

David Appleby - Assignment 1 E-Portfolio

by David Appleby

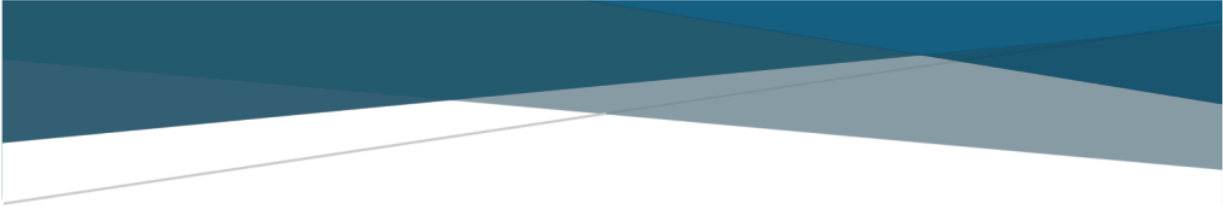
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LEARNING IN THE DIGITAL ERA (COMPUTING & ELECTRONICS) ACCA4025 ASSIGNMENT 1: E-PORTFOLIO

Abstract

A write up of the process of creating an E-Portfolio demonstrating digital and academic skills

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E-Portfolio Link and Homepage:

Link:

[LITDE Assignment 1](#)

Homepage:



Task 1: IEEE Referencing & written summary on essential academic and employment skills

Introduction.

There are many skills that are considered essential for academic study and for employability. Many of these are considered transferable.

Academic skills:



The term “Academic Skills” refer to those skills required by students and scholars to successfully research a subject [2]. Academic skills can often be referred to as study skills and different sources will identify these skills slightly differently but most sources seem to cover the same general areas. For example; the BBC learning website identifies the key study skills as [3]:

1. Ability to learn efficiently by understanding how you learn
2. Ability to read academic texts by understanding why your reading them
3. Ability to listen and make notes by picking out the relevant bits.
4. Ability to prepare for assignments by understanding the question and planning your answer
5. Ability to use sources by knowing how to reference correctly
6. Ability to manage time by understanding how you study best and what other commitments you have
7. Ability to think critically by being able to distinguish fact from opinion
8. Ability to social learn by working with your student community
9. Ability to learn from feedback by being honest with yourself and listening to the opinion of others
10. Ability to revise for exams.

[3]

Another example of the key studies skills can be found in the book; Academic Skills For Interdisciplinary Studies. In this book it identifies the key study skills as:

1. Ability read and understand scholarly literature.

2. The ability to hypothesise or develop a theory to investigate.
3. The ability to produce a good research question.
4. The ability to record and test the research process
5. The ability to write and structure the research
6. Good communication skills
7. The ability to reflect and review

[2]

Although worded differently many of these skills are the same.

Employability Skills



[4]

Employability skills are skills that are important for an employer when choosing employees. Employability skills are skills that will ensure an employee is efficient and effective in their role and are the basic skills required to be effective in the workplace.

[5]

Indeed Career guide identifies the key employability skills as:

1. Communication through any medium.
2. Motivation and the ability to work independently towards your goals.
3. Leadership. Can take charge or take the initiative within a team.
4. Reliability by being dependable and trustworthy.
5. Ability to learn on the job and follow instructions.
6. Teamwork
7. Self-Management
8. Emotional intelligence though being aware of and having control of your emotions
9. Analytical skills that allow you to draw valid conclusions from information.
10. Administrative skills that allow you to be organised and responsive.

[5]

Reflection.

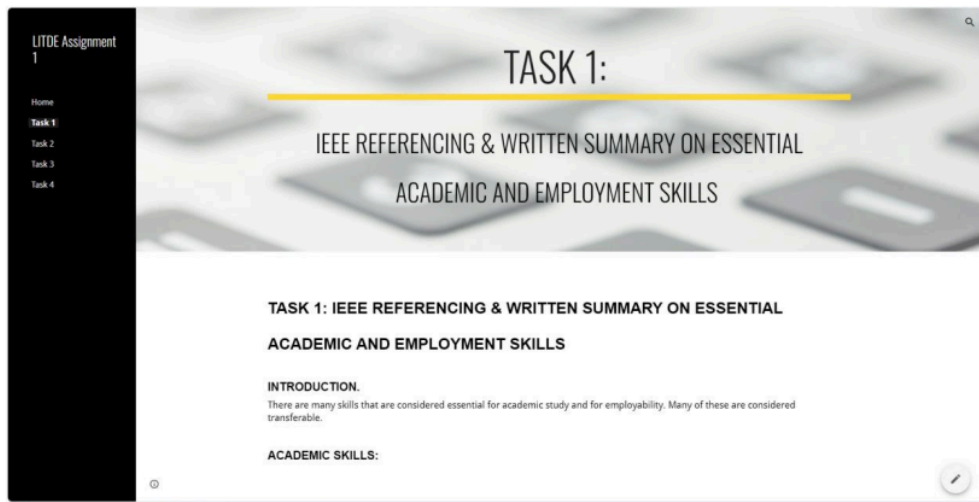
I have created an assignment that has exceeded the required word limit, and I will try to produce more concise answers in the future. The assignment produced a Turnitin score of 16% which was a good score, and the highlighted similarities were unavoidable similarities due to the subject and titles. I successfully referenced 5 different sources including a book from the library and I will endeavour to continue to produce original and well referenced work.

General Assessment Criteria Score:

1. Engagement with Literature Skills
18
2. Knowledge and Understanding Skills
16
3. Cognitive and Intellectual Skills
16
4. Practical Skills
18
5. Transferable Skills for Life and Professional Practice
18

Total: 80/100

Screenshot of Task 1 in E-Portfolio:



Task 2: Collaborative Teamwork and Professional Academic Poster.

Tuckman's team development theory.

This is a theory developed by Bruce Tuckman in 1960s and 1970s. The study identifies 5 stages that a group must achieve to realise its potential called Tuckman's stages of group development. [6] Each stage has identifiable interactions between team members and as the team progresses into the next stage of their team relationships there are new identifiable characteristics. The first stage is "Forming" and identifies the initial stage of group interaction. The second stage is "Storming" and identifies the second more turbulent stage where team members can clash and there can be more conflict within the team. The third stage is "Norming" which is where the team begins to settle into its roles and work cohesively. The fourth stage is "Performing" where the team is able to effectively work together to perform at its task. The fifth and final stage was added to the theory later in the 1970s and is "Adjourning" this is a stage of reflection and acknowledgement. [7]



[7]

Stage 4. Performing:

This stage reflects how the team can deliver their objectives effectively due to the success of the previous stages and is where a team has reached its full potential. [6] This stage cannot be reached without the success of the previous stages and is the most productive stage of the theory. [8]

In the performing stage a leader is responsible for delegating tasks and managing the group, but they are able to demonstrate trust in their team to be highly independent and the team leader will need to rarely interfere. [9]

By this stage the group has learnt to resolve conflicts and become highly cooperative. Everyone shares the broader vision of the team and are focused on

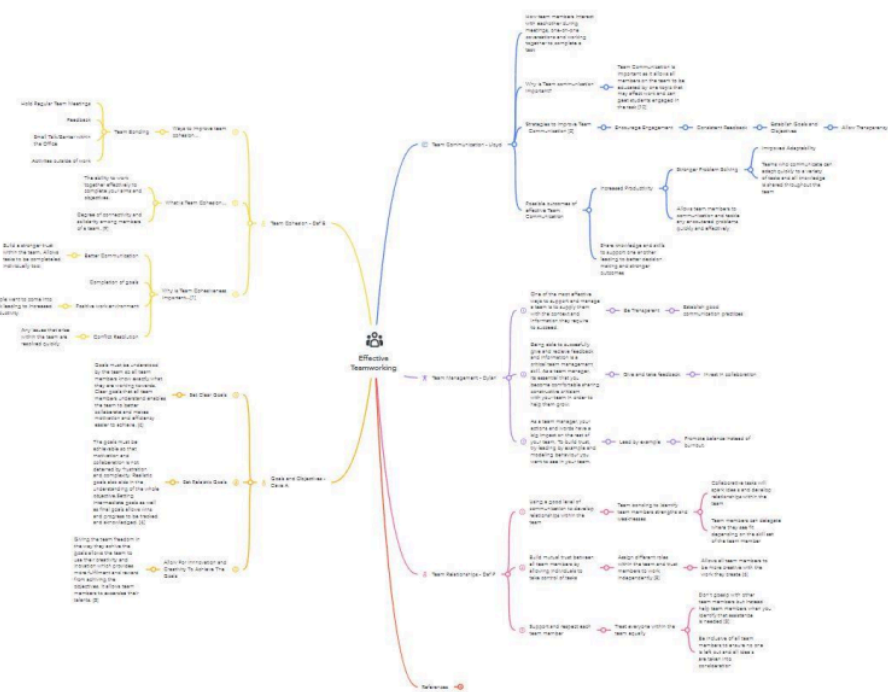
meeting their goals. There is a concrete commitment to group objectives and by this stage the team has developed a high level of trust in each other's commitment and performance. [7]

The performing stage is identified by 5 characteristics:

1. Autonomy – individuals within the team can work independently toward the team objectives and are free to make decisions in the team's benefit.
2. Flexibility and Efficiently – changes in team objectives or resources cause little disruption as the team and individuals are better supported to adapt.
3. High Functionality – Goals are more easily achieved due to the team working together effectively and cohesively.
4. Strong Interpersonal Relationships – Trust and mutual support has been established creating strong bonds and working relationships between team members.
5. Solution-Orientated – The issues of conflict and personal differences of previous stages have been left behind leaving the team to focus on productivity and solutions. [6]

Group Mind Map:

<https://www.mindmeister.com/3462440243/effective-teamworking>



Poster.pptx



New Website

Contributors ✓

WEBSITE AUTHOR	Helen	Wale		
	+ Add another Website Author		+ Add Editor	

Page/Article !

TITLE OF ARTICLE OR PAGE	Understanding Tuckman's Team Development Stages			
DATE PUBLISHED	YYYY	MM	DD	TODAY
URL	https://corporatefinanceinstitute.com/resources/team-development			
DATE ACCESSED/VIEWED	2024	10	14	TODAY

Website ✓

WEBSITE NAME	Corporate Finance Institute
PUBLISHER	

Annotation ▼

ANNOTATION	
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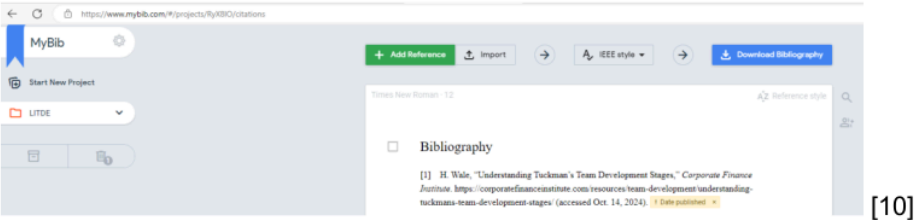
[1] H. Wale, "Understanding Tuckman's Team Development Stages," Corporate Finance Institute, <https://corporatefinanceinstitute.com/resources/team-development/understanding-tuckmans-team-development-stages/> (accessed Oct. 14, 2024).

PREVIEW

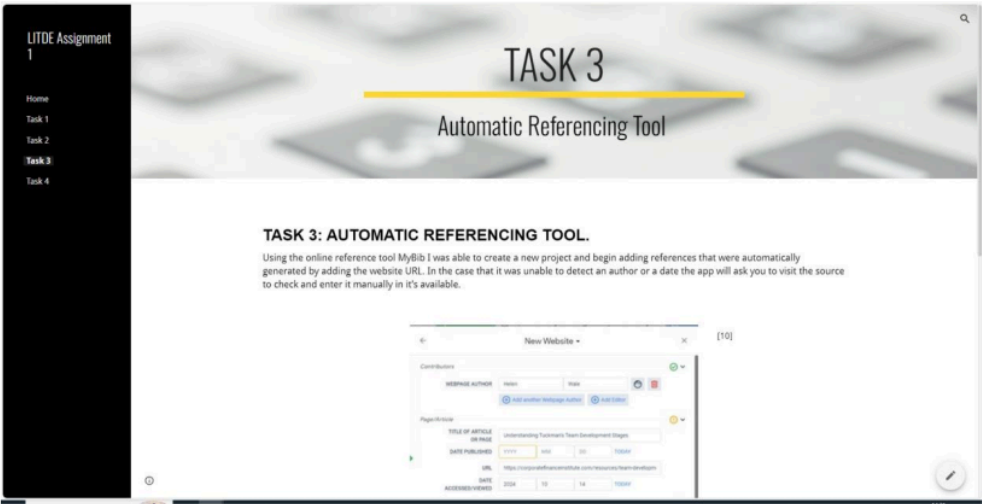
[Save](#)

[10]

MyBib allowed me to set the reference style to IEEE and showed me the citations available as I created them. This automatic referencing tool also allowed me to either copy and paste or download a bibliography of the citations generated so I can insert it in my assignment.



Screenshot of Task 3 in E-Portfolio:



Task 4: E-Portfolio

To create my E-Portfolio for this task I researched possible platforms and applications to use. I looked at Google Sites, Wix and One Note as possible platforms for this task. I looked at the user interface for myself as the creator and as a user and then assessed them on their suitability against the assignment brief. Each platform was scored out of 5 in the table below

Platform	Suitability	Accessibility	Simplicity	Any costs	Total
One Note	3	4	4	0	11
Google Sites	5	5	4	0	14
Wix	5	5	2	0	12

In the scoring system above, Google Sites seemed to be the most suitable for the task. I also investigated online opinions of their use and found that Google Sites was also recommended for these reasons. It is a very simple to use platform that allows the user to integrate other google services such as images, maps, forms, and YouTube. The platform provides a selection of basic templated and stock images and although Wix also provides these features, the Wix platform was more advanced and had many features that weren't necessary for this assignment. [11]

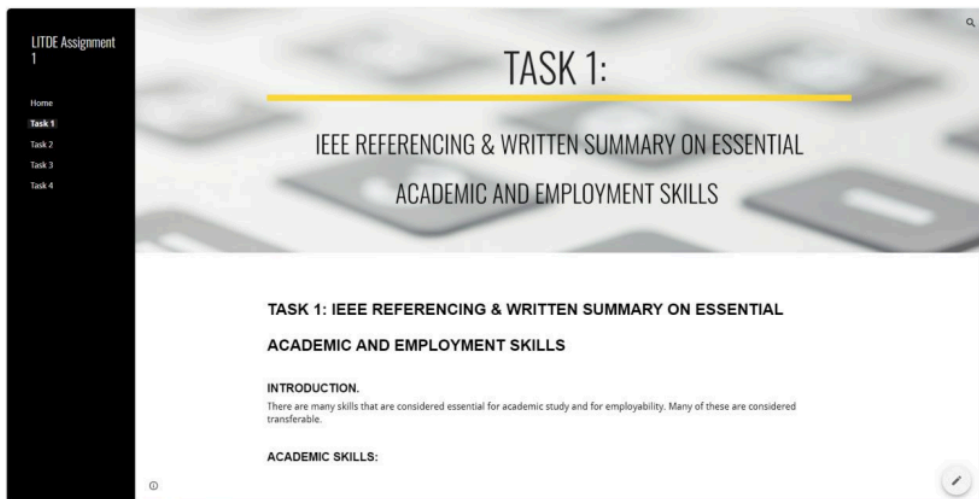
E-Portfolio Link and Screenshots:

LITDE Assignment 1

Home Page.



Task 1 Page.



LITDE Assignment 1

Home

Task 1

Task 2

Task 3

Task 4

TASK 2

Collaborative Teamwork and Professional Academic poster

TASK 2: COLLABORATIVE TEAMWORK AND PROFESSIONAL ACADEMIC POSTER.

TUCKMAN'S TEAM DEVELOPMENT THEORY.

This is a theory developed by Bruce Tuckman in 1960s and 1970s. The study identifies 5 stages that a group must achieve to realise it's potential called Tuckman's stages of group development. [6] Each stage has identifiable interactions between team members and as the team progresses into the next stage of their team relationships there are new identifiable characteristics. The first stage is "Forming" and identifies the initial stage of group interaction. The second stage is "Storming" and identifies the second more turbulent stage where team members can clash and there can be more conflict within the team. The third stage is "Norming" which is where the team begins to settle into its roles and work cohesively. The fourth stage is "Performing" where the team is able to effectively work together to perform at it's task. The fifth and final stage was added to the theory later in the 1970s and is "Adjourning" this is a stage of reflection and acknowledgement. [7]

LITDE Assignment
1

Home

Task 1

Task 2

Task 3

Task 4

TASK 3

Automatic Referencing Tool

TASK 3: AUTOMATIC REFERENCING TOOL.

Using the online reference tool MyBib I was able to create a new project and begin adding references that were automatically generated by adding the website URL. In the case that it was unable to detect an author or a date the app will ask you to visit the source to check and enter it manually in it's available.

LITDE Assignment

1

E-Portfolio creation and review

To create my E-Portfolio for this task I researched possible platforms and applications to use. I looked at Google Sites, Wix and One Note as possible platforms for this task. I looked at the user interface for myself as the creator and as a user and then assessed them on their suitability against the assignment brief. Each platform was scored out of 5 in the table below.

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Wix	5	5	2	0	12

In the scoring system above, Google Sites seemed to be the most suitable for the task. I also looked into online opinions of their use and found that Google Sites was also recommended for these reasons. It is a very simple to use platform that allows the user to

References

- [1] University of York, "Skills workshops," 2024. [Online]. Available: <https://www.york.ac.uk/students/studying/skills/community/workshops/>. [Accessed 30th September 2024].
- [2] L. K. a. G. P. Koen van der Gaast, Academic Skills for Interdisciplinary Studies : Revised Edition, Amsterdam: Amsterdam University Press, 2019.
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- [6] T. F. Murphy, "Group Development Stages (Tuckman Model)," psychologyfanatic, 14th June 2024. [Online]. Available: <https://psychologyfanatic.com/group-development-stages/>. [Accessed 14th October 2024].
- [7] D. Patterson, Strategic Project Management: Theory and Practice for Human Resource Professionals, FANSHAWE, 2022.
- [8] H. Wale, "Understanding Tuckman's Team Development Stages," Corporate Finance Institute, 2024. [Online]. Available: <https://corporatefinanceinstitute.com/resources/team-development/understanding-tuckmans-team-development-stages/>. [Accessed 14th October 2024].
- [9] TSW Training, "Tuckman's Model Of Team Development – Forming, Storming, Norming & Performing," 2023. [Online]. Available: <https://www.tsw.co.uk/blog/leadership-and-management/tuckmans-model/#NaN>. [Accessed 14th October 2024].
- [10] MyBib Contributors, "MyBib Citation Manager," 2024. [Online]. Available: <https://www.mybib.com/#/projects/RyX8lO/citations>. [Accessed 14th October 2024].

[11] S. Writtenhousse, "What Is Google Sites, and When Should You Use It?," How-To Geek, 5th October 2021. [Online]. Available: <https://www.howtogeek.com/749191/what-is-google-sites-and-when-should-you-use-it/>. [Accessed 21st October 2024].

David Appleby - Assignment 1 E-Portfolio

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

96/100

Total:	96
1. Engagement with Literature Skills	
Written summary: + Good use of IEEE citations. + IEEE Reference list.	20
Academic poster: + Good use of IEEE citations. + IEEE Reference list.	
Auto. Ref. tool & Unit section: + Good use of IEEE citations. + IEEE Reference list.	
E-portfolio and quality sources: + Citation and reference used to support task 4.	
+ Evidence of some quality reference sources. +/- Could be extended to include 1/2 additional high-quality sources	
2. Knowledge and Understanding Skills	
Written summary: + Relevant summary of essential skills for study and employment documented. + TURNITIN similarity check and grading complete. + GAC referred to.	20
Academic poster: + Good coverage of a Unit topic's concepts. Knowledge and understanding documented. + Good use of citations included to support the content. + Mind-map activity included.	

Auto. Ref. tool & Unit section: + Good summary of a unit topic's concept. + Key Knowledge and understanding documented. + Supporting referencing. E-Portfolio: + Task answers included-in, formatted and accessible via the e-portfolio.	
3. Cognitive and Intellectual Skills	
Written summary: + Evidence of analysis documented for both parts. – Applied to future role. + Supporting references. + GAC referred to in the analysis. Academic poster: + Good analysis of the section's key points included. + Use of citations included to support the analysis. + Supporting references. Auto. Ref. tool & Unit section: + Good evidence of analysis of one of the Unit's topics. + Supporting references. E-Portfolio: + Excellent justification for using the tool to build the e-portfolio.	19
4. Practical Application Skills	
Written summary: + Good use of TURNITIN and review included. + GAC model applied. Academic poster: + Poster & MindMap successfully created and shared online. Auto. Ref. tool & Unit section: + Practical use of an Automatic reference management tool documented.	20

E-Portfolio: + Good presentation structure & format. + Good use of a relevant tool to create the e-portfolio. Accessible and easy to use.	
5. Transferable Skills for Life and Professional Practice (including 10 marks for Online content participation.)	
Written summary: + Good clear presentation and format. + Supporting images. – Figure could be labelled. Academic poster: + Good format and presentation. + MindMap artefact and evidence of collaboration documented. + Indication of reading flow included. Auto. Ref. tool & Unit section: - Task answer fragmented across 2 pages: task 2 and 3. + Good presentation, structure and format. + Use of supporting images. Word document submission & e-portfolio: + Title page. + Table of contents. + Required content. + E-portfolio link works well. + Good clear design, structure, presentation and format. On-time: /	1 7

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