







3rd 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:

[1st Year – Digital Skills Development Journey](https://edin.ac/2zj1Nll) (https://edin.ac/2zj1Nll)

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

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

[4th 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)

3rd Year – Referencing and project management

Many of the tasks you carry out in 3rd year will be similar to those carried out in previous years. Refer back to the appropriate checklists for further information.

Some of the new tasks you will carry out include using more advanced referencing tools such as LaTeX in addition to using project management tools for coursework. You may also use Doodle for society work.

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

✓	Digital Skills Development Resources	Delivery Method	Digital Capabilities
	LaTeX for beginners guide	Online learning material and guidance	 
	LaTeX for beginners (classroom course)	Classroom	 
	Microsoft Project Web App Essential Training	Online course – LinkedIn Learning	 
	Microsoft Planner Quick Tips	Online course – LinkedIn Learning	 
	Trello Essential Training	Online course – LinkedIn Learning	 
	Make a poll with Doodle	Online learning material and guidance	 

If you require this document in an alternative format, such as large print or a coloured background, please contact us: is.skills@ed.ac.uk