







# 1<sup>st</sup> Year – Digital Skills Development Journey

This checklist provides you with a variety of resources to help you achieve all the key digital tasks that you will undertake as part of your undergraduate degree. To assist you, the resources have been organised by month so that they correspond with the tasks that you will carry out during each part of the year.

The resources will help to develop the six elements of digital capability as set out in the University's [Digital Skills Framework](#), ensuring that you have the digital skills you need, to do what you need to do.

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

More information about the six elements of digital capability can be found on:  
<https://www.digitalskills.ed.ac.uk/about-the-framework/>

You should also refer to the other Digital Skills Development Journey documents for further resources that can help you develop your digital skills:

[1<sup>st</sup> Year – Digital Skills Development Journey \(https://edin.ac/2zj1NII\)](https://edin.ac/2zj1NII)

[2<sup>nd</sup> Year – Digital Skills Development Journey \(https://edin.ac/2zgxRgf\)](https://edin.ac/2zgxRgf)

[3<sup>rd</sup> Year – Digital Skills Development Journey \(https://edin.ac/2zgydn5\)](https://edin.ac/2zgydn5)






[4<sup>th</sup> Year – Digital Skills Development Journey \(https://edin.ac/2zilZKQ\)](https://edin.ac/2zilZKQ)

[Employability Skills Development Journey \(https://edin.ac/2ziuWUc\)](https://edin.ac/2ziuWUc)

# August – Pre-arrival

Before you arrive some of the key tasks you will carry out include applying for accommodation through MyEd, registering as a student using EUCLID and applying for your student card using MyEd.

The following resources can help you develop the digital capabilities you need to achieve these tasks:






















✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">New Student Getting Started Guides</a>	Online information and services	
	<a href="#">MyEd guidance</a>	Online information and services	
	<a href="#">EUCLID Student Self Service Guide</a>	Online information and services	
	<a href="#">‘Outlook on the web Essential Training’</a>	Online Course	
	<a href="#">University card help</a>	Online information and services	

# September – Welcome Week

At the start of Welcome Week some of the key tasks you will carry out include arriving at your accommodation, obtaining your student card, paying tuition and accommodation fees using the Finance Channel in MyEd, connecting to university Wi-Fi and protecting your digital identity and devices.

During Welcome Week, you will also research courses using Path and the DRPS (Degree Regulations and Programmes of Study) websites, arrange a meeting with your personal tutor, access your timetable through MyEd and download course materials from Learn. In addition, you may sign up for societies and begin looking for jobs and volunteering opportunities.












The following resources can help you develop the digital capabilities you need to achieve these tasks:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">University card help</a>	Online information and services	
	<a href="#">Finance Channel overview</a>	Online information and services	
	<a href="#">Link to Finance Channel (requires EASE login)</a>	Online information and services	
	<a href="#">Wi-Fi networking guides</a>	Online information and services	
	<a href="#">Managing Your Digital Footprint resources</a>	Classroom, Online course, Online learning material and guidance	 
	<a href="#">Cybersecurity courses</a>	Online course – LinkedIn Learning	
	<a href="#">Information Security: Mobile Security</a>	Classroom	 
	<a href="#">Information Security: Fraud, Phishing and Social Engineering</a>	Classroom	 
	<a href="#">Information Security: An Introduction to Information Security</a>	Classroom	
	<a href="#">Information Security: The Internet Survival Guide</a>	Classroom	
	<a href="#">Information Security: Practical Encryption for Staff and Students</a>	Classroom	
	<a href="#">Path FAQs and User Guides</a>	Online information and services	
	<a href="#">Student Guide to the DRPS</a>	Online information and services	
	<a href="#">Getting started with Learn</a>	Online information and services	
	<a href="#">Societies - Edinburgh University Students' Association</a>	Online information and services	
	<a href="#">MyCareerHub</a>	Online information and services	
	<a href="#">Careers Service – Where to find jobs</a>	Online information and services	
	<a href="#">EUSA Volunteering database</a>	Online information and services	

# September – Start of Teaching

Once lectures begin, some of the new tasks you will carry out include printing lecture resources, taking notes with word processors, basic data analysis with Excel and using Media Hopper Replay to view lecture recordings. You will also start to use the library and DiscoverEd to find academic resources for further study.













The following resources can help you develop the digital capabilities you need to achieve these tasks:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">Printing, copying and scanning guides</a>	Online information and services	
	<a href="#">An Introduction to Microsoft Office 365</a>	Classroom	
	<a href="#">Word 2016 Essential Training</a>	Online course – LinkedIn Learning	 
	<a href="#">Excel 2016 Essential Training</a>	Online course – LinkedIn Learning	 
	<a href="#">Media Hopper Replay guide</a>	Online information and services	 
	<a href="#">Library Bitesize: How to use the Library</a>	Classroom	
	<a href="#">Library Bitesize: Ten Top Tips for Finding Academic Literature</a>	Classroom	
	<a href="#">DiscoverEd guide</a>	Online information and services	

# October – Tutorials begin

Once tutorials begin, some of the new tasks you will carry out include accessing academic databases and creating digital content for tutorials such as presentations, videos and blogs. You may also undertake some basic programming depending on your courses.

The following resources can help you develop the digital capabilities you need to achieve these tasks:












✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">Accessing e-resources guide by IS</a>	Online information and services	
	<a href="#">Databases by subject</a>	Online information and services	 
	<a href="#">DIY Film School</a>	Classroom	
	<a href="#">Adobe Spark: Create graphics, web pages &amp; videos in minutes</a>	Classroom	
	<a href="#">Media Hopper Create: Introduction</a>	Classroom	
	<a href="#">PowerPoint 2016 Essential Training</a>	Online course – LinkedIn Learning	
	<a href="#">Photoshop CC Introduction</a>	Classroom	
	<a href="#">Blogging for students information</a>	Online information and services	 
	<a href="#">Python Essential Training</a>	Online course – LinkedIn Learning	 

# October – Coursework begins

Once coursework begins some of the new tasks you will carry out include collaborating with group members using a variety of technologies, conducting research, analysing statistical data, creating infographics, videos presentations and reports.

After ensuring that you have proofread your work and followed all referencing guidelines, you submit your coursework. The most commonly used submission portals are through Turnitin and Learn, although some courses may use alternative channels. You may then be required to carry out a WebPA (Web Peer Assessment).

The following resources can help you develop the digital capabilities you need to achieve these tasks:











✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">G Suite Learning Centre Training videos and tutorials on how to use Google Apps</a>	Online learning material and guidance	
	<a href="#">Office 365 – Workplace productivity training</a>	Online course	
	<a href="#">Skype for Business Essential Training</a>	Online course – LinkedIn Learning	
	<a href="#">Word: Beyond the Basics</a>	Classroom	
	<a href="#">Turnitin guide</a>	Online information and services	
	<a href="#">Excel 2016: Intermediate</a>	Classroom	
	<a href="#">Library Bitesize: Using Google for Finding Academic Literature</a>	Classroom	
	<a href="#">Library Bitesize: Fake News vs Real News: Discovering News Sources</a>	Classroom	
	<a href="#">Introduction to reference managers</a>	Classroom	
	<a href="#">Library Bitesize: How to reference and avoid plagiarism</a>	Classroom	
	<a href="#">IAD resources on how to make the most of group work</a>	Online learning material and guidance	

# November and December – Preparing for exams

As exams approach, some of the new tasks you will carry out include looking at past exam papers and creating revision materials. You will also receive feedback for your coursework – where this is published will depend on the course and method of submission. You will also find out your exam timetable and venues – this information can be found on your Outlook calendar as well as the [Exam Diets and Timetables webpage](#).

You may also need to submit details of any special circumstances in regards to coursework and exams.

The following resources can help you develop the digital capabilities you need to achieve these tasks:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">Exam Papers Online</a>	Online information and services	
	<a href="#">Learn Marks and Feedback</a>	Online information and services	 
	<a href="#">Special Circumstances guidelines</a>	Online information and services	
	<a href="#">Mind mapping courses</a>	Online course – LinkedIn Learning	
	<a href="#">Mind mapping with MindGenius guide</a>	Online learning material and guidance	
	<a href="#">Study Hub learning resources</a>	Online learning material and guidance	
	<a href="#">Exam Diets and Timetables</a>	Online learning material and guidance	
	<a href="#">Quizlet – Learning tools and flashcards</a>	Online learning material and guidance	 









# January and February – Beginning of Semester 2

Many of the tasks you carry out in Semester 2 will be similar to those carried out in Semester 1. Refer back to September and October for further information.

After exams have finished, the main new task you will carry out will be checking your exam results and progression status on EUCLID. You may also want to personalise Learn in order to prepare for your new courses in the upcoming semester.

The winter break and Flexible Learning Week also provide opportunities for extracurricular learning self-directed learning using a variety of online resources and classroom workshops. You may also be required to use more advanced data analysis tools for your coursework depending on your courses.

The following resources can help you develop the digital capabilities you need to achieve these tasks:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">EUCLID Student Self Service Guide</a>	Online information and services	
	<a href="#">Learn personalisation guide</a>	Online information and services	 
	<a href="#">Courses on LinkedIn Learning</a>	Online course – LinkedIn Learning	
	<a href="#">University of Edinburgh MOOCs</a>	Online course	
	<a href="#">Self-enrol courses on Learn</a>	Online learning material and guidance	
	<a href="#">Digital Skills Framework</a>	Online learning material and guidance	
	<a href="#">Developing your Digital Skills (workshop) - Students</a>	Classroom	
	<a href="#">Introduction to Event Booking information</a>	Online information and services	
	<a href="#">Handling Data using SPSS (classroom course)</a>	Classroom	
	<a href="#">SPSS Statistics Essential Training</a>	Online course – LinkedIn Learning	






# March and April – Making preparations for the summer

Many of the tasks you carry out in Semester 2 will be similar to those carried out in Semester 1. Refer back to November for further information.

In addition to preparing for exams, you may want to start researching and applying for work and volunteering opportunities during the summer break.

The following resources can help you develop the digital capabilities you need to achieve these tasks:







✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">MyCareerHub</a>	Online information and services	
	<a href="#">Careers Service – Where to find jobs</a>	Online information and services	
	<a href="#">EUSA Volunteering database</a>	Online information and services	

# May and Summer Break – Preparing for 2<sup>nd</sup> year

Many of the tasks you carry out in Semester 2 will be similar to those carried out in Semester 1. Refer back to December, January and February for further information.

The main new task you will carry out will be researching and confirming courses for 2<sup>nd</sup> year. You may also want to carry out a Student-Led, Individually-Created Course (SLICC) or the Edinburgh Award in order to develop your digital and employability skills.

The following resources can help you develop the digital capabilities you need to achieve these tasks:

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	<a href="#">Path FAQs and User Guides</a>	Online information and services	
	<a href="#">Student Guide to the DRPS</a>	Online information and services	
	<a href="#">Student-Led, Individually-Created Courses (SLICCs)</a>	Online information and services	 
	<a href="#">Edinburgh Award</a>	Online information and services	 

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