people annoy or upset you?
- If you think you might like to blog, start by commenting on other people's blogs, sharing posts you've enjoyed, and reflecting on what makes a good blog

- [UWTSD DigiCentre](#)
- [Communication aids](#)
- [Engaging with networks](#)
- [How to use Discord](#)
- [Learning online: communicating and collaborating](#)
- [Microsoft Teams student guide](#)
- [Starting to use the internet](#)

Digital creativity and problem solving



Digital creativity and problem solving Is your ability to use technology to help you respond to challenges and to answer questions. You need to be able to use digital tools to help you think creatively, consider alternative solutions and produce your own digital content. Digital creativity can enhance several aspects of your learning - from doing assignments, working with others or simply finding effective tools to help you study. Don't be afraid to be experimental with digital tools and share what works with other students.

Your confidence level: Capable

You seem to be fairly confident about your digital creativity. This area is critical for some subject areas but all courses and careers require you to be creative in how you deal with challenges and adapt to changes. As you progress through your course there will be many opportunities to be creative but in the meantime try some of the following to keep building your skills and experience.

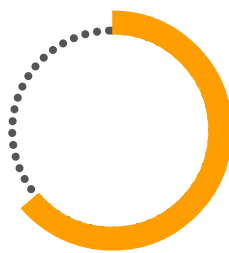
Next steps

- Take an online course to develop a new digital talent or learn new creative software
- Try one of the following you have not done already: sketch with a digital pen; use advanced effects in photo editing; create a how-to video or screencast; write a web page, including links and a least one image; design a basic infographic or logo; add images or a voice-over to presentation slides
- You could join others who commit to sharing a digital photograph every day for a month. There are several online sites that encourage you to do this

- Use styles in word processing software to create a strong look for your documents. This is also good practice in making your documents more accessible
- Commit to writing 500 words a day, whether on a blog or in a private digital journal

- UWTSD DigiCentre
- Animation: iDEA bronze maker badge
- Automation: iDEA bronze maker badge
- Creativity techniques
- Critical media literacies and associated digital skills (Learning in a digital age)

Managing your digital learning



Managing your digital learning means using technology to help you prepare for and organise your learning. Preparing for digital learning might involve: setting up your digital environment (devices, apps, resources and web services) to suit your learning needs; practising with different media such as online lectures, apps and quizzes; finding and

using online resources for yourself; managing your time and tasks; looking for help online when you need it.

Your confidence level: Capable

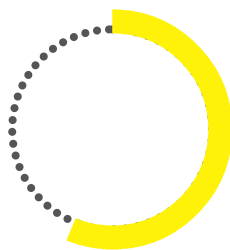
You seem to have a strong foundation to build on, but new challenges will emerge as you progress through your course. It is important to be flexible in your approach to digital learning and to acknowledge that some aspects will be harder than others. It is also important to be honest if you are struggling with any aspect of your learning and to get help and support. These next steps might be useful to prepare you for digital learning.

Next steps

- See if you can find someone you trust who can mentor you as you learn a new application or digital approach
- If mobile access is available, make sure you can reach your course calendar and important course information wherever you are. Ask for help to set up your digital device if you need it
- Find out about digital tools that can help you manage and organise your learning. Use calendars to plan your studying, use note-taking applications, use cloud storage so that you can access materials across all your devices
- Try to create a 'personal learning environment' by making sure that all your devices can access your digital applications and resources. Make sure that you can access tools provided by your college or university as well as any personal tools and software
- Try to find or create a learning space that suits you (eg private, safe, quiet, no distractions, internet access)

- [UWTSD DigiCentre](#)
- [Digital skills awareness for starting Higher Education](#)
- [Learning in the network age](#)
- [Microsoft Teams student guide](#)
- [Student toolkit to help you tackle remote learning](#)
- [Succeed with learning](#)
- [Succeed@Solent](#)

Digital preferences and needs



Digital preferences and needs is about making sure that you know which technologies and media formats (such as audio, text, images, video) are most useful for your learning. Do you prefer to read text or watch videos, or a combination of both? You may find some formats better for different purposes (such as revision, or note taking) and you may need to try out different formats to identify which are best for you.

You need to be able to identify if you need any assistive technologies (such as screen readers or text to speech) or need learning materials in different formats (such as braille, transcripts of videos, recorded lectures). If you think you need support with a disability, try to get an

assessment and ask about technologies that can make a difference. It is your choice to let your college or university know if you have a disability. They have a duty of care to make sure you do not experience any disadvantages because of a disability and they will have people who can offer help and support.

Your confidence level: Capable

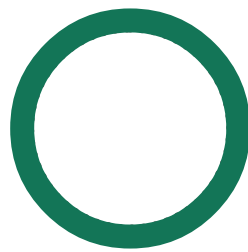
You appear to have a good grasp of your digital learning needs or preferences. These may change as you progress through your course so take time to think about this regularly and re-assess what your needs are. As you notice your needs changing, be prepared to adapt and to ask for help and support if you need it. The following may act as a checklist.

Next steps

- Customise your desktop or home screen so you have quick access to the apps and bookmarks you use most for learning. If you're struggling, ask another student to help
- Personalise your devices so that displays suit your needs. You can set up standard preferences on your digital tools as well as adjusting some web-sites individually
- Be prepared to find resources in other formats that you find most useful. You will need to make sure that they contain accurate and valid content so you will need to be able to critically evaluate any content that is not provided by the institution
- Make use of assistive technologies if you need them to help with a disability, but be prepared to consider using these if they could help you (e.g, text to speech tools)
- Make sure your physical spaces that you use for learning are set up well for digital learning. Think about what you need from a physical space. Do you find it easier to study at home or in a library or learning resources centre?

- Think about the impact of digital distractions on your learning. It may be necessary to eliminate some of these (eg limit your use of social media when studying)
- [UWTSD DigiCentre](#)
- [AbilityNet factsheets](#)
- [Brain hack: iDEA bronze citizen badge](#)
- [Disabled Students UK](#)
- [Students with physical or mental health conditions and learning differences](#)

Being digital



Being digital is about developing a positive digital identity (or several identities) and managing this to enhance your reputation. As you progress through your course you will need to start developing a digital portfolio of your learning achievements. You will need to make sure you (and others) are safe in online environments and use digital tools sensibly to maintain good mental, physical and emotional health.

Your confidence level: Proficient

You seem to be very aware of your digital presence and capable of managing your wellbeing online. Building your professional digital identity is something that you can start whilst you are studying and developing good habits during your course will carry through to your future career or profession. Try some of the following if you have not already done so.

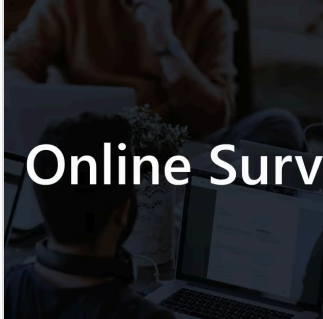
Next steps

- If you have already been using social media to develop an online identity, aim to make regular updates to keep developing it eg Twitter or Instagram stream, image sharing, status updates
- If you use a wide range of online services, look at their Terms and Conditions – some of which may be discussed online. You could help to make sure people are made aware of any loopholes or unscrupulous practices
- Try to make sure your use of digital tools and media does not exclude anyone. Consider whether some people are excluded or discriminated against through the way digital technologies are used
- One way to manage your digital identity is to set up and maintain your own blog or website, linked to your other social media
- Even though you may know how to keep healthy through regular screen breaks, paying attention to posture, and avoiding bright screens at night, it is easy to ignore them. Try to give yourself reminders or ask others to do this to make sure you do not fall into bad digital habits

- UWTSD DigiCentre
- Being digital: skills for study, work and lifelong learning
- Digital ethics: iDEA bronze citizen badge
- Google digital garage: online courses
- Learning online: managing your identity
- Professional presence
- Safe online: iDEA bronze citizen badge

Claim your badge

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