

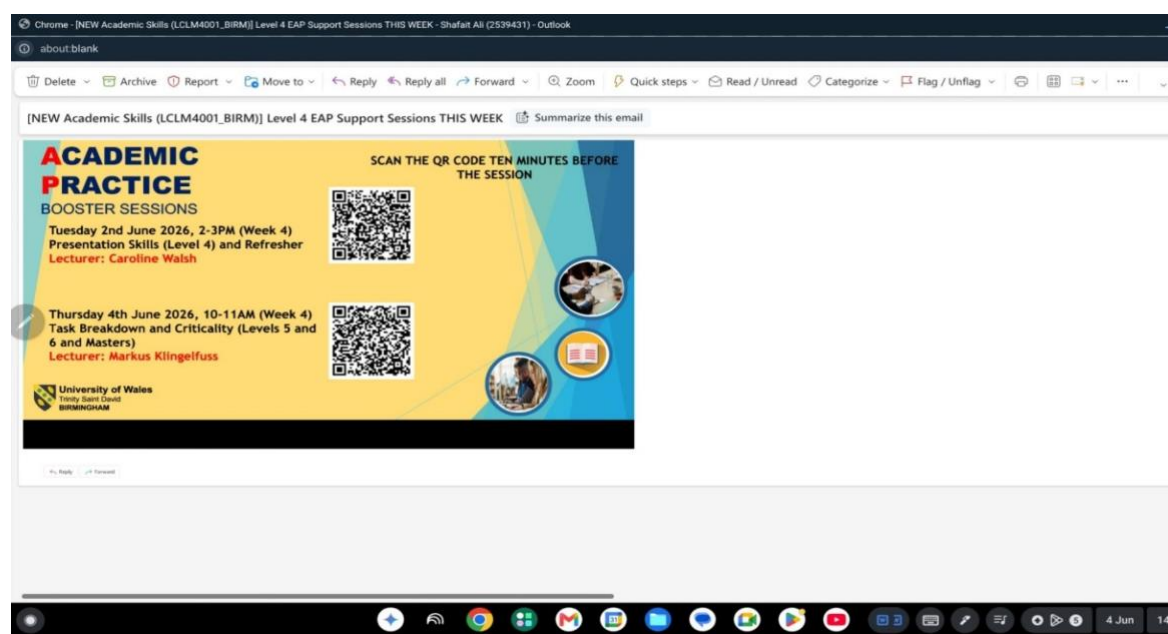
# DS 1 Template

## My Screenshots/Photos

- Please add 4–6 screenshots or photos of your digital life.
- You can use your phone or laptop.
- For each screenshot, write one or two sentences explaining what it shows.

### Screenshot/Photo 1

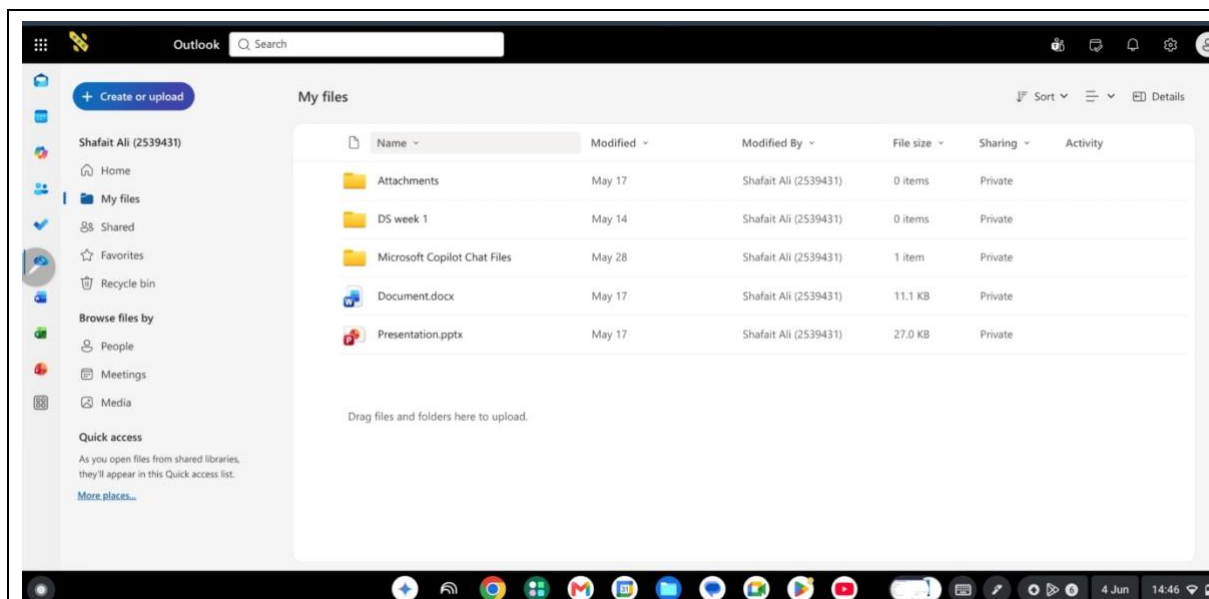
[Insert Photo/Screenshot below]



I use Outlook to check my university emails and important updates from lecturers. I feel good at reading emails and finding important information quickly. I want to improve my email organisation and make better use of folders. These skills matter because good communication helps me stay informed and meet deadlines

### Screenshot/Photo 2

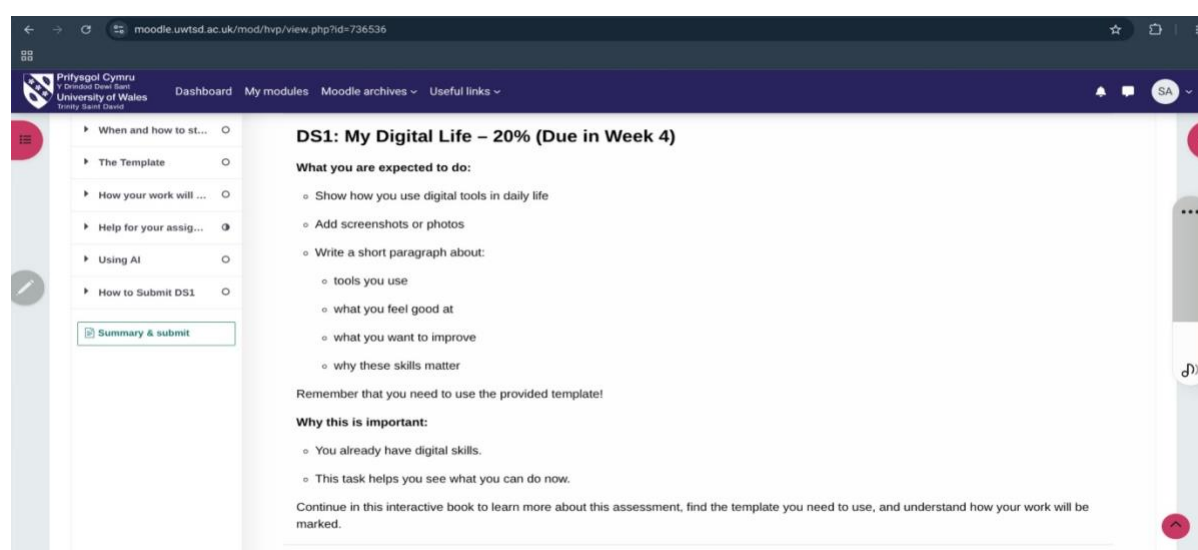
[Insert Photo/Screenshot below]



I use OneDrive to save and organise my university files online. I feel good at uploading documents and accessing them from different devices. I want to improve how I organise my folders and manage my files. These skills matter because they help me keep my work safe and easy to find.

### Screenshot/Photo 3

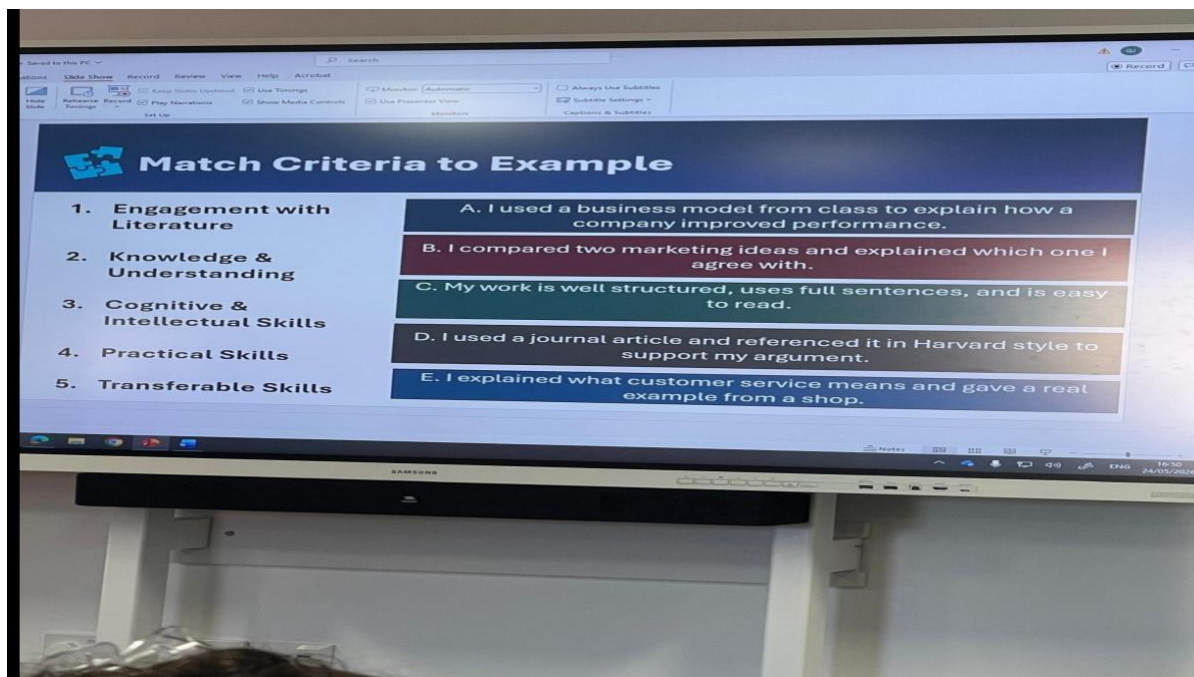
[Insert Photo/Screenshot below]



I use Moodle to access my course materials, assignments, and learning resources. I feel good at finding information and checking assignment requirements. I want to improve my understanding of all the features available on Moodle. These skills matter because they help me stay organised and complete my coursework successfully.

## Screenshot/Photo 4

[Insert Photo/Screenshot below]



This image shows a presentation used during a lesson. I feel good at following presentation slides and understanding the information. I want to improve my own presentation skills when presenting to others. These skills matter because presentations are important for university and future employment.

## My Short Reflection

- Write 5–8 simple sentences about your digital life.
- You can use the sentence starters below if helpful.

I use digital tools daily for both university and personal life. I often use WhatsApp to talk to family and friends, YouTube to watch videos, and Maps for travelling. For university, I use Outlook to check emails, Moodle to access my course work, and OneDrive to save files. I feel confident using these apps to communicate, find information, and complete tasks. I would like to improve my PowerPoint skills and learn more ways to stay organised online. I sometimes feel nervous when using new software that I have not used before. Digital skills are important for me because they help me study, stay connected with others, and prepare for my future.

## Sentence starters

- I use digital tools to ...
- I feel confident when I ...
- I want to improve ...
- I often use these tools: ...
- I sometimes feel nervous about ...

- I hope this module will help me ...
- Digital skills are important for me because ...

You can write more if you want.

## Submission Checklist

Before you submit, please check:

- ☐ I added 4–6 screenshots
- ☐ I wrote short sentences for each screenshot
- ☐ I wrote my short reflection
- ☐ My work is my own
- ☐ My file opens correctly
- ☐ My file opens correctly