



**MODULE NAME: ACADEMIC SKILLS IN THE
DIGITAL ERA**

MODULE CODE: BMSW4013

ASSESSMENT 2:

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AI Acknowledgment: I confirm that I have not presented any AI generated materials as my own work.

The essay will evaluate my experiences that I have gathered during the first term of the University and will further explore the development of digital skills. Gibbs Reflective Cycle will be used to showcase the experiences gathered while developing the skills. Gibb's Reflective Cycle is characterised by the six stages, which are description, feelings and evaluation followed by analysis, conclusion and action plan (Ocampo *et al.*, 2025).

I have engaged in a situation where my duty is to gather authentic sources by using the online Library for my assignment during the first University term. My role is to find credible and authentic journals and articles from the Online Library of the University of Wales, which relate to my assignment. I had to log in to the Library Portal to access the ebooks, journals and articles and thereby utilise search tools to discover and locate full-text articles. The task further included developing a strategy to refine search results by using keywords and applying BOOLEAN operators. Again, after collecting the source, my duty is to properly cite the text in my assignment. I have taken help and guidance from the University professors and senior students to complete the assignment. Other than that, I have utilised the resources and modules given by the University professors to include the requirements in my assignments to complete the work.

I had no proper knowledge regarding the ways to search authentic articles from the online library, nor did I have the knowledge to use BOOLEAN operators to improve search results. I have taken guidance from my university professors and the resources to manage the challenges and to avoid any interruption. I somehow managed to find authentic articles to complete and submit to the University. I was panicked and distressed due to the navigation problems that arose in the online Library. I further faced issues with slow performance and website downtime, which created delays in searching and downloading the right articles. On the other hand, I faced challenges of compatibility issues with my laptop and phone and a lack of user friendliness. However, I got interested in using the online library for my professional work, as it created a dynamic learning hub beyond the repository of books. The 24*7 access to online libraries provides me with ways to search and study different educational content, to boost my engagement. If I learn to use the online Library in a proper way, I will be able to improve the quality of my assignments by bringing diverse content.

I evaluated that access to online libraries will help me complete the assignments efficiently during the rest of my University of Life. The resources in online libraries may provide oneself access to a variety of academic materials, which are particularly E-journals, E-books, followed

by the Digital archives and Databases (Sharma, 2024). I had to evaluate whether all the requirements were met throughout the assignment, so I decided to complete the assignment by working in a team setting. As for the teamwork context, students understand the roles, foster accountability and ensure each member contributes to the achievement of broader goals (Francis *et al.*, 2025). In a similar way, through proper accountability, I might be able to improve the quality of my work. In this context, such resources are useful to me for the assignment. The Technology Acceptance Model offered me some guidance regarding the ways to use the online Library based on the measurement of perceived Ease of Use and perceived Usefulness. The key reasons people embrace technologies are simply explained through the TAM model (Musa *et al.*, 2024). I have managed to index the articles and journals extracted from the online library in the assignment. However, I evaluated some issues while using the online Library during the initial stage, particularly the effective usage of online databases. Other than that, I faced the difficulties of handling information overload in the online Library. Thus, there is a necessity for digital skills and competencies among individuals to navigate the online library (Asiri and Finlay, 2025). On an additional note, I failed to search proper articles and journals with keywords inside the online Library, and the majority of the content required a subscription, preventing access to the content. The major technological advancements may make the E-libraries inaccessible and outdated (Obande and Emmanuel, 2024). I have further evaluated that I often engage in difficulties accessing resources through disorganised database layouts in the online Library. I did not expect that such problems would happen during my university life. Therefore, such issues in gathering authentic information may bring challenges to completing the rest of my assignments.

I analysed that some experience was developed as I was unfamiliar with the new techniques and advances in finding relevant information. I faced significant challenges in completing the assignment as per the deadline despite getting help and guidance from my senior peers and University professors. I further analysed the lack of my skills and knowledge, which hampered my assignment work. In this context, I lack the digital proficiency to use the online Library properly. Tailored digital skills might act as a contributor to the students to accelerate the learning process while reducing the anxiety (Martzoukou *et al.*, 2022). The limited digital proficiency makes me incapable of using digital devices and software properly for using the online library, and in some cases, I faced problems in locating and storing the information. On the other hand, I analysed the lack of technical skills and knowledge to utilise the online database

properly. Such issues might create confusion in finding login areas, search bars or specialised collections. In the future, I may struggle to find specific e-library information. I have thereby analysed the lack in my research and analytical skills, which makes me incapable of finding accurate information throughout the context. Therefore, improving research skills is directly correlated with the improvement in problem-solving and critical thinking abilities (Ipanaqué *et al.*, 2023). Therefore, such inefficiencies within the competencies make me anxious and frustrated, which might hamper the quality of the assignment.

The situation could have been handled by me in a better way, which would have helped to deliver a better quality assignment to the University Professors. I could have made plans to break the assignments into smaller segments to make it easier to complete. I might have watched the tutorials or should have reported regarding the issues of internet downtime and reloading of websites to the administration to get a better computer infrastructure for referencing. On the other hand, I might have actively involved someone in my assignment, who could guide me and help me to use the online library properly. On the other hand, there is a requirement to pay proper attention to the digital skills taught in class or actively participate in the tutorials in using the Online Library. Such inefficiencies reflect my lack of concentration throughout University Work. Thus, it is evident to me to work on skill development and digital proficiency to efficiently use the online library for future studies. I should create a dedicated action plan to specifically improve the technical skills, digital proficiency and knowledge and research and analytical skill development within a specific time period to avoid any challenges. I further identified that a lack of skill development might make me incapable of continuing further studies throughout my University Life and would create a significant gap in my professional life. Thus, it is evident to create an action plan for skill development.

Integrating the academic development framework with the brainstorming sessions might help to create a dedicated action plan for skill development (Tornee and Sanrattana, 2022). The above action plan emphasises the key skills and development opportunities to fulfil the objectives. The key objectives are achieving efficiency in using digital databases by improving technical skills. I will further engage in the activities of attending on-demand courses from Coursera and engaging in hands-on projects, particularly associated with the usage of the Online-Library. Coursera, by reshaping digital education, contributes to both professional and personal growth (Nguyen *et al.*, 2025). This skill development will be fulfilled within a period of 5 months. Again, I will engage

in the objectives of developing the capability in using online devices and the E-Library. Fulfilling the objectives requires the development of digital proficiency. I should engage in the activities of hands-on practice with the digital tools and should watch the tutorial from YouTube related to the usage of online library and similar tools to improve digital proficiency. Other than that, digital literacy skills might be improved by the usage of digital technologies (Banić and Orehovački, 2024). The second objective will be improved within a 6-month time period. Enhancing research and analytical capability for university work will be my final objective for such improvement. I should develop critical thinking and problem-solving skills. Practising brainstorming techniques or solving puzzles to improve critical thinking, and regularly practising to search and find authentic information will be the key activities I will fulfil the third objective within 6 months.

Smart Action Plan

Goals	Specific	Measurable	Achievable	Relevance	Time-Bound
To enhance research and analytical capability for university work	Practising brainstorming techniques and puzzles to improve critical thinking and problem-solving skills	Calculating time in searching and In-texting information from an online library	I will achieve the objective by practising brainstorming techniques and puzzles	Bringing better grades in assignment work	5 months
To achieve efficiency in using a digital database	Engaging in technical skill development by attending online courses	Taking feedback and comparing the performance from past outcomes	I will achieve the activity by attending online courses	Effectively use the online Library to enhance content accuracy	5 months
To develop the capability in using online devices and the E-Library	Improving digital proficiency by watching tutorials from YouTube and engaging in hands-on training	Measuring efficiency in using the digital tools	I will engage in hands-on training and watch tutorials from YouTube to fulfil the activity	Enhanced academic performance	6 months

Table 1: SMART Table for fulfilment of objectives

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