



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Digital Skills UWTSD London

Stuart Gill



www.digitalskills.uwtsd.ac.uk



@UWTSDlib



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Introduction and agenda for today



Digital Skills Team

Who we are

How we can support you



House keeping

Connect to Eduroam

University email



Digital Capabilities

Jisc Discovery tool



The DigiCentre

Resource Finder

Events calendar



LinkedIn Learning

Where to sign up

Tips



OneDrive and Office

What they are

Using them together



Meet the Digital Skills Team



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Book us: bit.ly/UWTSD-DSA-Booking-form



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*We can help
you Develop your
digital skills*



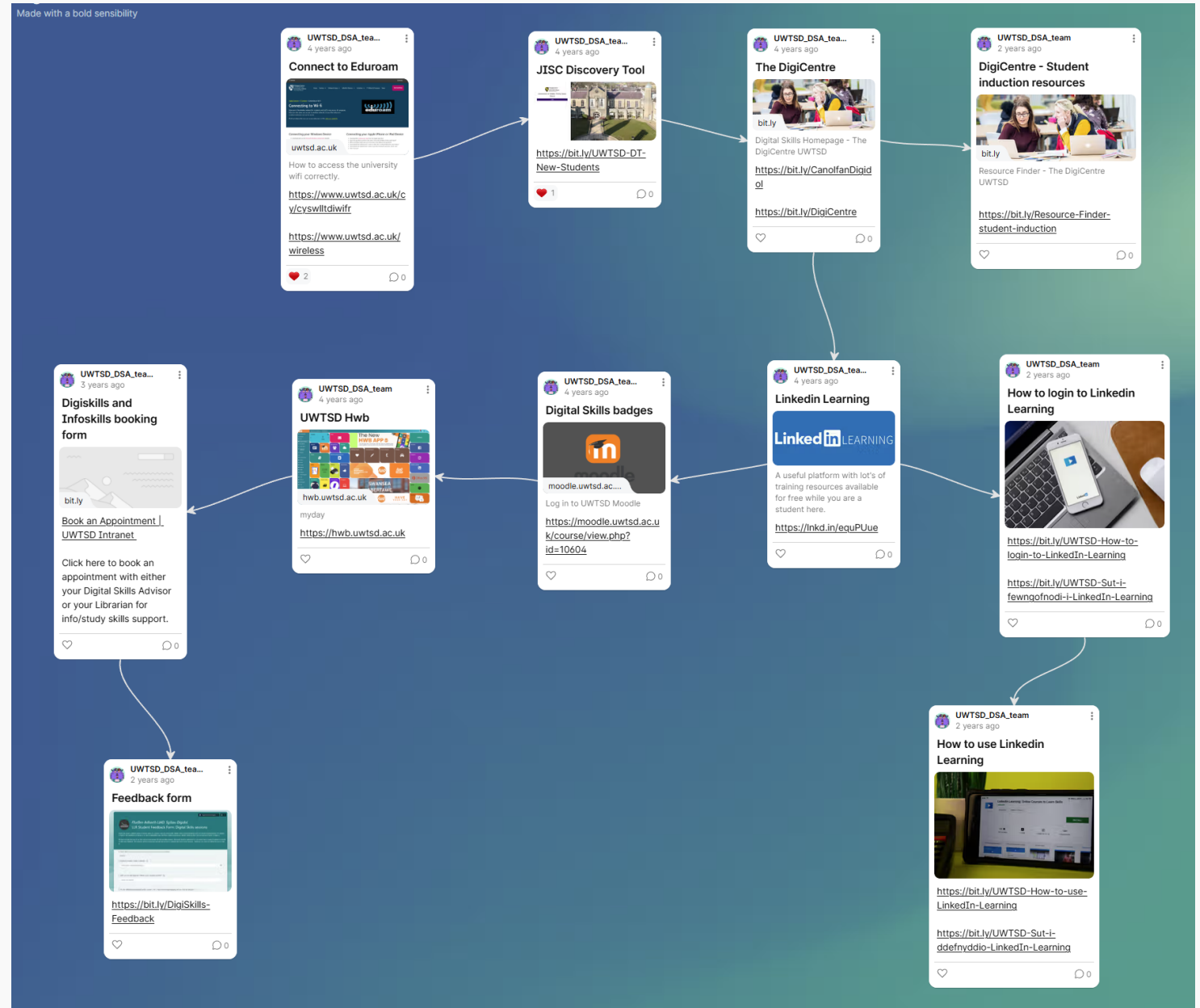
- How to use Office 365
- How to organise your work
- Free access to LinkedIn Learning
- How to use Teams
- Improve your IT skills
- We can provide 1-2-1 support
- How to create professional presentations

“

Links for the session



bit.ly/ds-padlet



“

*Connect to
Eduroam*



uwtsd.ac.uk/wireless



Please note:

The student email format is - 1234567@student.uwtsd.ac.uk



Assessing your digital skills



Jisc Current Student
Discovery tool

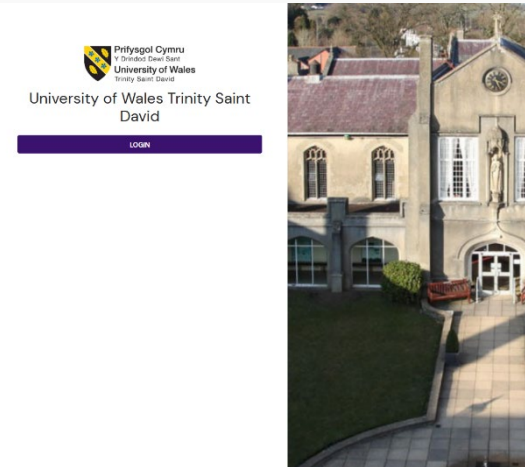


10 Minutes



Discovery Tool Registration and Login

Step 1



Step 2

A screenshot of a web form titled "Learner role". It contains a label "Please select your role *" and a dropdown menu. The dropdown menu is open, showing two options: "Staff" and "Student". The "Student" option is highlighted with a red rectangular box. Below the dropdown, there is a line of text: "The submitted responses will be shared with the content owner." and a blue "Submit" button.

Step 3

A screenshot of a registration form titled "Welcome to the Discovery Tool". It contains several input fields: "First name *" with a placeholder "Enter your first name *", "Last name *" with a placeholder "Enter your last name *", "Level of Course" with a dropdown menu showing "Please select", and "Subjects" with a dropdown menu showing "Please select". At the bottom, there is a line of text: "The submitted responses will be shared with the content owner.", a "Cancel" button, and a blue "Submit" button.

Delete the contents of the first name field and replace it with your name.

Add your surname.

Level of course:

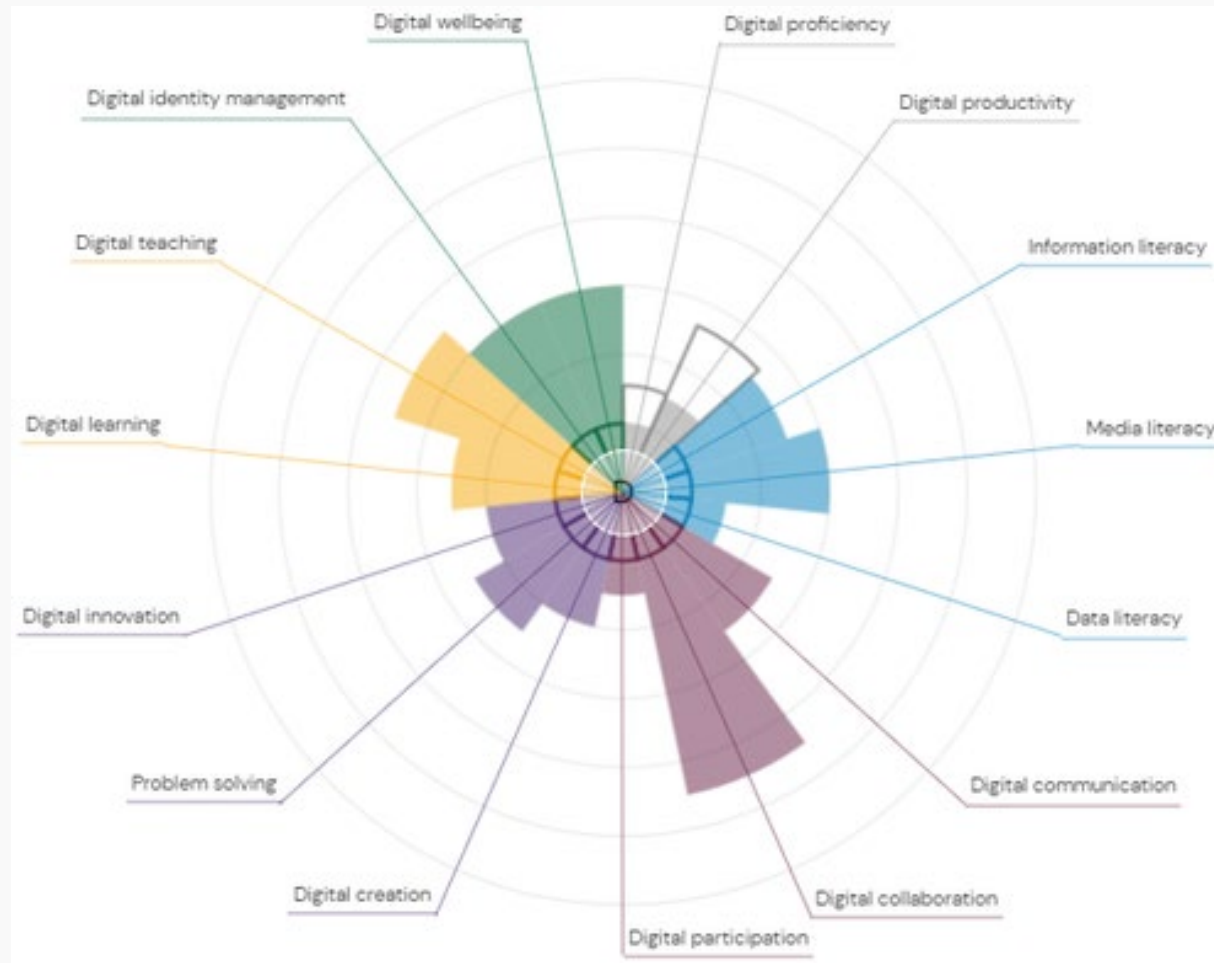
- HE (Masters)

Subject:

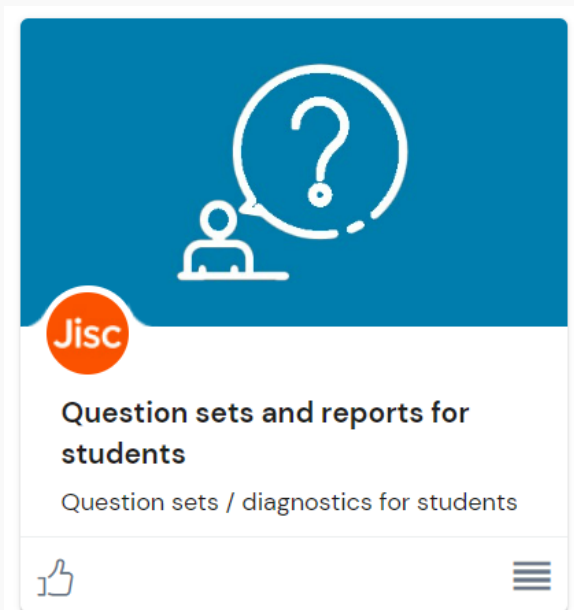
- Digital Health and Care (London)



Results Wheel example



More Discovery Tool question sets

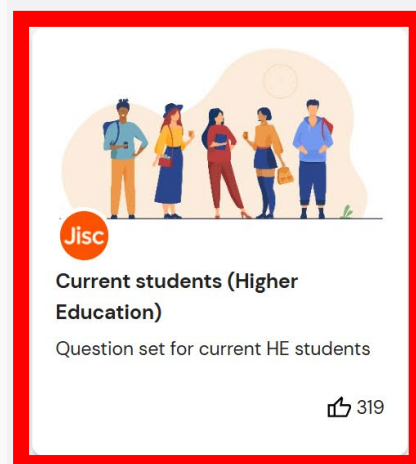


Jisc

Question sets and reports for students

Question sets / diagnostics for students

319

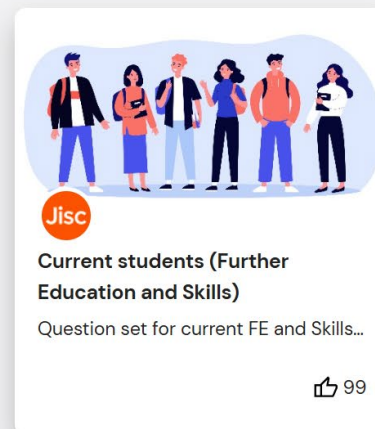


Jisc

Current students (Higher Education)

Question set for current HE students

319

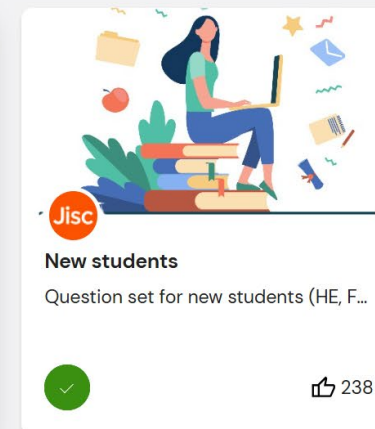


Jisc

Current students (Further Education and Skills)

Question set for current FE and Skills...

99

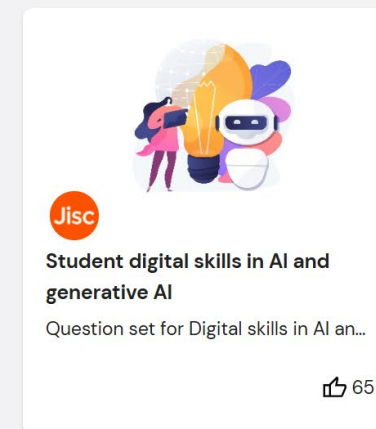


Jisc

New students

Question set for new students (HE, F...

238



Jisc

Student digital skills in AI and generative AI

Question set for Digital skills in AI an...

65



Jisc

Recognising digital skills for employability

Question set for all students

53





What is the DigiCentre?



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Trinity Saint David

The DigiCentre is an online tool that you can use to improve your digital skills for your studies and future jobs.

We will focus on topics of support, such as -

- **Being digitally capable learners**
- **Media and digital information know-how**
- **Creativity and innovation**
- **Digital communication**
- **Personal development**
- **Online wellbeing**

“

*What is the
DigiCentre?*

<https://bit.ly/DigiCentre>

<https://bit.ly/CanolfanDigidol>



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DigiCentre

Improve your digital skills

We are committed to helping our staff and students develop the digital skills and confidence they need. This is why we have launched DigiCentre, a one-stop shop for all your digital skills needs.

Here, you will find a [collection of tools and resources](#) to help you develop your digital skills. Follow our recommended collection of resources depending on your role, or keep an eye on our Training & Events page.

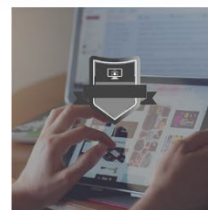
Further information on our commitment to Digital Skills development, can be found in our [UWTSD Digital Strategy](#).

TRAINING AND EVENTS



**Not sure where to start?
Let us help!**

If you're not sure where to start, don't worry, help is at



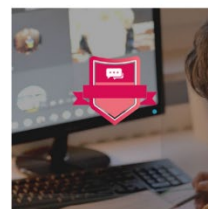
Digital proficiency and
productivity



Information, data and media
literacy



Digital creation, problem
solving and innovation



Digital communication,
collaboration and
participation



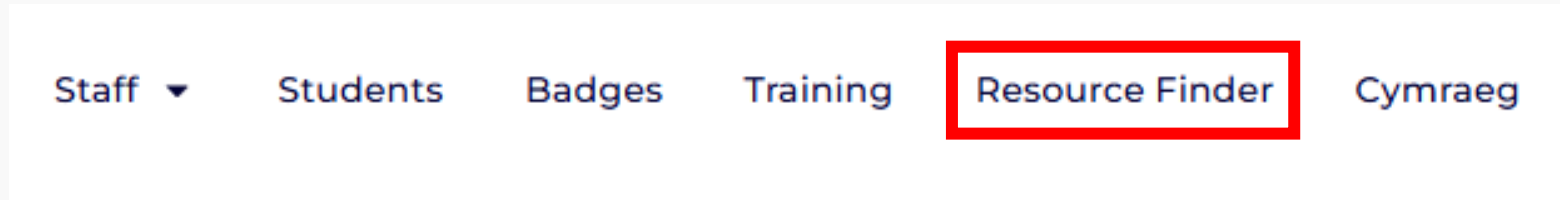
Digital learning,
development and teaching



Digital identity and
wellbeing



The Resource Finder



In the DigiCentre, you will find the “Resource Finder” tab at the top.

You can filter your results using the left section.

Alternatively, you can use the search box at the top to find specific resources tailored to what you're looking to learn.

“ Resource Finder

Resource Finder

Search resources

Search

⌵ Hide filters × Clear filters ↗ Share

Refine your results

Role

- ☐ Teaching Staff
- ☐ Student
- ☐ Professional Services
- ☐ Researcher
- ☐ Leader

Capability

- ☐ Digital communication, collaboration and participation
- ☐ Digital creation, problem-solving and innovation
- ☐ Digital identity and wellbeing
- ☐ Digital learning and development
- ☐ Digital proficiency and productivity
- ☐ Information, data and media literacies

🔗 Not sure?

Use the free **JISC Discovery tool** to help you find out which digital capabilities you'd like to explore further.

Category

Choose a category ▾

Filter

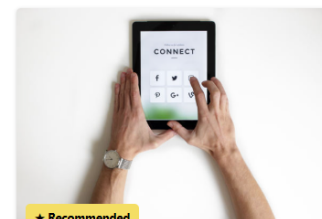
- ☐ Cybersecurity
- ☐ Microsoft Certified Educator (MCE)
- ☐ Microsoft Office Specialist (MOS)
- ☐ Staff Development Programme
- ☐ Staff Induction
- ☐ Student Induction

Time

- ☐ Less than 30 minutes
- ☐ 30 minutes up to 1 hour
- ☐ 1 hour up to 2 hours
- ☐ 2 hours up to 5 hours
- ☐ 5 or more hours

Resource Type

- ☐ Video



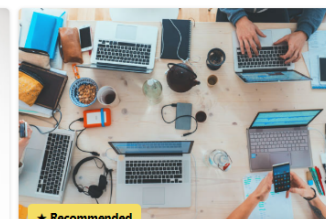
★ Recommended

1 Minute CPD on Digital Learning and Self Development

🕒 15 minutes

📖 Online Learning Material and Guidance

Follow the 1 minute CPD blog for a range of resources covering a variety of tools that can help you develop your digital skills.



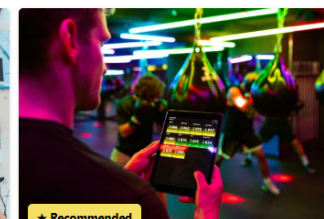
★ Recommended

32 of the Best Productivity Tools You'll Ever Need (Blog)

🕒 30 minutes

📖 Online Learning Material and Guidance

There are countless productivity tools out there - how does one choose? Here are some of the best time management, calendar, habit change, and goal tracking tools and apps.



★ Recommended

35 Incredible Dataviz Tools

🕒 30 minutes

📖 Online Learning Material and Guidance

Take the hard work out of creating charts and infographics with these tools.



★ Recommended

5G Technology Strategy: Next-Generation Mobile Networking

🕒 40 minutes

📖 LinkedIn Learning

Learn about 5G wireless technology, which offers the speed, stability, and bandwidth required to enable wide adoption of other advanced technologies.

🔒 Staff/Students only

📌 This course is on LinkedIn Learning. Register for a free account first using your university log in details.



★ Recommended

A Go-To Guide for Team Owners

🕒 3 minutes

📖 Video

A go-to guide for team owners on Microsoft Teams. From chatting and meetings to using teams and channels, Microsoft Teams makes it easy to work together.

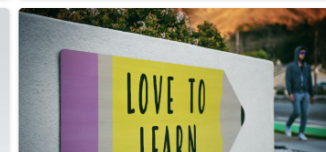
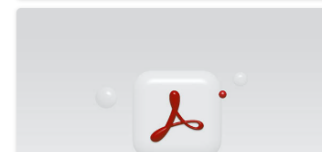


Adjust Your View in a Teams Meeting

🕒 10 Minutes

📖 Online Learning Material and Guidance

Teams tries to anticipate what you'll want to see in a meeting. When someone starts speaking, we show them. When someone shares content, we show that. But when you'd rather see something else, there are a few... ways to tell Teams.



Claim your virtual badge – attach it to your LinkedIn profile



- It is possible to achieve virtual badges through the DigiCentre using the Moodle platform.
- Complete four or more resources to gain your digital badge
- Display it on Moodle and LinkedIn to show to future employers

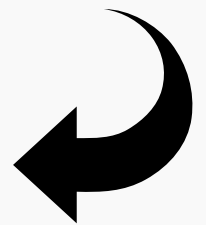


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How to claim your Virtual badge - reminder



- Once in The DigiCentre, navigate to the relevant tile, then to Moodle.
- [Click this link to go to the Moodle badges page](#)
- Select **'enrol me'** to have full access.
- Scroll to the capability you need to improve from your report.
- Then choose **standard** (recommended as a starting point)
- Complete **four** or more resources.
- Then write a short **blog** post to claim your digital badge.



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What is LinkedIn Learning?



LinkedIn learning is a part of LinkedIn. When you complete courses, you will be able to showcase your achievements on your LinkedIn profile. This will look great for prospective jobs.

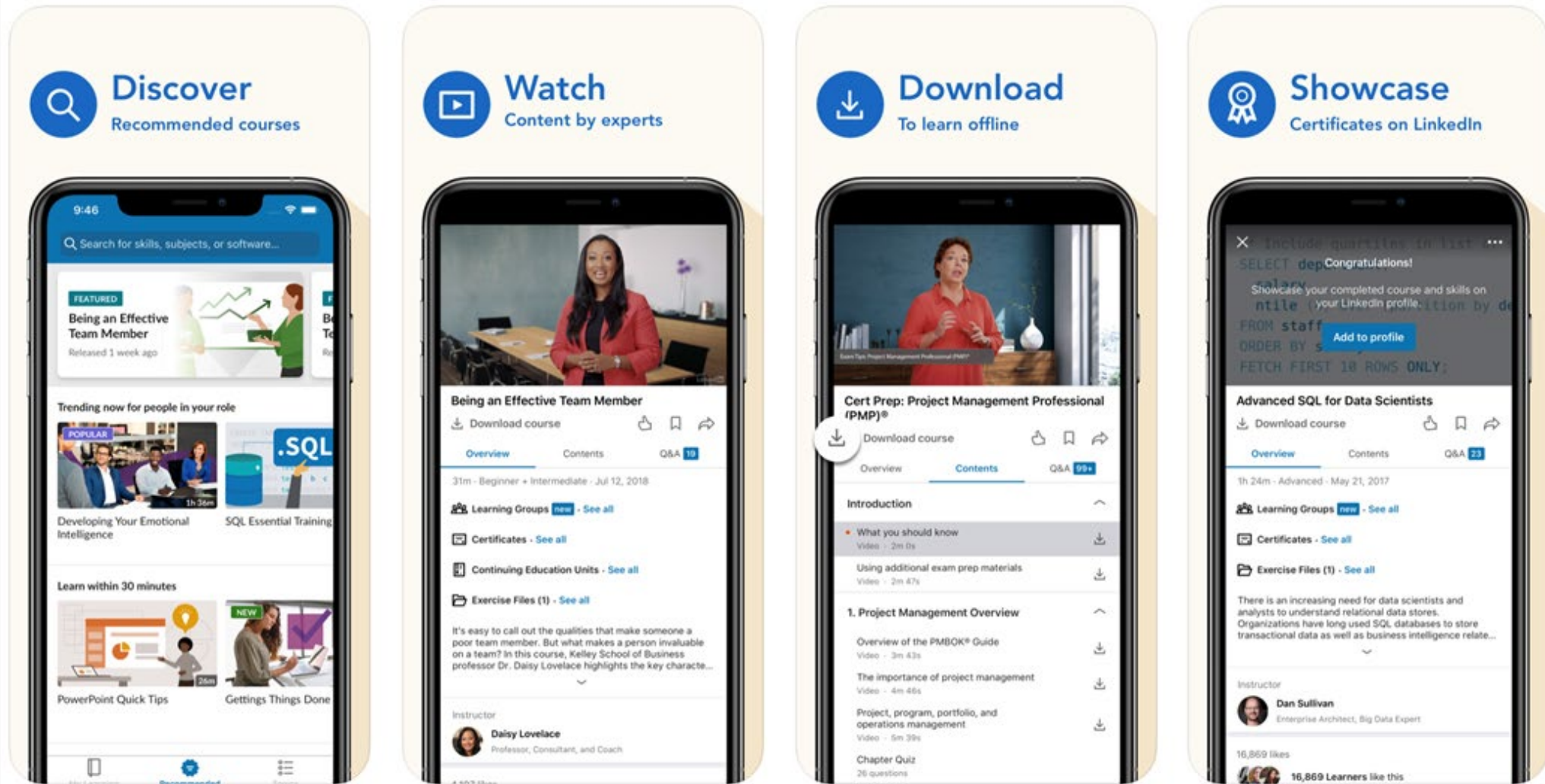


<https://lnkd.in/equPUue>

Note:

You can access LinkedIn Learning via a tile on the HWB

The mobile app



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Benefits of digital skills in the workplace



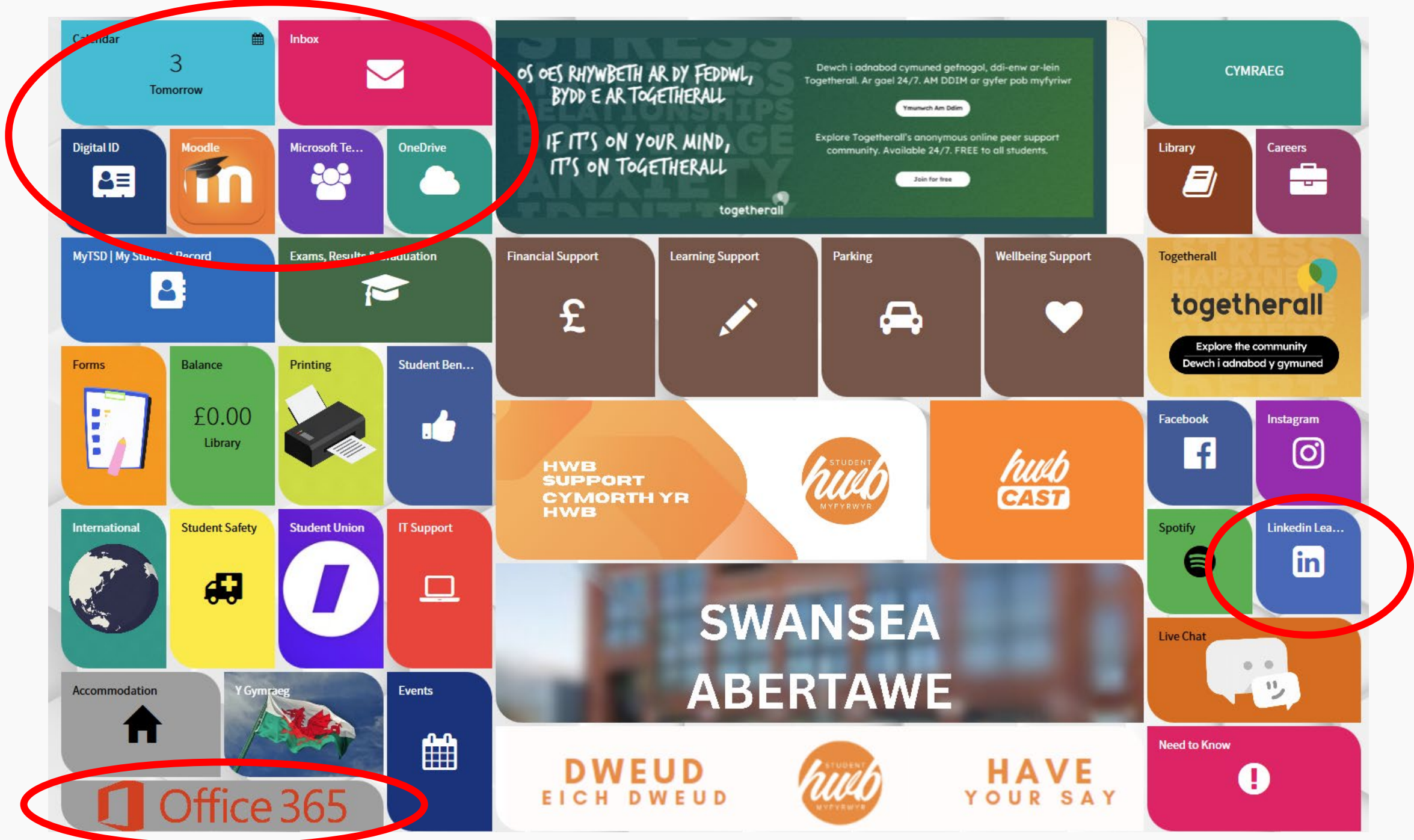
- ✓ **60%** of start-ups have already adopted a digital business
- ✓ **98%** of managers and **90%** of professionals need digital skills
- ✓ Having above average digital skills will help you be **88%** more likely to obtain a job role.
- ✓ **90%** of job vacancies require digital skills.
- ✓ With better digital skills, you are likely to get paid **36%** higher than average
- ✓ Jobs that need digital skills have grown **3 times** more than any other role requirement

Microsoft Office and OneDrive

Microsoft 365

- You can get **Word**, **PowerPoint** and **Excel** for free from the university
- On the HWB look for this icon and that's all you need to do.
- You just need internet access.
- The work will save automatically so you never need to stress about losing your work.





OneDrive

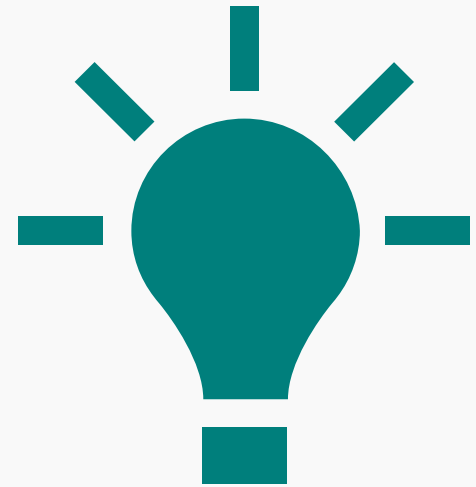


- OneDrive = for personal file storage - Enjoy the freedom to access, edit, and share your files on all your devices, wherever you are.
- You can share files with other people
- It's possible to access these documents anywhere in the world on any device with your login details.
- OneDrive can be seen as the cloud equivalent of your computer's Documents folder.
- There is plenty of storage space for you to save your work.



Further Resources

- [Learning OneDrive](#)
- [OneDrive Quick Tips](#)
- [Microsoft Teams Essential Training](#)
- [DigiCentre - student induction resources](#)





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References

Here are the resources if you wish to read further into the statistics of digital skills in the job market.

References

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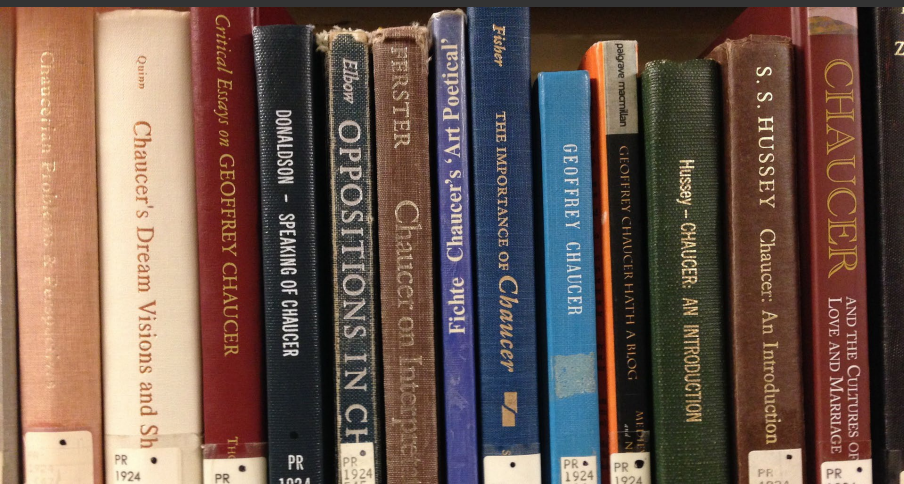
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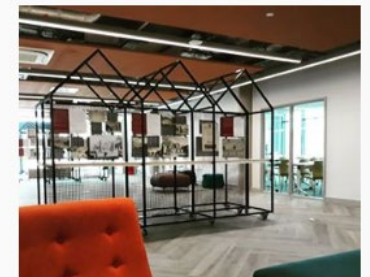
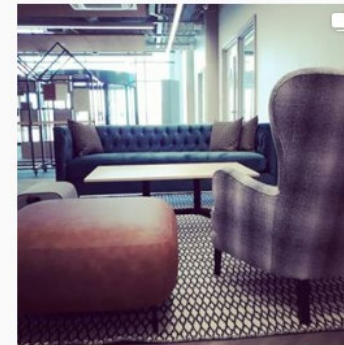


Find us on social media!

We are on Facebook, Bluesky and Instagram!



- Follow us to find out what's new!
- Share what you're reading!





[Link to Form](#)



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Let us know how we did

If you have 5 minutes, please scan the QR code and fill out our feedback form.



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UWTSD DigiCentre

The One stop shop for all your Digital needs



SCAN ME



Gain all the badges to show future employers your
digital skills



The DigiCentre UWTSD

Thank you for listening. Any questions?

Digital Skills Induction 2025-2026

