

Welcome to Digital Skills

LCLM4002 Digital Skills

Week 5





Let's remember last week!

In pairs:

- Read the three short paragraphs
- Choose the best one
- Talk about why it is better
- Think about:
 - Is the formatting clear?
 - Are the sentences easy to read?
 - Does it look tidy and organised?



Finished? Help others

- Remember, if you finish a task early, you are invited to help others.
- As soon as you finish, come to the front and get a Digital Helper badge
- Then go around the room and help others complete the task.



What today is about

We will learn how to save and organise sources correctly using digital tools.

We will understand why AI tools are not sources of information.

We will learn basic copyright rules and how to reuse online content in a safe and fair way.

Remember: Part 2 of your assessment Is Coming in Week 7

- You will create one digital piece of work for a business task
- You will explain what information you used and why you chose it
- Today's lesson helps you practise finding and recording information clearly, which supports your DS2 log

Referencing in a digital world



Why Referencing Matters in Digital Work

When we work digitally:

- We search for information
- We save links, files, and screenshots
- We move between tools (browser, Word, AI, library)

**Good digital
referencing starts
while you work, not at
the end**

Referencing matters because:

- We do not forget where information came from
- We can find sources again later
- Our work stays clear and trustworthy
- We protect ourselves from mistakes
- Other people can understand and check our work

Website or Journal Article?

A normal website usually:

- Is easy to access
- Can be updated or changed at any time
- Is written for the general public

A journal article usually:

- Is written by experts or researchers
- Has a clear author and publication date
- Does not change once it is published

Why Dates Matter

- When we work online, information can change.
- That is why we look at two dates:
 - When the information was published
 - When you accessed it
- The access date is important because:
 - Websites can be edited after they are published
 - Numbers and advice can change
 - You show exactly what version you used
- Dates help you decide if information is recent, relevant, or out of date.

Good referencing starts while you are working, not at the end.

When you find a source, record:

- Author or organisation
- Title
- Date
- Website link or file
- Access date if it is online

If you wait too long:

- You may forget where the information came from
- Pages may look different later
- You may not be able to find the source again

Saving Information Safely

- Not all digital information stays the same.
- Webpages can:
 - Be updated
 - Be removed
 - Move to a different address

To protect yourself:

- Save important pages as PDFs or screenshots
- Download articles when possible
- Keep links and notes together
- Rename files so you know what they are

Finding source details





Find the Source Details before you lose them

- Go to Moodle
- To the Digital Skills module
- Under Week 5
- Open the page:
- Find the source details exercise





Find the Source Details before you lose them

- You will work in pairs.
- You will look at three versions of information:
 - A live website
 - A library article
 - A saved copy of information
- For each one, find:
 - Who created it
 - When it was published
 - What it is called
 - Where it came from
- Notice which details are easy to find and which are harder.

Which source made it easiest to find the details?

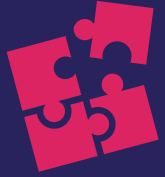


Which source felt harder or more risky to work with?



Capturing and recording sources for later use





Record Your Sources for Later Use

- Open your Reading Log .
- Update it so that you can add two new columns/areas of information:
 - Why I chose this source
 - Notes for later use
- Now add today's sources:
 - live webpage
 - saved PDF
 - Article
- Work quietly and carefully.

What your Reading Log should include by now:

- Week
- Source title
- Author or organisation
- Date published
- Link or file name
- Full reference
 - (Harvard style, working version)
- Why I chose this source
 - (this is where CRAAP thinking lives)
- Notes for later use



Let's check together

- Please turn to the person next to you.
- Show them one entry in your reading log.
- Check together:
 - can you see where the source came from,
 - can you see why it was chosen,
 - can you tell what it might be used for later.

Break time!

See you in 15 minutes 😊

AI and Human in the Loop



How AI Helps and Where It Needs You

- AI looks for patterns in data
 - AI does not understand like a human
 - AI does not check facts on its own
 - AI works best with human checking
- This is called “human in the loop”.**

Deloitte AI debacle seen as wake-up call for corporate finance

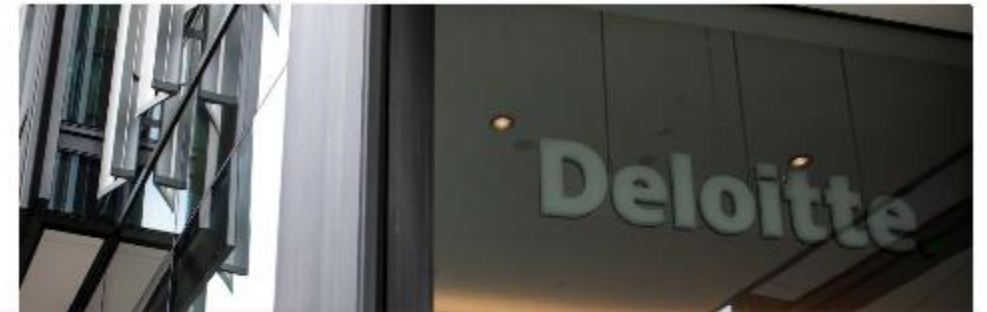
The Australian government says Deloitte Australia agreed to refund part of a \$290,000 payment for a report that contained AI-generated errors.

Published Oct. 14, 2025



Alexei Alexis
Reporter

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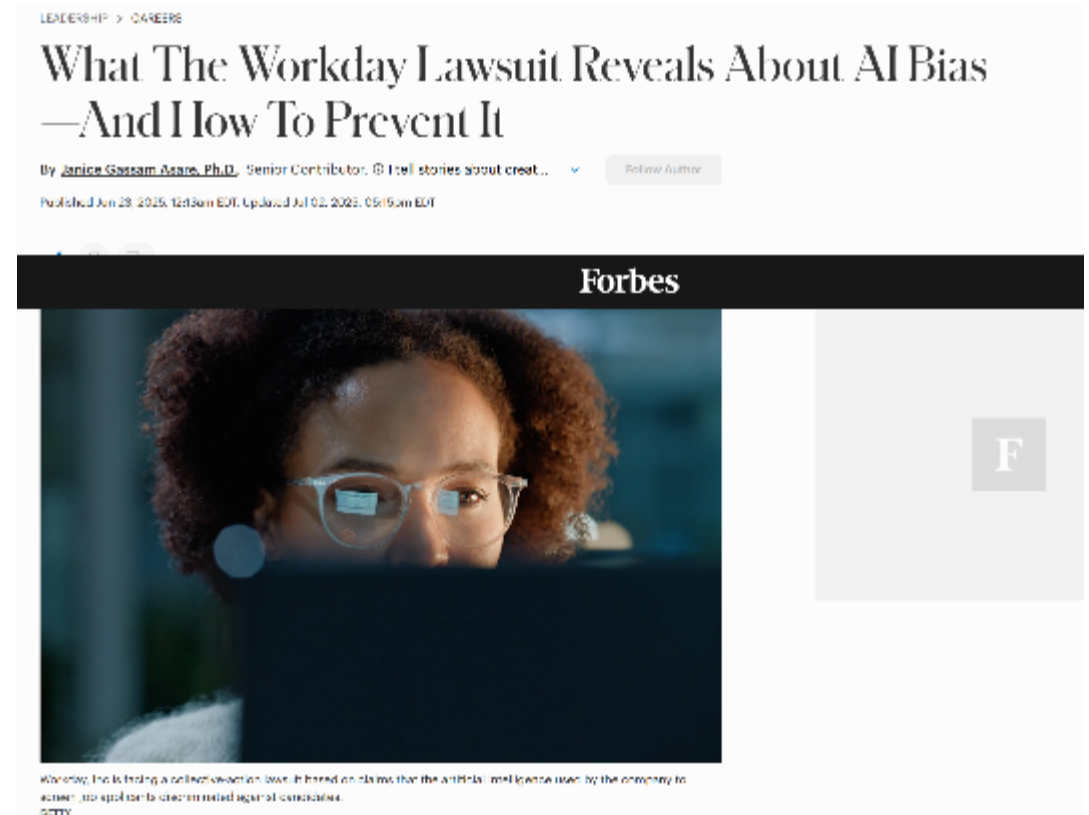
The Deloitte offices stand in 2 New Square on October 2, 2018 in London, England. Jack Taylor via Getty Images

Alexis, A. (2025) Deloitte AI debacle seen as wake-up call for corporate finance, CFO Dive, 14 October. Available at: <https://www.cfodive.com/news/deloitte-ai-debacle-seen-wake-up-call-corporate-finance/802674/> (Accessed: 27 February 2026)

AI blind spots and bias

AI can make mistakes because:

- It can sound confident but be wrong
- It can miss important details
- It can repeat bias from its training data
- It cannot judge relevance for your task



Gassam Asare, J. (2025) What the Workday lawsuit reveals about AI bias and how to prevent it, Forbes, 23 June. Available at: <https://www.forbes.com/sites/janicegassam/2025/06/23/what-the-workday-lawsuit-reveals-about-ai-bias-and-how-to-prevent-it/> (Accessed: 27 February 2026)



What AI Can Help With and What It Cannot Replace

- You will work in small groups of 4-5.
- You will receive a set of AI task cards.
- For each card, decide:
 - AI can support this task
 - This always needs human judgement

As you decide, think about:

- accuracy
- bias
- missing details
- and human responsibility
- There are no trick answers.
- Talk together and explain your thinking.
- Be ready to share one example your group found interesting.



What AI Can Help With and What It Cannot Replace: Let's share!

- Which card did your group find hardest to place, and why?
- What do we notice about the cards that always need human judgement?



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Trust vs. Judgement





Would You Use This AI Summary?

- You will work in pairs.
- You have:
 - one original paragraph from a peer-reviewed article
 - two AI summaries of the same paragraph
- Read all three carefully.
- Discuss the questions below:
 - What important information from the original paragraph is missing or reduced in the AI summaries?
 - Do the summaries sound more confident than the original text?
 - If this summary was used in a business report or presentation, what could be risky?
 - Which summary would you be more likely to trust, or would you avoid using both? Why?
- You do not need to decide which AI is “better”.
- Focus on whether a human should trust and use the output.

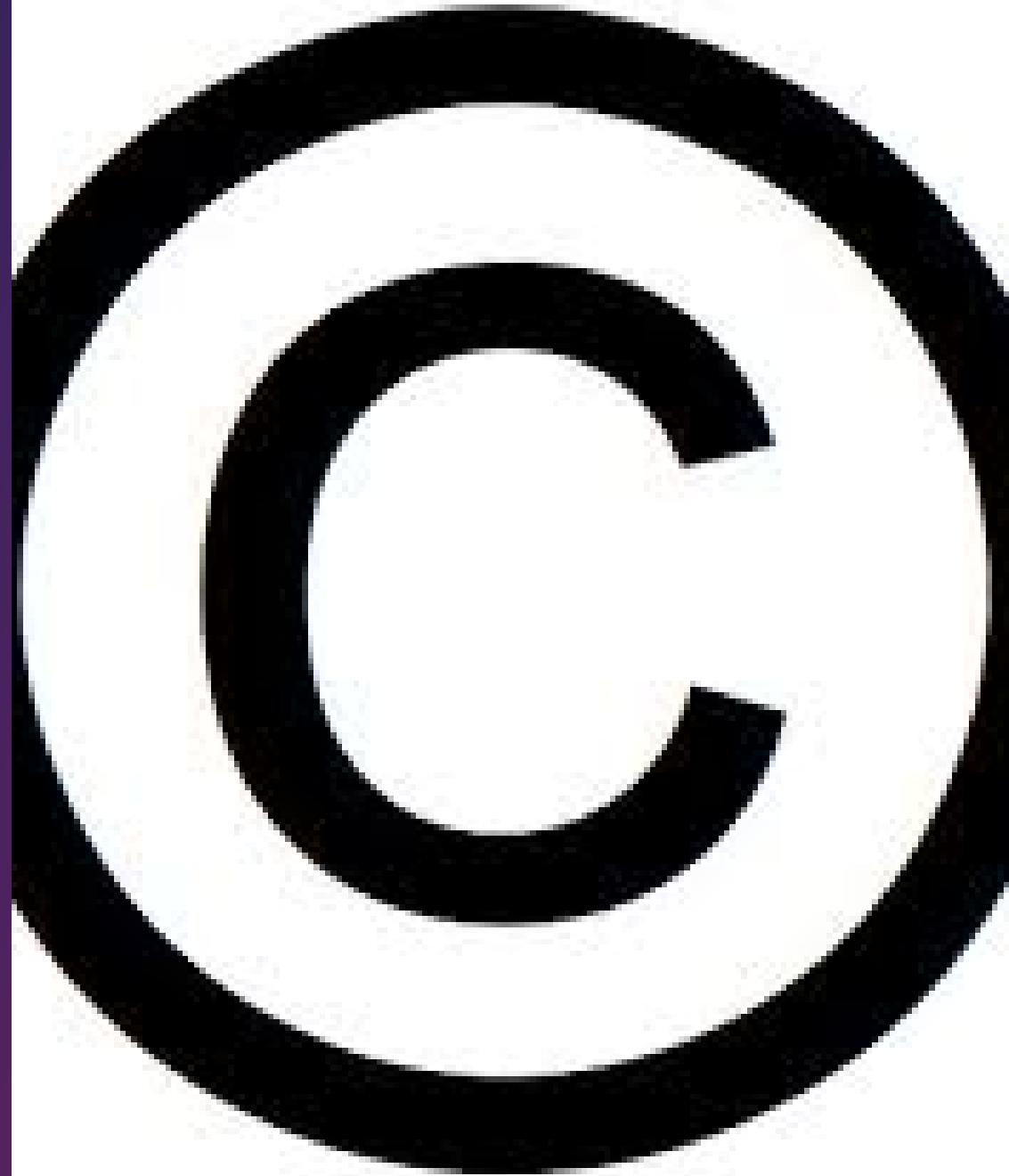
AI Summaries: Let's consider together





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Copyright & ethical reuse



Using Online Content Fairly

When you use content online, always ask three questions:

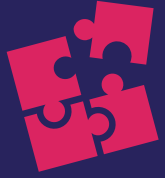
- Is it free to use?
 - Some content is free, some is not.
- Do I need permission?
 - Some content belongs to someone else and needs approval.
- Do I need to reference it?
 - Giving credit is required, even if use is allowed.
- If you are not sure, stop and check.

What Are We Protecting?

- Online content includes:
 - text,
 - images,
 - videos,
 - AI outputs.
- These are created by people or organisations.
- Ethical reuse means respecting who created the content and how it can be used.

Using Images: Common Licence Types

- All rights reserved: You cannot use it freely
- Creative Commons: Reuse allowed with conditions
- Royalty-free: You need permission
- Public domain: Free to use, no permission needed



Ethical Reuse of Digital Content

- You will work in groups of 4-5.
- Around the room are four types of stations:
 - Images
 - Text
 - Video
 - AI tools
- At each station, you will read a short real-life scenario and have to make a decision
- Use the worksheet to record your choices and a short reason.
- This is not a test of copyright law.
- You are practising how to make safe, ethical decisions.
- Base your decisions on:
 - who created the content
 - how it can be used
 - and what is allowed under university rules
- If you are unsure, choose the safest and most ethical option.



What Did We Notice?

- Let's reflect together using Vevox.
- This is not a test.
- There are no right or wrong answers.
- We are focusing on:
 - judgement
 - responsibility
 - and what is allowed under university rules



Break time!

See you in 10 minutes 😊



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DS2 Reality Check



DS2: Business Digital Task

- Due: Week 7
- You will create one digital artefact for a business task based on one of the scenarios on Moodle
- You will write a short log explaining:
 - why you chose the tool
 - what information you used
 - what changes you made
 - how you improved your work
- Today's session will help you avoid common problems with DS2.

Using AI Under Pressure

- When time is short, AI can feel helpful.
- It feels like it can:
 - improve how your work sounds
 - reduce stress
 - make writing feel easier
- But is it actually true?
- In this activity, we will:
 - compare fluency with real understanding
 - see how AI-polished language can weaken DS2 logs
 - rebuild confidence in clear, simple explanations that you can defend
- This is not about banning AI.
- It is about staying in control of your work.



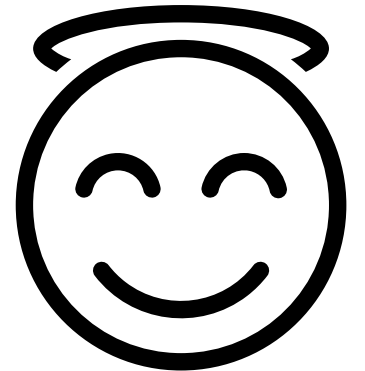
Sounds Good, But Is It Any Good?

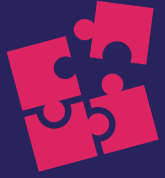
- You will work in your groups.
 - You will see pairs of short texts.
 - In each pair:
 - One version is written in simple student English
 - One version is written in polished AI-style English
- For each pair, discuss together:
 - Which version can you understand best?
 - Which version would be safer to submit under university rules?
 - Where might the AI version sound good but say less?
 - If asked to explain your choice in a DS2 log, which version could you defend more easily?

Remember! Clear, simple explanations you understand are safer than fluent text you cannot explain.



Start now!





Key Takeaways

- As a group, share one short takeaway from this activity.
 - One sentence is enough
 - You can read it rather than say it from memory
 - It does not need to sound perfect
- Think about:
 - What will you remember when working on DS2 under pressure?
 - What will help you stay in control of your work?
 - What will help you avoid relying on AI simply because it sounds better?



Reflection Time!

Please write a short post including:

- One thing I learned today about digital referencing
- One thing I learned about “human in the loop” when using AI
- One thing I now understand better about copyright and ethical reuse
- You will post your answers on Moodle in the forum “Reflection Space – Individual”.
- Only you and the tutor can see your post.
- This is not marked.
- You do not need to share with the class.





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Recap



Today we learned how to:

Record and manage sources digitally

Understand why AI is not a source and why human judgement matters.

Use online content ethically and safely

Stay in control when using AI under pressure



Homework for Week 6



1. Complete the Infoskills: Introduction to AI
2. Complete any of the necessary DigiSkills elements for DS2 (word, powerpoint, excel, adobe)

Open Moodle

- Go to this module (Digital Skills)
- Click on Week 5
- Click on the Introduction to AI link and complete the work.

Did you help others today?

- Remember to take a selfie with your badge
- Post it in the "Digital Helper" forum on Moodle
- Everyone that has helped will be recognised.



Continue Your Microsoft Specialist Journey

- If you want to keep building your skills, continue what you started with MOS last week
- Remember:
- As a UWTSD student, the MOS courses and exams are free
- This is an extra opportunity to grow your digital skills
- You can study at your own pace

