



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



Welcome to UWTSD!

Digital Skills Induction 2024



www.uwtsd.ac.uk/library



@UWTSDlib



library@uwtsd.ac.uk

Introduction and agenda for today



Digital Skills Team

Who we are

How we can support you



Get Connected

Get connected website

Connect to Eduroam

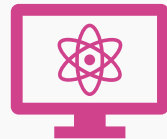


Digital Capabilities

JISC Digital Capabilities

Framework

JISC Discovery tool



The DigiCentre

Resource Finder

Events calendar



LinkedIn Learning

Sign up

Tips



Your Digital Skills Advisor



Stuart Gill
Digital Skills Advisor
WISA
s.gill@uwtsd.ac.uk



E-mail: digitalskills@uwtsd.ac.uk



Website: digitalskills.uwtsd.ac.uk



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





2

What does the term Digital Skills mean to you?

Showing Results

Join at: vevox.app ID: 149-381-546

using technology
it ability

how to use resources
website skills

RESULTS SLIDE



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2

Showing Results

What are digital skills?

Join at: **vevox.app** ID: **149-381-546**

Skills needed to work in the digital industry



0%

Skills related to using technology



100%

Skills only useful for IT professionals



0%

Skills for traditional pen-and-paper work



0%

RESULTS SLIDE

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2

Why are digital skills important in today's society?

Showing Results

Join at: **vevox.app** ID: **149-381-546**

They help in effective communication



100%

They are not important at all

0%

They are only relevant for young people

0%

They are only useful for entertainment purposes

0%

RESULTS SLIDE

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2

Which of the following is an example of a digital skill?

Showing Results

Join at: **vevox.app** ID: **149-381-546**

Baking cakes

0%

Playing a sport

0%

Using Microsoft Excel for data analysis



100%

Writing a letter by hand

0%

RESULTS SLIDE

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2

What are some ways to improve digital skills?

Showing Results

Join at: vevox.app ID: 149-381-546

Never using technology



0%

Taking relevant courses



100%

Ignoring new technology trends



0%

Avoiding any challenges related to technology



0%

RESULTS SLIDE

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2

How can digital skills benefit individuals in the workplace?

Showing Results

Join at: **vevox.app** ID: **149-381-546**

They have no impact in the workplace



0%

Making work more difficult



0%

Limiting job opportunities



0%

Improving communication and efficiency



100%

RESULTS SLIDE

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Leaderboard

Position	Participants	Score
 1st	Sam Godden	5 / 5
2nd	Eva Timms	5 / 5

Total participants: 2

Average Score: 5 / 5



“

*How we can
support you*



1 to 1



LinkedIn
Learning



Digital tools



Group training
sessions



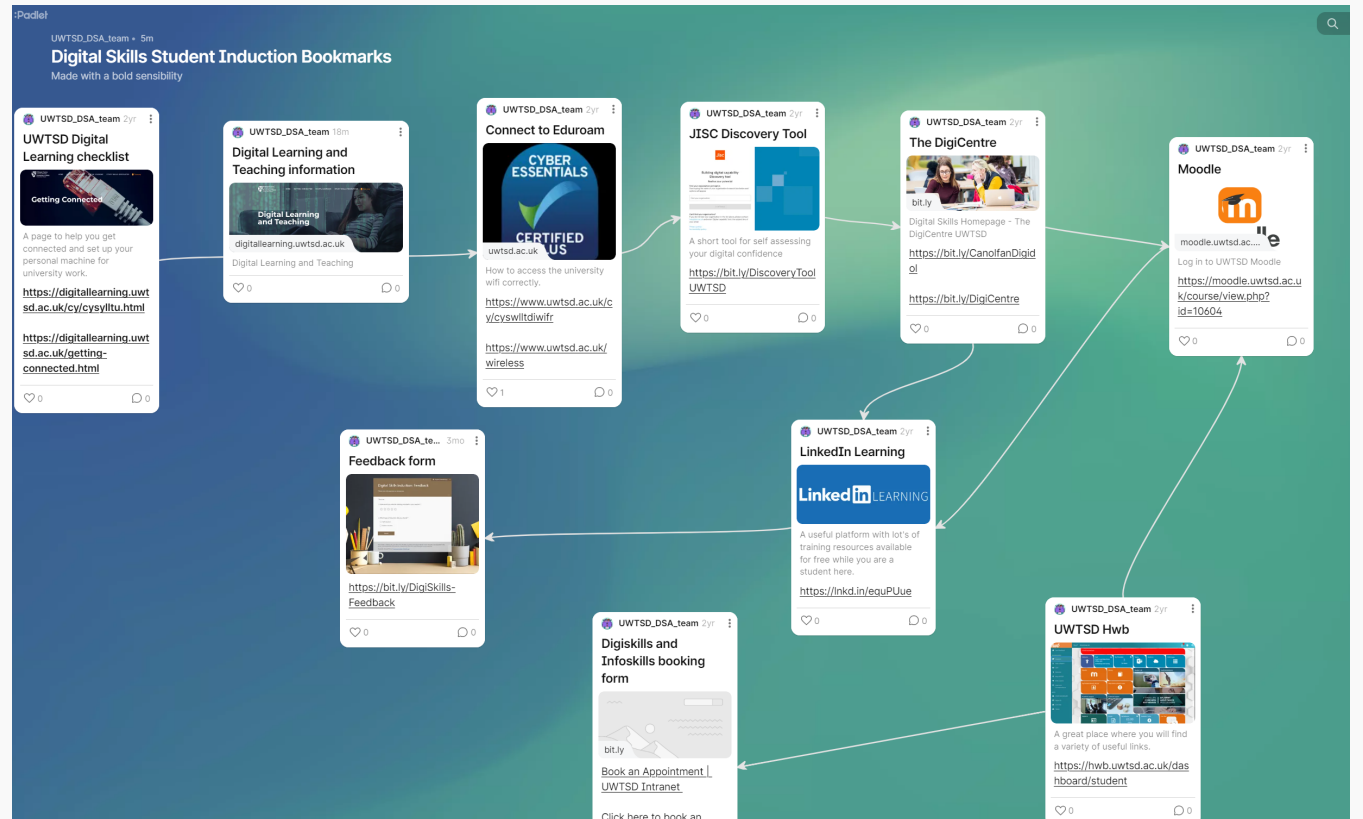
Self
development

“

Links for the session



bit.ly/ds-padlet



How to get set up?

Getting Connected

<https://digitallearning.uwtsd.ac.uk/getting-connected.html>



“

*Connect to
Eduroam*



uwtsd.ac.uk/wireless

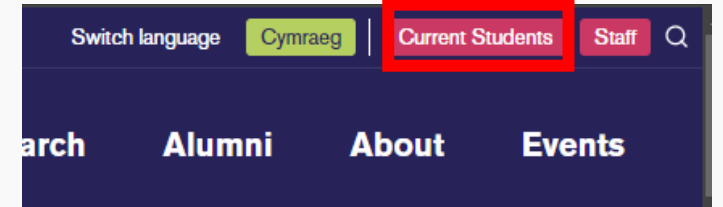


“

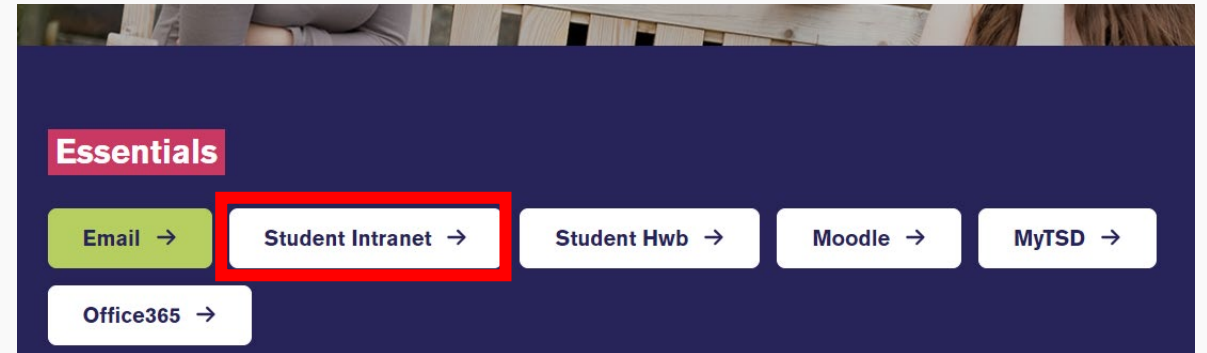
Accessing the intranet

Important note – If you have an intranet link and you haven't logged in, you will need to log in then go and click on the link again to take you to the correct page.

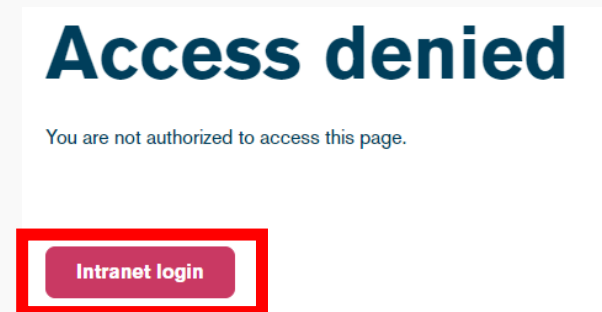
Step 1 – On the UWTSD homepage, click on Current students



Step 2 – Select Student Intranet

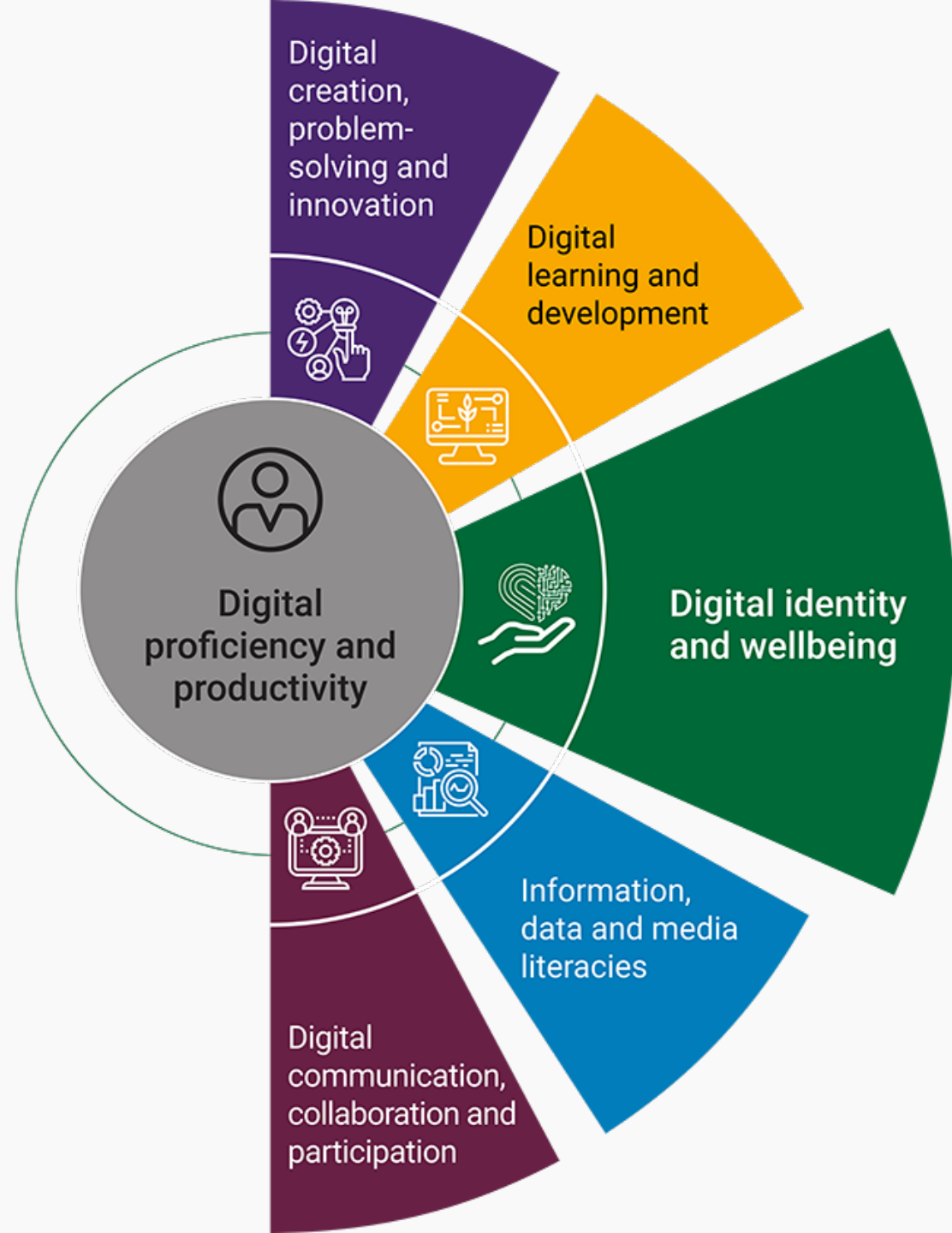


Step 3 – Click on the Intranet login button. You will need to input your student login information if you haven't done so already.



“

JISC Digital Capabilities framework





JISC Digital Capabilities assessment tool

What is it?

- A self – assessment questionnaire, to assess your current digital skills level
- Completion of the questionnaire allows you to identify your own strengths and weaknesses and enables you to gain more confidence in the areas that you need.
- Your results will be aligned with the six elements of digital capability as defined by JISC (*shown on the previous slide*).

JISC Discovery tool -

<https://bit.ly/DiscoveryToolUWTSD>



Assessing your digital skills



JISC Discovery tool



10 Minutes



Discovery Tool Login 1

Step 1



**Building digital capability
Discovery tool**

Realise your potential

Find your organisation and sign in
Start typing the name of your organisation in search box below and options will appear

Find your organisation

-  Leeds Trinity University
-  University of Wales Trinity Saint David

If you do not see your organisation in the list above, please contact help@jisc.ac.uk and enter 'Digital capability' into the subject line of your email

Step 2

Learner role

Please select your role *

Please select

Staff

Student

The submitted responses will be shared with the content owner. [Submit](#)

Step 3



Discovery tool for students

Step 4

Welcome to the Discovery Tool [×](#)

First name *

Last name *

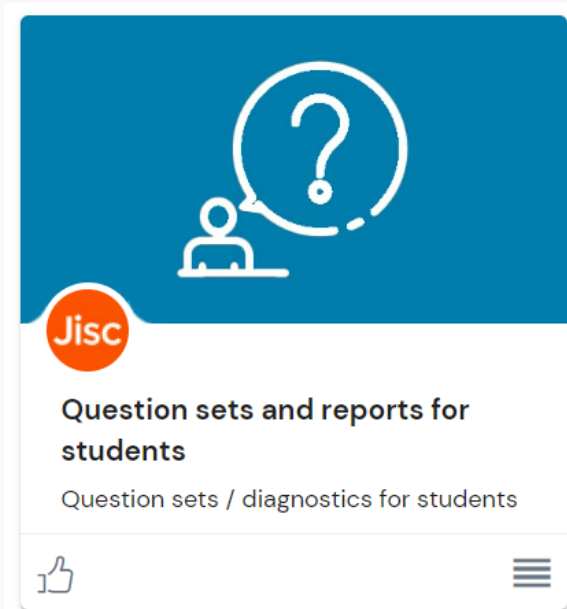
Level of Course

Subjects

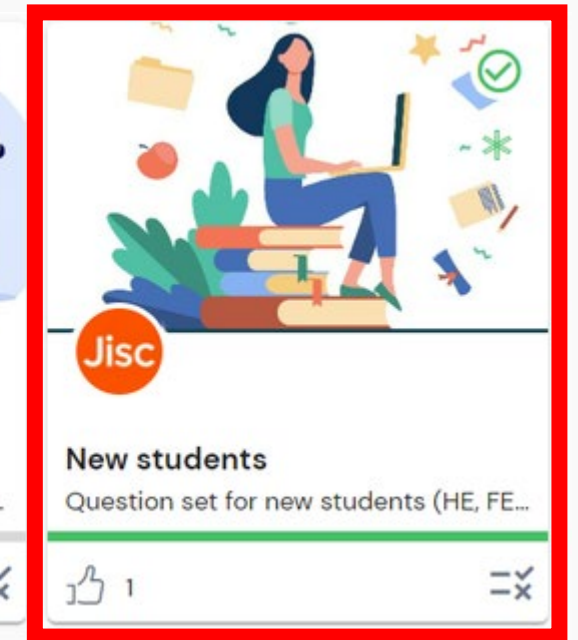
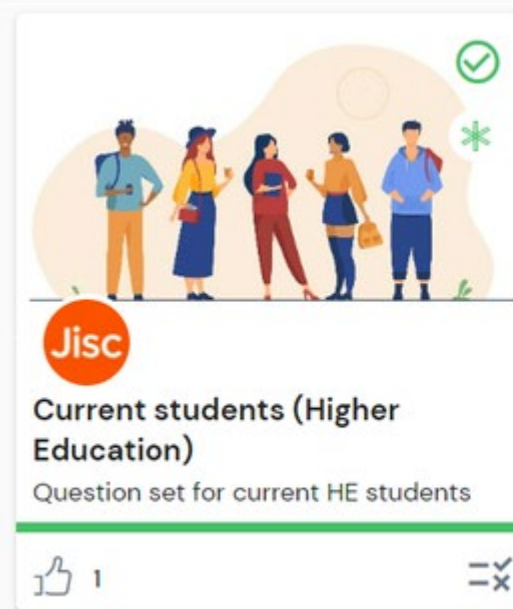
The submitted responses will be shared with the content owner. [Cancel](#) [Submit](#)

Discovery Tool Login 2

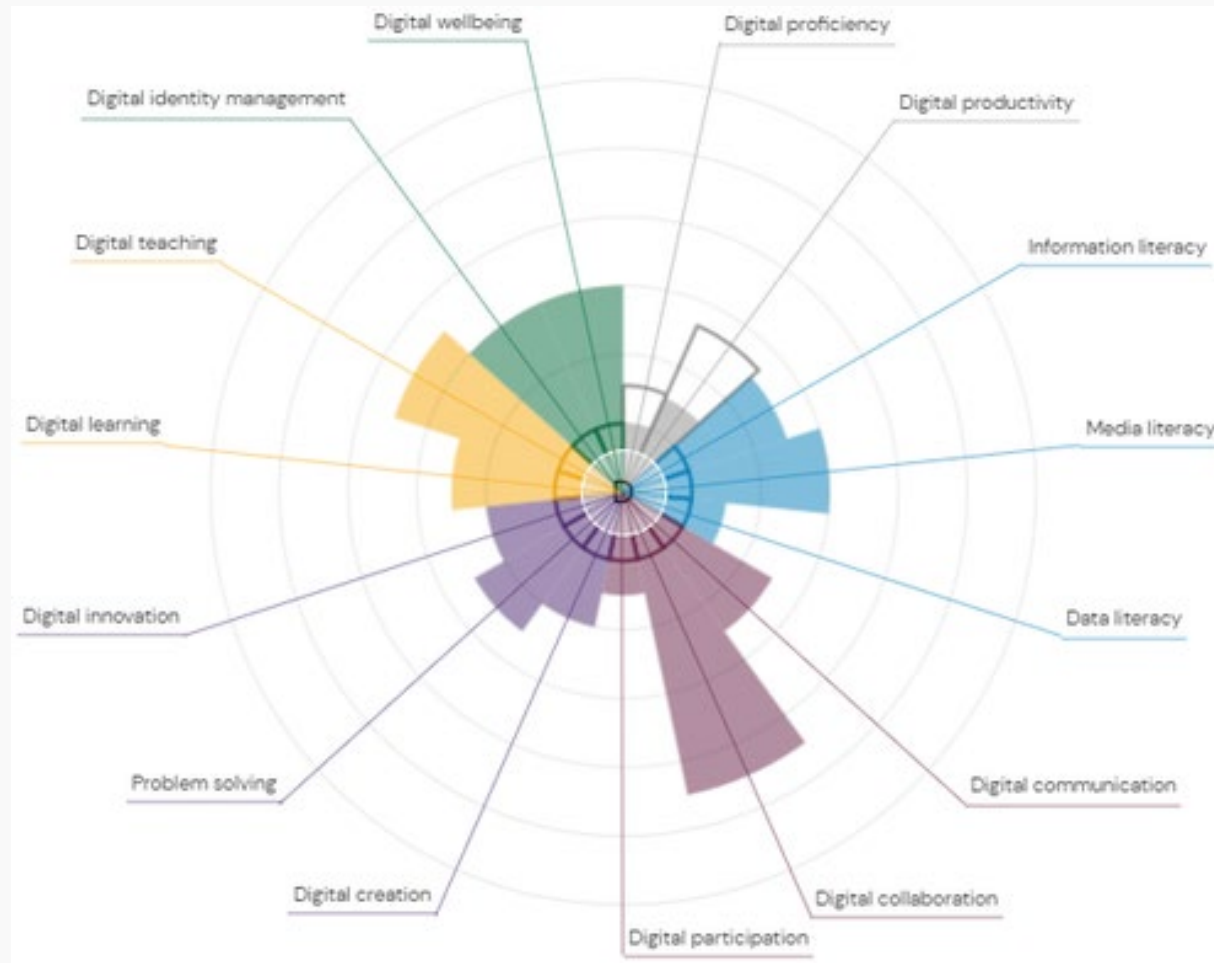
Step 5



Step 6



Results Wheel example



“

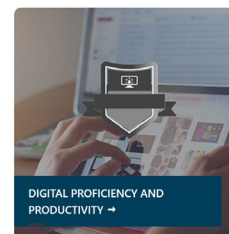
*What is the
DigiCentre?*

<https://bit.ly/DigiCentre>

<https://bit.ly/CanolfanDigidol>



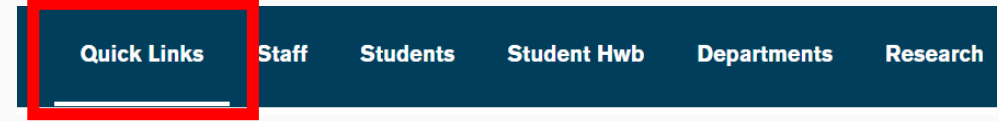
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



“

How to get to the DigiCentre and student section?

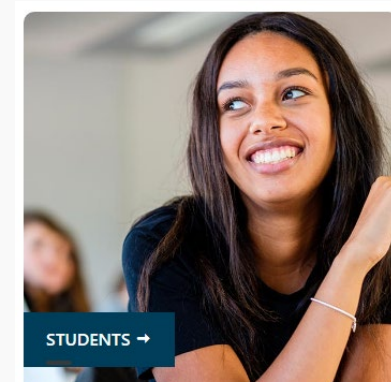
- On the student intranet page go to quick links which is located at the top:



- When you are on the page, find the icon for the DigiCentre, which looks like this:



- Then scroll down a little and find the icon for Student that looks like this:





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.

Note: You will have to use the Update Results button after selecting different filters.

“

Resource Finder

Resource Finder

Refine your results

Search by keyword



Not sure which digital capability to choose? Use the free [JISC Discovery tool](#), to help you find out which digital capabilities you like to explore further...

UPDATE RESULTS

Role

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

Digital Capability

- ☐ Digital communication, collaboration and participation
- ☐ Digital creation, problem-solving and innovation
- ☐ Digital identity and wellbeing
- ☐ Digital learning and

If your search doesn't return the results you're looking for, please try clearing all the filters.



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 d...

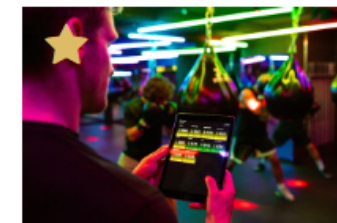


32 of the Best Productivity Tools You'll Ever Need (Blog)

🕒 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 managemen...

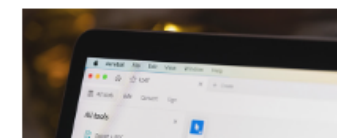


35 Incredible Dataviz Tools

🕒 30 minutes

➔ Online learning material and guidance

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



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

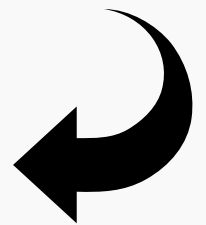


“

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.



“

What is LinkedIn Learning?



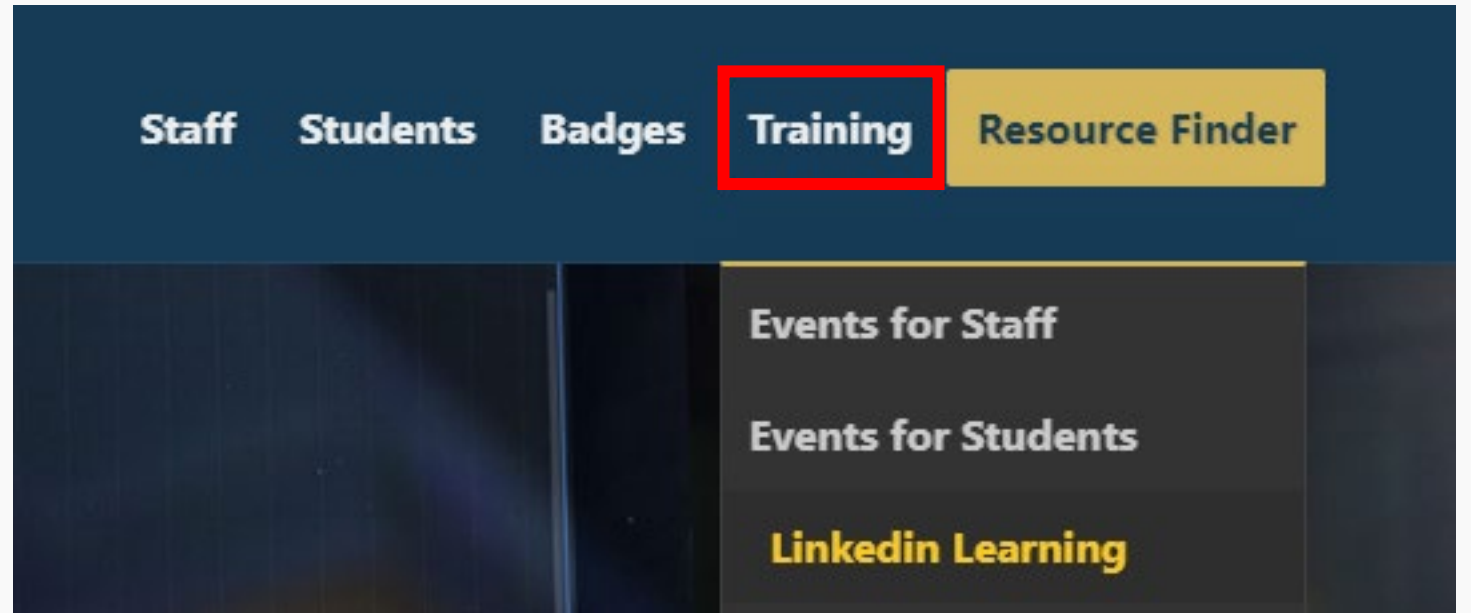
LinkedIn learning is a part of LinkedIn. When you complete courses, you will be able to showcase your achievements on your LinkedIn profile. This will look great for prospective jobs.



<https://lnkd.in/equPUue>

“

How to access Linkedin Learning on the DigiCentre

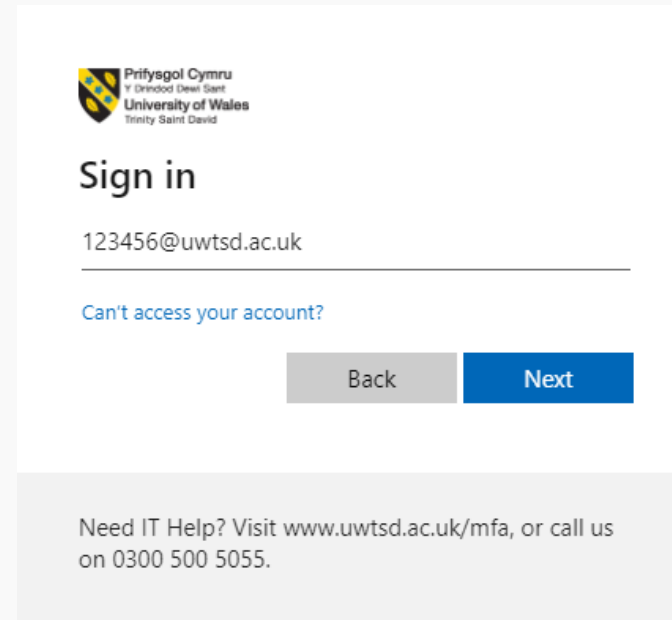


You will find the LinkedIn Learning page under the training menu. Scroll to the bottom of the LinkedIn Learning page and click on the “Register for free” button.

“

*Username &
password*

- Next you will see this page open. You will be required to put in your login details. It is important that you use this style of login - 123456@student.uwtsd.ac.uk



The screenshot shows the sign-in page for the University of Wales. At the top left is the university's crest and name in Welsh, English, and French. Below this is the heading 'Sign in'. A text input field contains the email address '123456@uwtsd.ac.uk'. Below the input field is a link that says 'Can't access your account?'. At the bottom of the form are two buttons: a grey 'Back' button and a blue 'Next' button. Below the form, in a light grey box, is a footer message: 'Need IT Help? Visit www.uwtsd.ac.uk/mfa, or call us on 0300 500 5055.'

- Then put in your password

“

*Follow these 4
simple steps to get
registered*

Don't worry about
choosing one of the
items here. You can
do it at another time.
Just click the “I'm not
sure” button.

ing



Welcome,

Learn skills to help you reach your career goal

Tell us what you want to achieve in the next 6-12 months and we'll recommend courses to help you get there. Only you can see your response and you can change it at any time.



Grow and advance in my
current career



Transition into a
new career



Develop skills to
manage teams



Continue

I'm not sure

“

If you have a LinkedIn account, you can connect the 2 accounts together.

(if you don't, no worries you can still connect at a later date)



Connect to your LinkedIn profile

It's the fastest way to get started, and connecting gives you these exclusive benefits and more.

	Unconnected	 Connected account
Access to 15,000+ courses taught by professionals	✓	✓
Interactive learning with exercise files and course quizzes	✓	✓
Personalized recommendations based on your profile		✓
Explore internal jobs within your company		✓
Share learning certificates to your profile		✓



Your organization will only be able to see limited profile information (e.g. name, title, photo). You always can choose what Learning activity to share with your network. [Learn more](#)

Connect LinkedIn profile

Skip for now

“

Here you will be given top skills, or you will have to choose skills from a list.

In this section if you do not see boxes highlighted in Blue, please click on some boxes you find most interesting. (you need to choose a minimum of 1)

Top business topics

Microsoft Excel

Microsoft Power BI

Diversity & Inclusion

Management

Project Management

Leadership

Personal Development

Business Analysis

Entrepreneurship

Customer Service

Human Resources (HR)

Finance

Sales

Marketing

Training and Development (HR)

Accounting

Career Development

Top technology topics

Python (Programming Language)

SQL

Data Science

DevOps

System Administration

Software Development

Cloud Computing

Databases

Web Development

Technical Support

Mobile Application Development

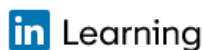
Top creative topics

Select at least one skill to continue

Continue

“

This section you can choose a weekly goal for yourself, otherwise just skip this step.



Set a weekly learning goal

We'll track your progress and remind you to keep learning. You can change your goal at any time.

- ☐ 15 minutes Start strong
- ☒ 30 minutes Recommended Keep growing
- ☐ 60 minutes Increase momentum
- ☐ 120 minutes Accelerate progress

You can change your goal at any time

Set goal

Skip for now

“

You have set up the account, all you have to do now is click on "Discover other courses".

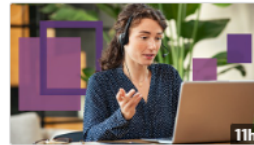
 Learning



You're ready to get started,

These tailored course recommendations are based on your personal career goal, background, and interests. They're saved in My Library, and you can edit them at any time. Click on a course to begin.

Become an Administrative Specialist



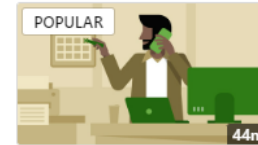
LEARNING PATH
Career Essentials in
Administrative Assistance...

11h



LEARNING PATH
Become an Administrative
Professional

15h



COURSE
Administrative Professional
Foundations

44m

By: Aimee Reese



COURSE
Nano Tips for Creating a
More Effective Relationships...

16m

By: Allison Peck



COURSE
How to See
Everything

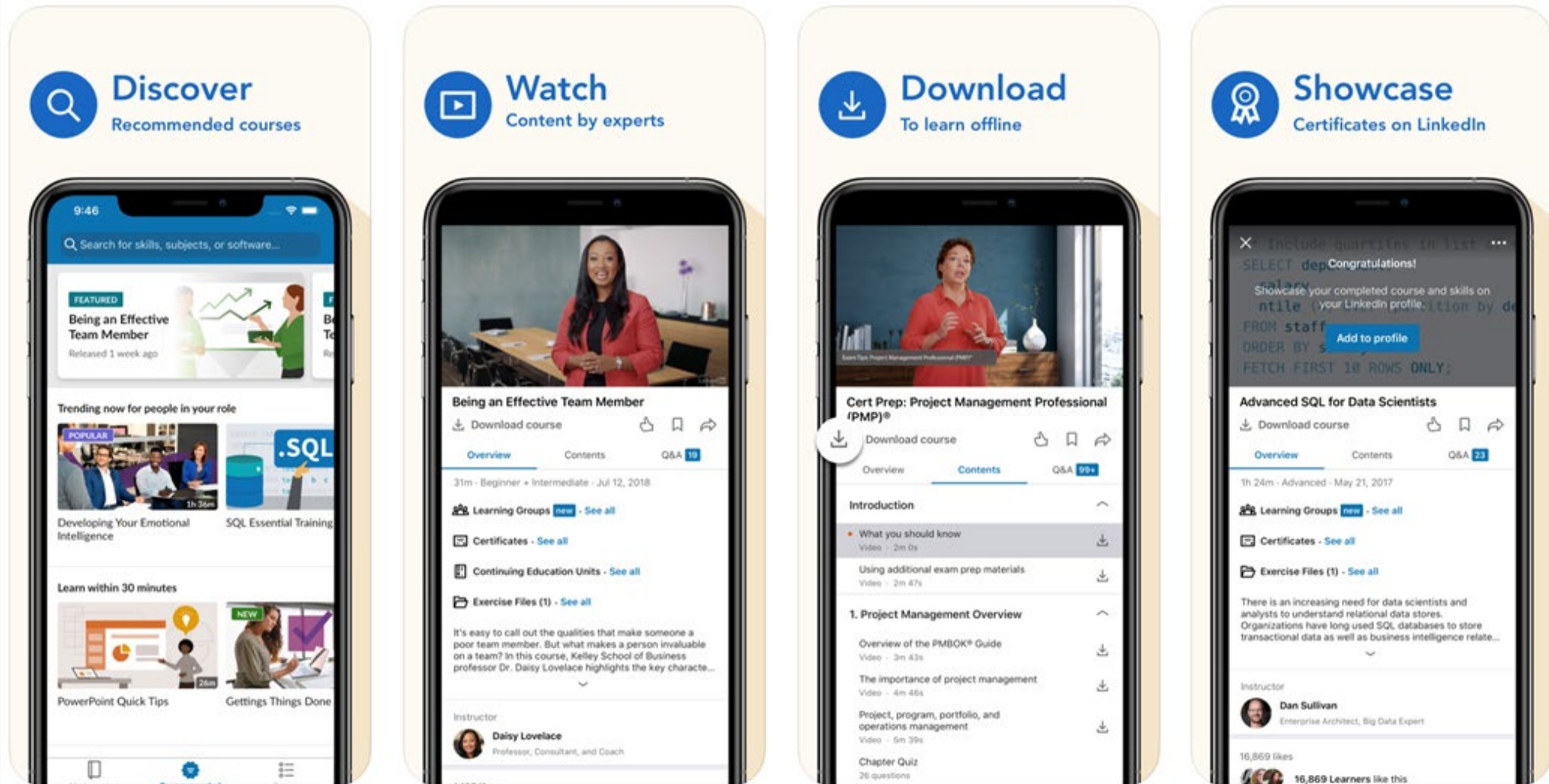
16m

By: Dorie Clar

[Browse My Library](#)

[Discover other courses](#)

The mobile app





2

Which digital tool would you like to develop your skills in?

Showing Results

Join at: vevox.app ID: 149-381-546

excel
linked in learning

microsoft 365

RESULTS SLIDE



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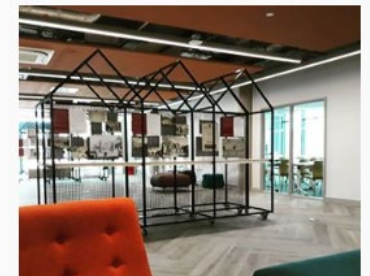
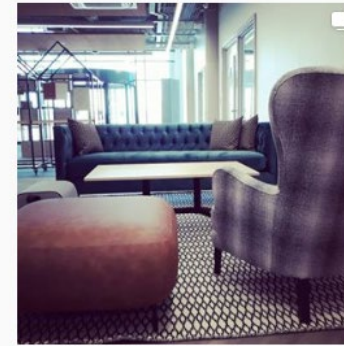
library@uwtsd.ac.uk

Find us on social media!

We are on Facebook, X and Instagram!



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





[Link to Form](#)

Let us know how we did

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



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 Autumn 2024



www.uwtسد.ac.uk/library



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