



THE IMPACT OF THE VIRTUAL LEARNING ENVIRONMENT

Student name	Nikolina Culin
Student number	2132988
Module Number	BMSW4003
Module Title:	Digital skills and Research Methods
Lecturer:	Koushik Modak
Date:	1.9.2022

TABLE OF CONTENTS**INTRODUCTION**

2

CONTEMPORARY TECHNIQUES – EVALUATION TO IMPROVE EFFICIENCY

2

INFORMATION SOURCES – EVALUATING RANGES

3

ENHANCING WORKPLACE DATA MANAGEMENT SKILLS

4

CONCLUSION

5

REFERENCING

6

INTRODUCTION

Technological advances are the epoch in which we live. The way that our lives have altered and been touched by technology. Imagine even one day of living without the aid of technology, and it is impossible. Today, the device allows anything feasible and adaptable, from production to food delivery (Shamim et al.,2019). The entire planet has become a village thanks to technology. Individuals with digital abilities can do their tasks in an efficient manner that saves them money and time. To assess data and transform it into information, digital literacy is a must (Pirnaui et al.,2020). The role of technology in boosting productivity and efficiency at work. Information and records were made open and flexible to access because of technology and digital information strategy. So, without learning how to operate digital devices and tools, it is not possible to get the benefits of technology. This assignment will talk about how digital skills improve workplace efficiency and performance. And also include how technology help translates information into knowledge (Torres Martín et al.,2021).

CONTEMPORARY TECHNIQUES – EVALUATION TO IMPROVE EFFICIENCY

Consumers may now collaborate and stay connected thanks to technology. Individuals can obtain facts and data that aid in better decision-making because of the use of technology. Employees today are more flexible and efficient in their interaction, collaboration, and coordination, which eventually enhances work productivity. The following section describes several modern digital strategies that improve work performance and competitiveness (Bogusevschi et al.,2020).

The biggest technological advancement that has ever been produced to keep individuals and organizations united and working together is collaboration tools. No matter where you are or where you reside, individuals may connect, work together, and collaborate using the software tool. Consider Zoom, Google Meet, and other teleconferencing programs as examples.

As human travel has been restricted and restricted during this worldwide epidemic, Zoom and Google Meet usage has surged (Chui et al.,2020). It would not be feasible for individuals all over the world to conduct their job obligations without the introduction of these innovations. With digital technologies and gadgets, monitoring and surveillance have become simple and versatile. Such technological tools allow for the evaluation of job progress and the discovery of potential constraints that the human brain is unable to identify. Consider the time-tracking apps Toggl and Time boy that users might use to compete for assignments. This

program serves as a reminder for employees to keep track of their progress, time constraints, and resource availability (Shamim et al.,2019).

Give some relevant advice in order to rapidly function more effectively. Real-time supervision is not feasible in the context of professionalism and human-organized oversight in everyday life. An asset- in a company is time, which is a significant aspect (Keselman et al.,2019). Time management or project administration gained a new aspect thanks to digital gadgets and devices, which helped save both time and cash. Technologies for managing operations on the cloud are neither common nor efficient for doing so on schedule. Individuals can work together and cooperate using certain tools and applications (Zhang et al.,2020). Individuals routinely use technology like Wrike, Asana, and Basecamp to keep teams together again and allow everyone to engage on identical tasks and files at the same time. It lessens the requirement for in-office work and allows employees to work remotely, which is especially helpful during a worldwide epidemic. Individuals had to stay at home due to the epidemic, yet they had to keep working. All of these things were feasible and adaptable, enabling individuals to keep working and maintain their workplaces even while they were at residence (Keselman et al.,2019).

The collection, analysis, storage, and application of information into a conclusion may all be done effectively with electronic data management systems. In this situation, tools such as Google Cloud are the most well-known and practical. As long as it doesn't exceed 25 GB, any sensitive and important data and information may be saved in this cloud for free. An organization might pay a charge to obtain more places if necessary (Torres Martín et al.,2021). When data is stored and analyzed using cloud-based management software, it can be quickly retrieved anytime it is needed from any location in the globe as long as it is accessible via the internet (Pirnaue et al.,2020). The cloud is a secure and safe repository for documents and confidential material. For instance, if data is kept in actual workplaces, possible risks like fire and an unexpected building collapse might result in the loss of information and documents.

However, if documents and data are kept on the cloud, they may be accessed at any time, from any location, and collaborate in the same file. New platforms are necessary for data evaluation, which subsequently aids in decision-making and the free exchange of data (Torres Martín et al.,2021). To examine various financial worries, such as profit, hazards, and duration of time, stock exchanges, financial institutions, and audit companies today employ a computerized software application. Analysis and dissection of all the huge data and graphics

are impossible without the aid of a computerized system with Ms. Excel. When working with vast amounts of data and numbers, humans are prone to errors.

However, computerized and electronic instruments are efficient and have no chance of producing any errors, which lowers the probability of inaccuracies in financial and accounting statistics. Being safe and secure when working with a given dataset that comprises enormous statistics calms individuals and businesses (Torres Martín et al.,2020). Utilizing a computerized system maximizes precision while saving time and effort. In light of this, it may be said that adopting internet devices is currently acceptable for providing precise, legitimate, and genuine results.

INFORMATION SOURCES – EVALUATING RANGES

Documentation is available and easily accessible in this day and age of technology and digital gadgets at practically no cost. The abundance of information sources facilitated efficient and simple judgment. Sources of data may be divided into "Primary sources" and "Secondary sources" for organizational and educational settings (Chui et al.,2020).

Main sources of details are defined as data that may be gathered from a company's inner setting. This content has not yet been released and cannot be obtained through secondary research or outside sources. For instance, the firm's financial report is a principal cause that is the most popular and trustworthy source. A firm's yearly report includes details about its goals, account balances, and credit history (Pirnau et al.,2020).

The main informational resources utilized in decision-making are credit and accounting. Credit information is only accessible on the corporate intranet and cannot be obtained from outside sources (Zhang et al.,2020). Primary sources of information include internal reports on financial management, staff management, advertising campaigns, goods, and production data. Cash ledgers and memoranda are hence more susceptible to primary data sources. Such internal audit applications have raw data about an organization's operations.

A common secondary data source is articles. Articles may be printed in periodicals, newspapers, or unaffiliated websites. Articles that are entirely objective on a given subject and include all relevant data. A journal may be published or published online. Both are employed to gather pertinent data and details on various issues (Keselman et al.,2019). Weekly, monthly, quarterly, and annual publications are all possible. Most people understand and acknowledge publications as secondary sources of data. Publications feature articles written about a topic by several authors.

Employing magazines ensures the integrity of data and provides a comprehensive view of an issue. Online publications such as the Wall Street Journal, The Economist, and The Independent are generally regarded as the most reliable secondary sources of information worldwide. As a result, several independent periodicals, including Nature, are well-known worldwide. The most recent findings and developments in science, biology, nature, ecology, and other fields are published in nature journals (Bogusevski et al.,2020). The nation, nature is revered as the best source of additional data.

Secondary sources include outside inspection and reporting from independent sources. External audits and observations of various large enterprises are carried out by some independent organizations, such as State-funded inspection, accounting, management, and consultancy corporations. They are referred to be an open source of knowledge based on outside observation and reporting (Chui et al.,2020). However, the validity and suitability of these materials should be investigated and evaluated before using them to support any report (Shamim et al.,2019). Last but not least, a well-known and widely used impartial encyclopedia might be used as a secondary source of data. Examples of unbiased data sets are Wikipedia, Investopedia, and Nature. These encyclopedias provide comprehensive details and data regarding a specific topic. Investopedia and Nature are regarded as the most trustworthy and comprehensive encyclopedias, preceded by Wikipedia.

ENHANCING WORKPLACE DATA MANAGEMENT SKILLS

Data and knowledge are useful resources for selection. Managing knowledge and documents is hazardous work since the loss of one piece of data might jeopardize a professional image. Developing proficiency in Data gathering, interpretation, preservation, and recovery are the four main components of managing data and information (Keselman et al.,2019). Before storing information, it is important to make sure that it can be easily retrieved and accessed from anywhere. Regardless of the structure and function of the organization, keeping records of transactions, programs, and interviewees is a standard stage in the data gathering process. Data should be properly and validly recorded to prevent the insertion of erroneous figures or facts with legitimate data (Pirnaui et al.,2020).

Data gathering is the first, however most important, phase since capturing inaccurate data might skew the results. The following phase is data analysis, which involves processing, classifying, and separating data and information to provide insightful conclusions. Data analysis is useful for extracting insights from raw data and identifying potential errors. Value generation refers to the last phase of information management. Only if the data confirms the

judgment is genuine can it provide value. Data facilitates wise decision-making. The most delicate aspect of data handling is the storage of information and files (Chui et al.,2020).

Data's dependability, precision, authenticity, and usability must be evaluated before setting a specific medium. While establishing a specific data storage, both time and money must be taken into account. Nowadays, digital methods that don't necessitate a lot of paperwork in offices are much more common than old ones. Compared to office record paper, a single MS Word or Excel file may hold a lot of data. As a result, digital storages are simple to use and allows for collaboration and quick data retrieval (Bogusevschi et al.,2020).

CONCLUSION

Irrespective of the kind, type, or scale of the company, effectiveness, and productivity is the highest desired organizational aims. And it is thanks to technologies that everybody now has access to the information and knowledge that supports successful decision-making. Digital literacy is useful to make workers successful, quick, and prolific in both corporations and educational disciplines. It is too difficult to effectively control and manage the data load in enterprises without the use of electronic tools and abilities. Data management, which includes gathering, analyzing, preserving, and using the information to make decisions, is critical in both academic and business contexts. Therefore, it is important to comprehend and develop competency in technology literacy that ranges from enhancing productivity and efficiency.

REFERENCES

- Bogusevschi, D., Muntean, C. and Muntean, G.M., 2020. Teaching and learning physics using 3D virtual learning environment: A case study of combined virtual reality and virtual laboratory in secondary school. *Journal of Computers in Mathematics and Science Teaching*, 39(1), pp.5-18.
- Chui, K.T., Fung, D.C.L., Lytras, M.D. and Lam, T.M., 2020. Predicting at-risk university students in a virtual learning environment via a machine learning algorithm. *Computers in Human Behavior*, 107, p.105584.
- Keselman, A., Smith, C.A., Murcko, A.C. and Kaufman, D.R., 2019. Evaluating the quality of health information in a changing digital ecosystem. *Journal of medical Internet research*, 21(2), p.e11129.
- Pirna, C., Pirna, M., Ghiculescu, L.D. and Ene, G.M., 2020, June. The impact of the virtual learning environment in managing the knowledge transmitted to students. In *2020 12th International Conference on Electronics, Computers and Artificial Intelligence (ECAI)* (pp. 1-6). IEEE.
- Shamim, S., Zeng, J., Shariq, S.M. and Khan, Z., 2019. Role of big data management in enhancing big data decision-making capability and quality among Chinese firms: A dynamic capabilities view. *Information & Management*, 56(6), p.103135.
- Torres Martín, C., Acal, C., El Homrani, M. and Mingorance Estrada, Á.C., 2021. Impact on the virtual learning environment due to COVID-19. *Sustainability*, 13(2), p.582.
- Zhang, D., Gao, F., Jakovlić, I., Zou, H., Zhang, J., Li, W.X. and Wang, G.T., 2020. PhyloSuite: an integrated and scalable desktop platform for streamlined molecular sequence data management and evolutionary phylogenetics studies. *Molecular ecology resources*, 20(1), pp.348-355.