

3/24/2025

LDE Assignment 1

E-Portfolio

Module Name: Learning In the Digital Era

Module Code: ACCA 4025

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Group: 1

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E-Portfolio Link:

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Introduction

Main Body

Task 1: Essential Academic and Employment Skills for the future career Path

Task 1 (a): Report on Essential Academic and Employment Skills

Communication skills both written and verbal enable individuals to present information clearly and collaborate with others. Strong communication also improves workplace relationships and ensures tasks are executed accurately. Critical thinking allows learners and employees to analyse complex problems, evaluate evidence, and make informed decisions, which is essential in most modern professional environments.

Teamwork skills are equally vital as many academic projects and job roles require cooperation, negotiation, and shared responsibility. Digital literacy, including competence in productivity software, online research, and data management, has become increasingly necessary as workplaces rely heavily on technological tools.

Effective time management supports productivity by helping individuals balance workloads, meet deadlines, and reduce academic or job-related stress.

In my chosen career in software engineering these skills will directly enhance my performance. For example, communication and teamwork will support project collaboration, while digital literacy and critical thinking will assist in problem-solving and adapting to new technologies. Overall, these essential skills contribute to academic success and long-term employability.

Task 1 (b): Evaluation of Task 1 (a) based on Similarity report

My Turnitin similarity score was 59. To improve this score next time, I will focus on paraphrasing more effectively, avoiding overly close wording from sources, and ensuring all quotations are clearly referenced. According to the Generic Assessment Criteria, I would award myself 40. This is because my work demonstrates clear structure, appropriate academic style, relevant research, and correct IEEE referencing, although there is still room to improve originality, critical depth, and refinement of academic writing.

Task 2: Collaborative Mind Map and Individual Poster

Mind Map (Collaborative)



Poster (Individual)

BORCELLE STUDIO
life of a team support



The life of a team support professional is defined by adaptability, teamwork, and a commitment to keeping operations running smoothly. Every day brings new challenges whether it's coordinating tasks, assisting team members, or solving problems before they grow. They create structure in busy environments, encourage collaboration, and ensure everyone feels supported. Their efforts may not always be front and center, but their influence is felt in every successful project and every moment of productivity. They are the steady force that keeps the team moving forward.

Hard skills



Specific competencies, skills, knowledge, and abilities needed to perform a specific task or role.

Hard skills include:

- Microsoft office
- Interpreting data
- Financial planning
- Copywriting
- Troubleshooting
- Project management
- Spoken language

Soft skills



Personality traits, social competencies and skills, knowledge, and abilities used to perform interpersonal activities and unique tasks.

Soft skills include:

- Communication skills
- Timekeeping
- Critical thinking
- Leaderships skills
- Motivation
- Ambition
- Negotiating

Task 3: Virtual Collaboration and RefWorks

Virtual collaboration in team formation involves the process of working together remotely, often across different locations, using digital tools and technologies. It has become increasingly important in academic settings, where students are often required to work together on projects without being physically present. Successful virtual collaboration relies heavily on clear communication, as team members must coordinate and share information across various digital platforms, such as Zoom, Microsoft Teams, and Slack. Establishing clear roles and responsibilities is also crucial to ensure that each member's strengths are utilised effectively, whether in research, writing, design, or presentation tasks. Additionally, time zone differences can present challenges, but with proper scheduling tools like Google Calendar and time zone converters, teams can find mutually convenient times to meet. The use of collaborative tools such as Google Docs, Trello, or Miro allows team members to work on shared documents and track progress in real time. However, remote collaboration also demands a high degree of trust and accountability, as team members need to stay motivated

and focused despite the lack of physical oversight. Regular check-ins and clear task management are essential to keep the team on track. Moreover, virtual teams must actively manage conflicts through respectful communication and problem-solving, as remote work can sometimes amplify misunderstandings. Building a strong team dynamic and fostering trust can be more difficult in a virtual setting, but virtual team-building activities, such as online icebreakers or social video calls, can help create a sense of connection and camaraderie. Ultimately, virtual collaboration requires a balance of technological tools, clear communication, and effective team management to overcome the physical distance and deliver successful outcomes.

Report on Virtual Collaborations

Step-by-step process of using RefWorks with visuals

Task 4: E-Portfolio Creation and Evaluation

Task 4 (a): E-Portfolio Creation

Task 4 (b): Illustrative Review of E-Portfolio tool Selection

Conclusion

References

Task 1 References:

Task 3 References:

