

E portfolio

by Andreea Georgiana Ruse

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Andreea Ruse 2108815

Lerning in Digital Era ACCA4025

Dr. Aliyu Sambo

20 July 2023

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[Life is a Team Sport](#)

Introduction

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Life is a Team Sport

Introduction

Welcome to my portfolio which contains brief information that will guide in gaining computing skills across a workplace and help in the day-to-day activities of a working professional. Each task has been answered according to the questions, which had been supplied and eventually led to a particular guide in different types of activities related to computing.

This portfolio will provide a guide to the skills of Critical thinking and Time Management to gain significant success throughout the career. Additionally, the portfolio will also provide knowledge of the Automatic Referencing Tool named Mendeley by outlining all the individual steps in using the same for referencing documents. Along with this, a poster will also be displayed on the poster based on "Life is a Team Sport" highlighting important concepts of critical writing, technology, and usage of Microsoft Word and PowerPoint.

Critical Thinking and Time management



Chosen career for this assessment is a **Software Engineer**, which has the primary requirement of multiple types of skills that offer a potential helping hand in meeting the likely aspects of productivity and excellence (Wolters and Brady 2020). Among the various types of skills that are potentially required to gain success as a Software Engineer, Time Management as well as Critical Thinking are the specific skills that have helped in potentially moving forward to become a successful Software Engineer.

Skills required for Software Engineer

Time Management specifically helps in learning the methods, which are potentially aimed at helping to get better at scoping various kinds of projects, segmenting such projects into different kinds of milestones as well as carrying out effective management of progress along with blockers that can save time along with energy (Wajcman 2019). Additionally, Effective Software engineers also intend to quickly figure out the necessary tasks as well as measure the time that is potentially spent onto individual projects as well as their associated tasks.

On the other hand, gaining the skill of **Critical Thinking** will potentially help me to become a Software Engineer by helping me solve problems of coding by looking at the problem from various

perspectives, which is important to identify the individual issues separately (Calma and Davies 2021). In addition to this, critical thinking will also help me to address the problems faster one after another, which states that becoming a good problem solver also necessarily requires the skill of critical thinking throughout the life of a Software Engineer.

How to improve similarities

The Turnitin report on Task-1(a) has been presented in the column right beside, which can be seen that 28% similarity has been detected from a single source. However, I would like to mention that the submitted file of Task-1(a) had references that have been detected under plagiarism. Additionally, just the references that were plagiarism, which is 'Task-1' has also been found to be plagiarized but this content is generic and no similarity should be considered. However, the next time onward I will just place the references in another way to avoid similarity on the Turnitin check and report.

References

- 4 Calma, A. and Davies, M., 2021. Critical thinking in business education: current outlook and future prospects. *Studies in Higher Education*, 46(11), pp.2279-2295.
- 2 Mahanal, S., Zubaidah, S., Sumiati, I.D., Sari, T.M. and Ismirawati, N., 2019. RICOSRE: A Learning Model to Develop Critical Thinking Skills for Students with Different Academic Abilities. *International Journal of Instruction*, 12(2), pp.417-434.
- 6 Wajcman, J., 2019. The digital architecture of time management. *Science, Technology, & Human Values*, 44(2), pp.315-337.
- 5 Wolters, C.A. and Brady, A.C., 2020. College students' time management: A self-regulated learning perspective. *Educational Psychology Review*, pp.1-33.

The screenshot shows a Moodle LMS interface. The main content area displays a Turnitin submission report for 'Part 1 - E-Portfolio'. The report includes a table with columns for Title, Start Date, Due Date, Post Date, and Marks Available. The submission is titled 'ACCA4025 - Component 1 - May 2023 - DRAFT Submission Link - Part 1 - E-Portfolio' and was submitted on 23 May 2023 at 12:00. The due date is 20 Jul 2023 at 14:01, and the post date is 17 Aug 2023 at 12:00. The marks available are 100. A summary note states: 'PLEASE NOTE: YOU WILL NOT RECEIVE MARKS ON THIS DRAFT ASSESSMENT. YOU MAY REQUEST FEEDBACK BY CONTACTING YOUR SUPERVISOR VIA EMAIL TO CHECK YOUR DRAFT SUBMISSION.' Below the summary, there is a 'Refresh Submissions' button. A table below shows the submission details: Submission Title, Turnitin Paper ID, Submitted, Similarity, and Grade. The submission title is 'check', the Turnitin Paper ID is '208900404', the submitted date is '20/07/23, 09:39', the similarity is '28%', and the grade is '- Subm'. There is a 'View Digital Receipt' button next to the submission title. On the right side of the interface, there is a 'Module Search' box and an 'Online Resource Lists' section titled 'Learning in the Digital Era (ACCA4025_BIRM) (10 items)' with a note 'Last updated about 5 months ago'.

Title	Start Date	Due Date	Post Date	Marks Available
ACCA4025 - Component 1 - May 2023 - DRAFT Submission Link - Part 1 - E-Portfolio	23 May 2023 - 12:00	20 Jul 2023 - 14:01	17 Aug 2023 - 12:00	100

Summary:
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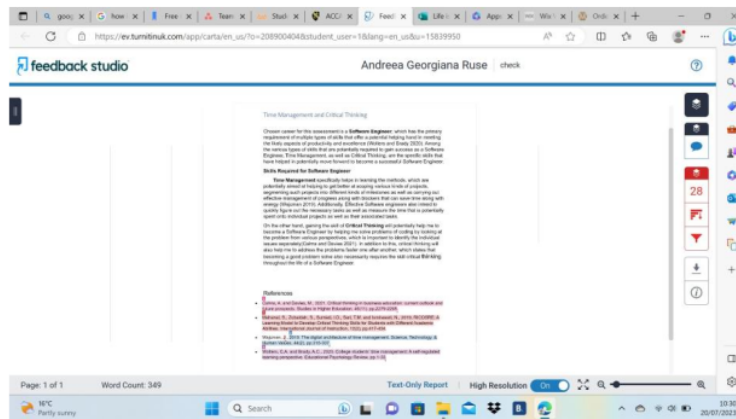
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Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
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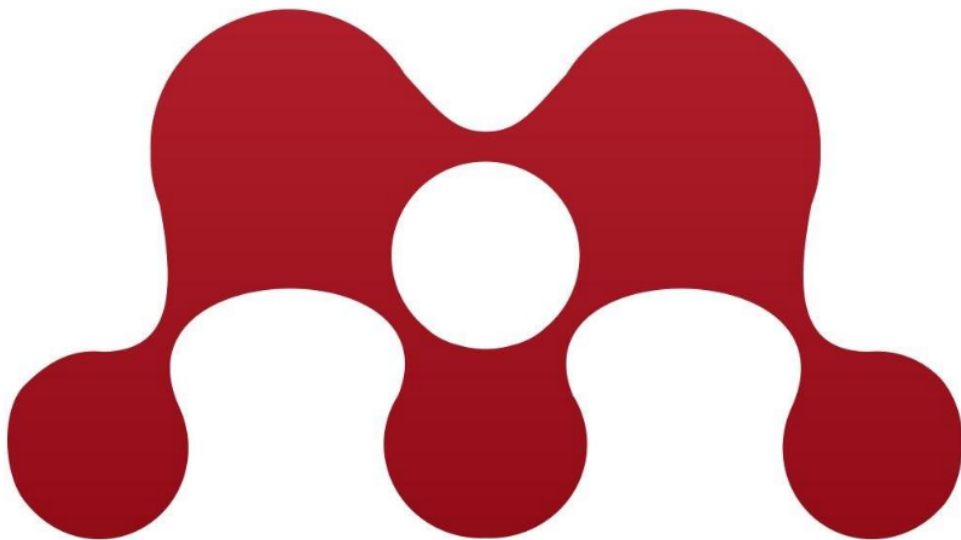
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Module Search

Online Resource Lists
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Mendeley



MENDELEY

Mendeley refers to a reference manager as well as an academic social network that offers a potential helping hand aimed at organizing specific research, collaborating with other authors online as well as discovering the latest form of research. The utilization of Mendeley is mainly in automated generation bibliographies.

The world of academic research moves at a breakneck pace, making it more important than ever to have effective tools for managing references and collaborating with others. Mendeley, a revolutionary platform that was introduced in 2008, has been able to satisfactorily answer this demand and has established itself as one of the leading reference management platforms among researchers, academics, and students alike. This article takes a deep dive into the fundamental characteristics, advantages, and impact of Mendeley, investigating how it has altered the way in which academics organize, exchange, and discover academic works.

Key features:

Reference management: Mendeley lets users load their academic papers and references from different places, like online databases, PDFs, and websites, and then organize them. Its easy-to-use interface lets people organize papers into libraries, add tags, and make their own groups that are easy to find.2.2. **Highlighting and annotating PDFs:** With Mendeley, users can mark up and highlight important parts of study papers right in the app. This function makes it easier to summarise and pull out important information from different sources.

Collaboration and social networking: Researchers can work together more easily with Mendeley because it lets them form groups and share files. This feature makes it easier to share information and helps researchers from different fields work together better.2.4. **Web Importer:** Adding references to the library is easier with the Mendeley Web Importer browser app. Users can import reference metadata and PDFs from different websites and databases with just one click. This cuts down on the amount of time spent manually entering information.2.5. **Citation Plugin:** Mendeley has a plug-in for Microsoft Word and other famous word processors that lets you add citations to your work. This plugin makes it easy for researchers to add sources and make bibliographies in different styles, such as APA, MLA, and Chicago.

3. Impact and Advantages:

3.1. **Efficient Organisation:** Before Mendeley, it was hard for researchers to keep track of the huge amounts of scholarly literature they had to deal with. The systematic way that Mendeley works have made it easier to organize and classify study materials, which has increased productivity overall.

3.2. **Improved Collaboration:** Collaboration is a key part of research, especially in multi-author projects and studies that look at topics from different fields. The collaborative features of Mendeley make it easy to share references, comments, and notes, which makes teamwork go more smoothly.

Discovery and Recommendations: Mendeley has a large number of users and a large database, so it can give users personalized recommendations that help them find and study more. Mendeley offers relevant papers and new publications in a user's field by looking at the user's library and reading habits.

3.4 **Accessibility:** Mendeley's web-based platform and mobile apps (iOS and Android) let users access their research files from anywhere, so they can keep up with the latest research while they're on the go.

3.5. **Academic Social Network:** Mendeley's platform helps build an academic social network where researchers can meet, collaborate, and talk with peers and experts from all over the world. This network helps scholars share their information and feel like they belong to a group.

4. Criticism and Concerns:

Even though Mendeley has a lot of good points, it has been criticized in some ways. Researchers are worried about data privacy and copyright problems because the integration with Elsevier has raised doubts. Some experts are also worried about vendor lock-in, which means that it might be hard for users to move their data to other platforms because Mendeley's format is unique.

Download and Install Mendeley

For downloading and then installing Mendeley on the computer, a series of steps need to be followed to successfully install the automatic referencing tool in the system. The steps for the same have been listed below for an enhanced understanding.

- Creating an account on the official Mendeley website is the most essential first step towards this.
- After the account is created and the registration is complete, Mendeley needs to be downloaded by clicking the 'Download' option that is present in the top-right corner of the window.
- Opening the Mendeley installer from the downloads folder and following the steps that are shown on the screen.
- After installation, click on the Mendeley icon that is present on the desktop to open the application, signing in with the username and password that has been created during the registration process on the Mendeley website.

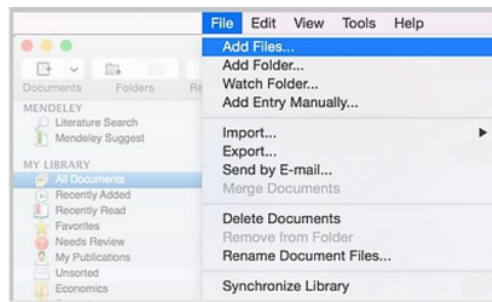
Account on Mendeley can only be created through the official Mendeley website for which the "Create a free account" button needs to be clicked after navigating to the website. Following this, the Email of the respective user needs to be entered in the dialog box that appears on the screen and click on 'Continue'. On the other hand, if someone does not want to register using their email or does not have a personal email then the option "sign in via your institution" is clicked. Clicking on continue opens another page that requires to provide the name, and set a password according to the choice of the user. The password needs to be set according to the guidelines for password setting that is present right below the password field. Finally, click the checkbox to stay signed in and click on 'Register' to complete the registration process and create an account on Mendeley.

Uploading a PDF for Reference

For adding any PDF or paper to the Mendeley desktop, dragging and dropping the file onto the installed version of the Mendeley desktop is the only and easiest step to add references. Mendeley will in an automated manner extract all the relevant details from the associated document and specifically create a library entry for the same. On the other hand, even an entire folder can be dragged and dropped into the Mendeley Desktop software to allow the software to read and automatically extract all the PDFs present within the folder and create a library entry for the same.

Additionally, PDFs for references can also be added manually by accessing the 'File' option on the top-left corner of the installed Mendeley Desktop software and eventually browsing to the location of the downloaded PDF and selecting the same, and then adding it to the software to allow the creation of a library for the same, without fail.

Conclusion:



Life is a Team Sport



Life is a team sport

Work hard in the dark
and one day you may shine
under the lights

Teamwork
makes
the
dream
work



Where there
is effort,
attitude, and
desire
nothing is
impossible

Every team has a mission that it strives to accomplish. Great teams have guidance and direction. Teams go to great lengths to find a coach who is not only skilled but also a good character fit for the program. It is important to have the right type of person to lead the team. Coaches are mentors in our life. Good teams always have a Captain. They need someone who can carry the banner and set the tone for the rest of the group.

T
E
A
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*together
everyone
achieves
more*

Great leaders are also great teammates. They put the mission of the team before their needs as an individual. Sports teams often select their best players to be captains. Great teams have players who want greatness. Great teams are filled with people who want the same things. They share a dedication and mutual connection, they believe in each other.

Effective teamwork in a workplace is typically crucial for achievement of organizational goals, which also fosters a positive environment for working as well as maximizing the daily productivity. Hence, some of the effective principles as well as strategies aimed at promoting effective teamwork at a workplace have been listed below.

- Clear goals as well as roles: ensuring that every individual member on the team should have a contained clear understanding relevant to the objective of the team as well as their individual roles as well as responsibilities. Providing with a clear definition of tasks along with expectations to avoid any necessary confusion as well as duplication of associated efforts.
- Active listening: effective forms of teamwork also necessarily requires an active listening. Encouragement of the team members to attentively listened to all the ideas as well as viewpoints presented by every individual member of the team at the workplace.
- Open form of communication: offering encouragement to an open as well as a honest communication among every individual member of the team. This helps in establishment of a culture where every individual should have the feeling of comfort sharing all of their ideas, feedback or concerns without also having the contained fear of any judgment or necessary reprisal.
- Empathy & Respect: fostering a work environment that is made up of prime respect as well as empathy along with potential acknowledgement of the diversified values of different perspectives as well as experiences contained within the team at the workplace. Also showing appreciation for every individual member of the team contributes to the very same factor.
- Construction of conflict resolution: certain conflicts might rise within the team, but essentially addressing them in a constructive manner. Offering encouragement to conduct open discussions regarding the disagreements as well as collectively work towards finding a mutually agreeable solution is potentially effective in offering a collaborative workplace.
- The key to a successful team is learning to constructively resolve disagreements when they arise. It's important to foster an environment where team members feel safe voicing their concerns. Instead of letting disagreements fester into destructive situations, a high-performing team will learn from them and use them to improve. Stronger bonds are cultivated and the team's resilience is increased when disagreements are resolved productively. Recognizing and celebrating team accomplishments is crucial to keeping spirits up and encouraging continued effort. Recognizing the contributions of both individuals and the group as a whole has a positive effect on morale and motivation. Celebrations also help in fostering a positive team spirit and encourage continued dedication to achieving shared goals. In conclusion, successful teamwork is the outcome of a confluence of elements that foster coordination and openness.

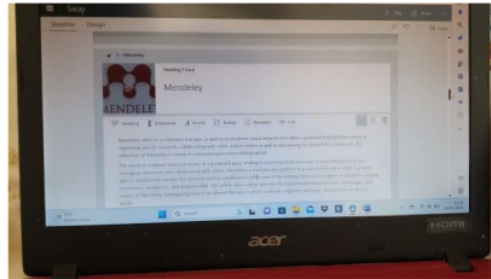
For this poster, I worked with one of my colleagues to learn how to collaborate in a team. it was a beautiful experience and I would repeat it. when I worked with my colleague, I divided the work into two, I looked for pictures and he looked for quotations and information, we helped each other and understood each other very well, I learned to be more patient and not to be ashamed anymore to talk to those around me.

References

¹brighthr (2010). *The Importance of Teamwork in the Workplace* | BrightHR. [online] BrightHR. Available at: <https://www.brighthr.com/articles/culture-and-performance/teamwork/the-importance-of-teamwork-in-the-workplace/>. [Accessed 19 Jul. 2023]

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1 - <https://youtu.be/ort-oPOL4uQ>

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