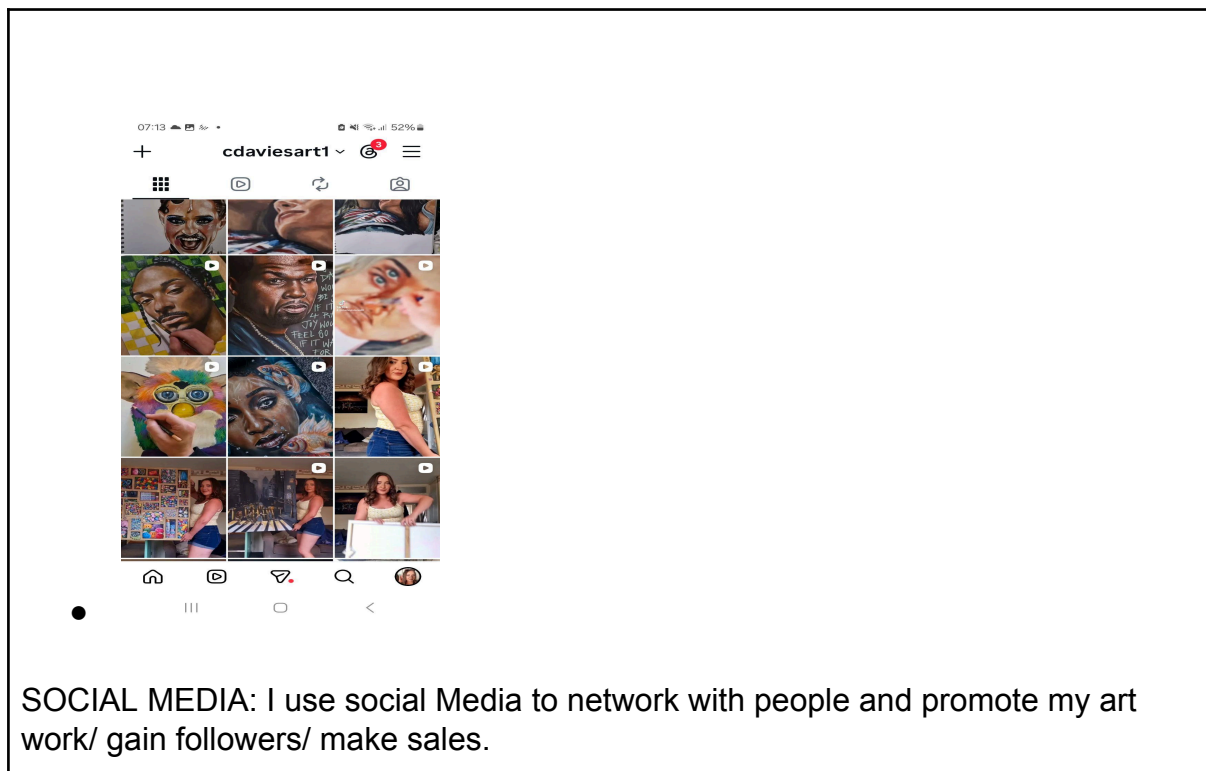


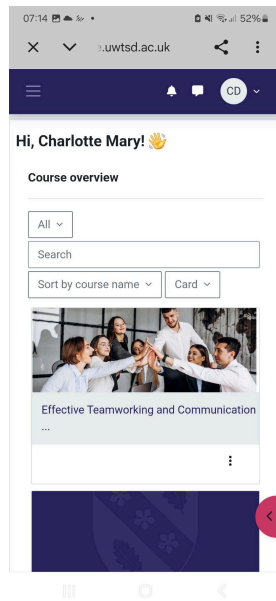
DS 1: My Digital Life.

My Screenshots/Photos

Screenshot/Photo 1

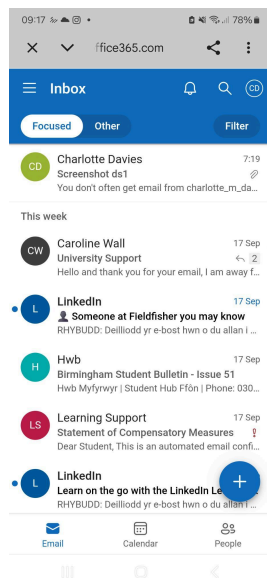


Screenshot/Photo 2



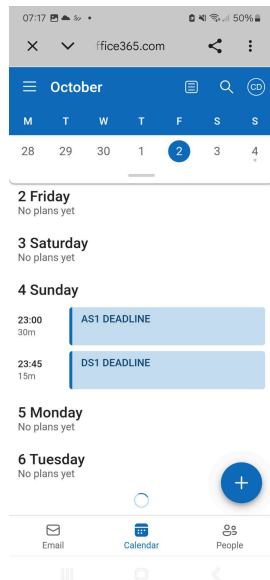
MOODLE: Moodle is my Bible whilst I am studying. Everything I need is here; resources/ assignment briefs/ homework etc.

Screenshot/Photo 3



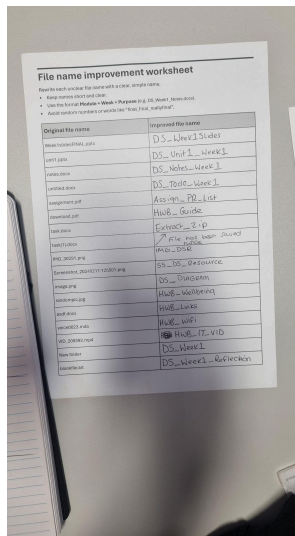
OUTLOOK: Outlook is a multi-use system that I use for emails/ communication/ and to manage my tasks.

Screenshot/Photo 4



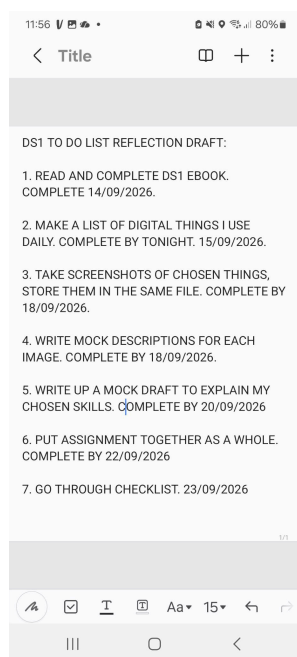
CALENDAR: My digital calendar allows me to keep track of appointments/ deadlines/ and free up mental space.

Screenshot/Photo 5



DISPLAY FOLDER STRUCTURE: Being able to organise my files using this tool helps me save time/ reduces stress/ ability to read clearly.

Screenshot/Photo 6



TO-DO LIST ON NOTES: My digital notes folder helps me handle one task at a time and keep organised.

My Short Reflection

Digital Skills are important to me, because they allow me to move forward with my career. They may seem scary to begin with, as a lot of the tools are unknown territory. But in reality, they are extremely helpful in simplifying my day to day tasks. So far, Digital Skills have helped me organise my files, set deadlines for assessments, and access further learning. In business, Digital Skills are essential as you need to be able to communicate effectively (Screenshot3), be organised in order to save time and reduce stress (Screenshot's 4, 5, 6), and have the tools to connect and promote successfully. I was recently introduced to Moodle (Screenshot 2), which I have found extremely helpful with my studies, as it has so much to offer. I can use it to connect, do additional reading and complete tasks etc. In class, I was taught how to use my digital calendar (Screenshot 4) and it has helped me to reduce stress levels, and to be on top of my tasks. Before this, I was keeping notes in my head, which proved to be very stressful. A change I have made recently is using LinkedIn to improve my professional ability, in order to network efficiently using Social Media (Screenshot 1) to promote my art work.

So far, Digital Skills have helped me do a 360, and really evaluate what skills I am confident with, and what skills I am competent at. I struggle with a lot of self doubt, so even if I am competent, it will always be questioned. However, after being made aware of the Jisc tool, I have been able to see what level I am at, and what areas need improvement. The levels I received from the Jisc report stated I was either: Developing/ Proficient or Capable. It has provided a structured plan to help me achieve confidence in all areas. I truly believe using these new skills that I have required thus far, will enhance my chance of securing a successful career in business.

