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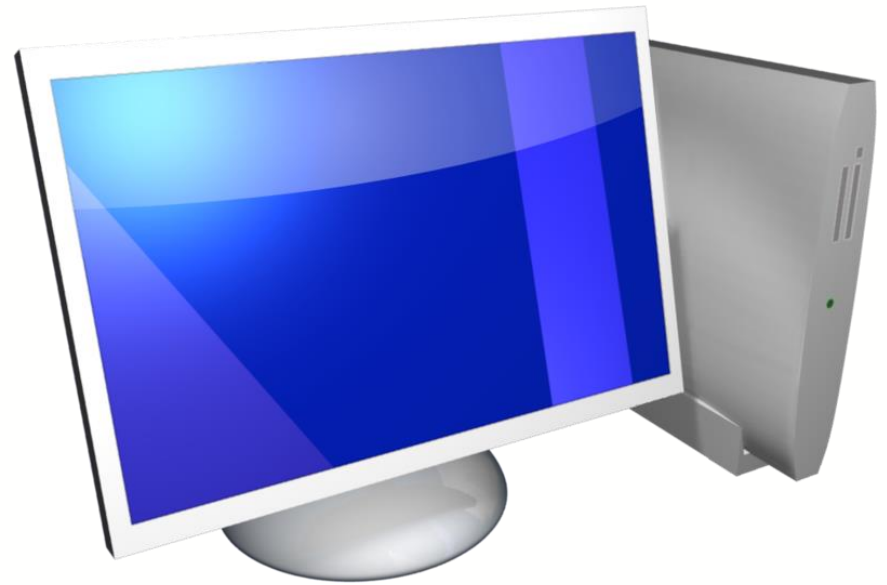
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IT Dissertation Kit

Lyn Farrell, Online Learning Tutor
Distance Learning PGCE, School of Education
Leeds Beckett University

Some questions for you

- How many of you believe in the digital native?
 - Why? Why not?
- How many of you work in institutions without any academic IT support?
 - Why do you think this is?
- How many of you think the academic IT support provided is adequate?
 - Why? Why not?



My original research

- My experience as an academic skills tutor at odds with Digital Native theory
- This led to my case study paper (2013)
 - HE students' come to university with mixed levels of academic IT skills (Farrell 2013)
- I found a wealth of challenges to the Digital Native theory (Prensky 2001)
 - Brown, C. and Czerniewicz, L. (2010), Corrin, L., Bennett, S. and Lockyer, L. (2010), Margaryan, A. and Littlejohn, A. (2011) ,

Current research

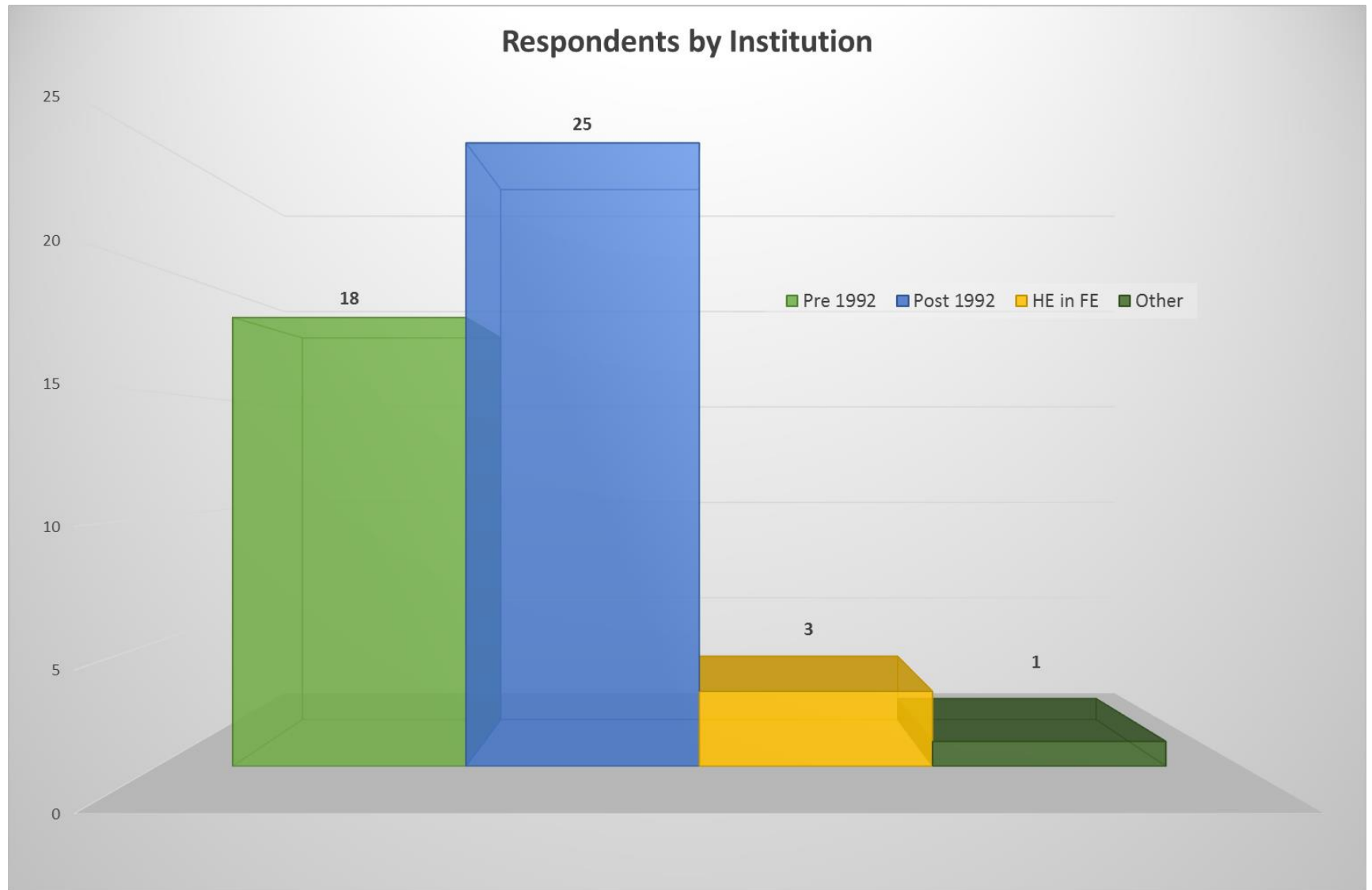
- Lanclos (2016)
 - Digital native results in barriers to students and staff interactions with technology
 - Nothing biologically different about ‘digital native’ brains – IT interaction is NOT motivated by age
- A wealth of current challenges to the Digital Native theory (Prensky 2001)
 - Kwok-Wing & Kian-Sam (2015) Slechtova (2014), Thompson (2014)

Graduate skills, digital literacy and employability

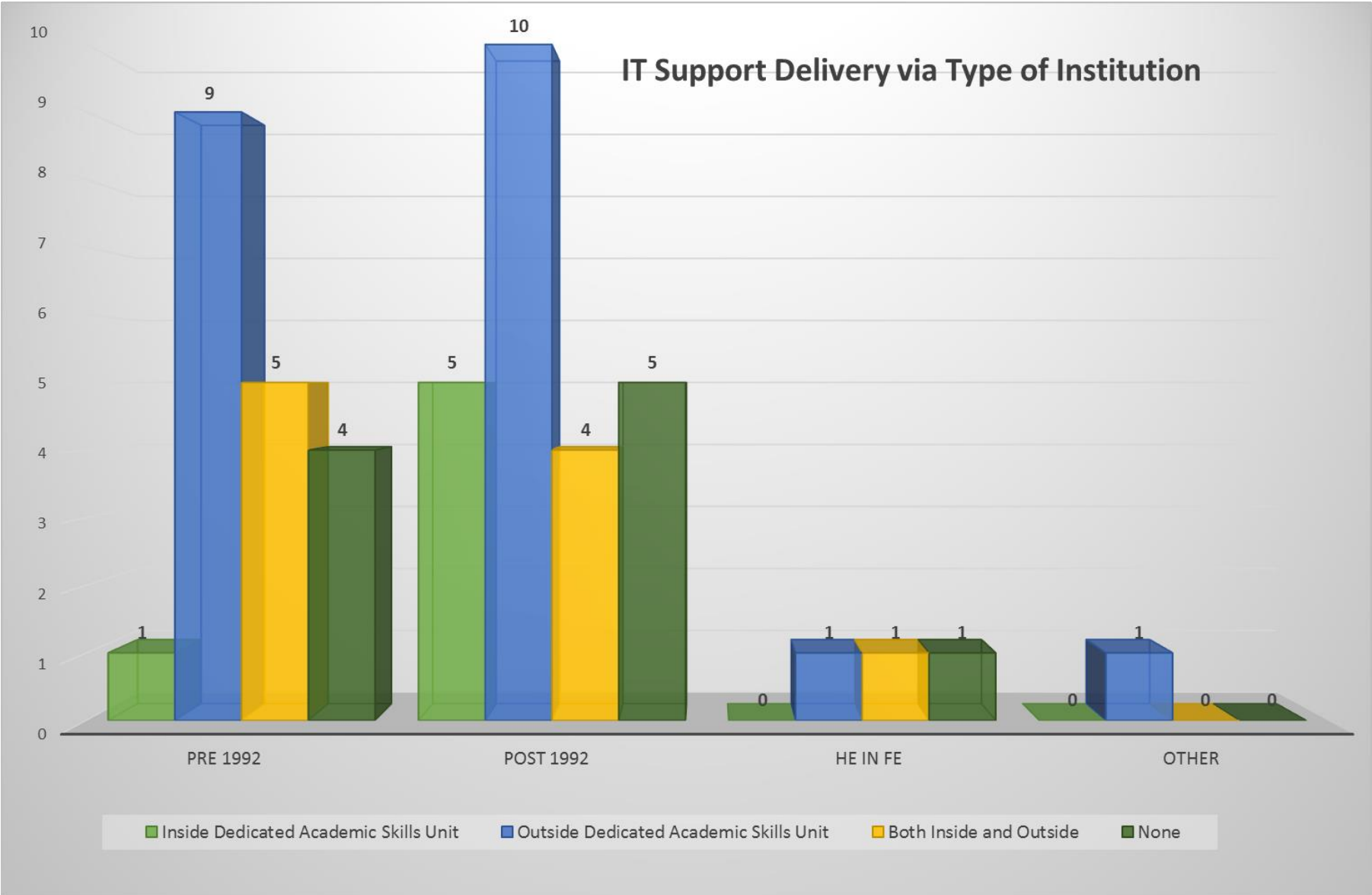


- IT proficiency in graduates one of the top ten skills employers are looking for in graduates (Adams, 2014)
- IT skills deemed essential by graduate recruitment businesses (Page 2014)
- Most institutions have a digital literacy/employability/graduate attributes strategy
 - “The confident and critical use of information and digital technologies to enhance academic, personal and professional development (Leeds Beckett 2016)

LDHEN survey results

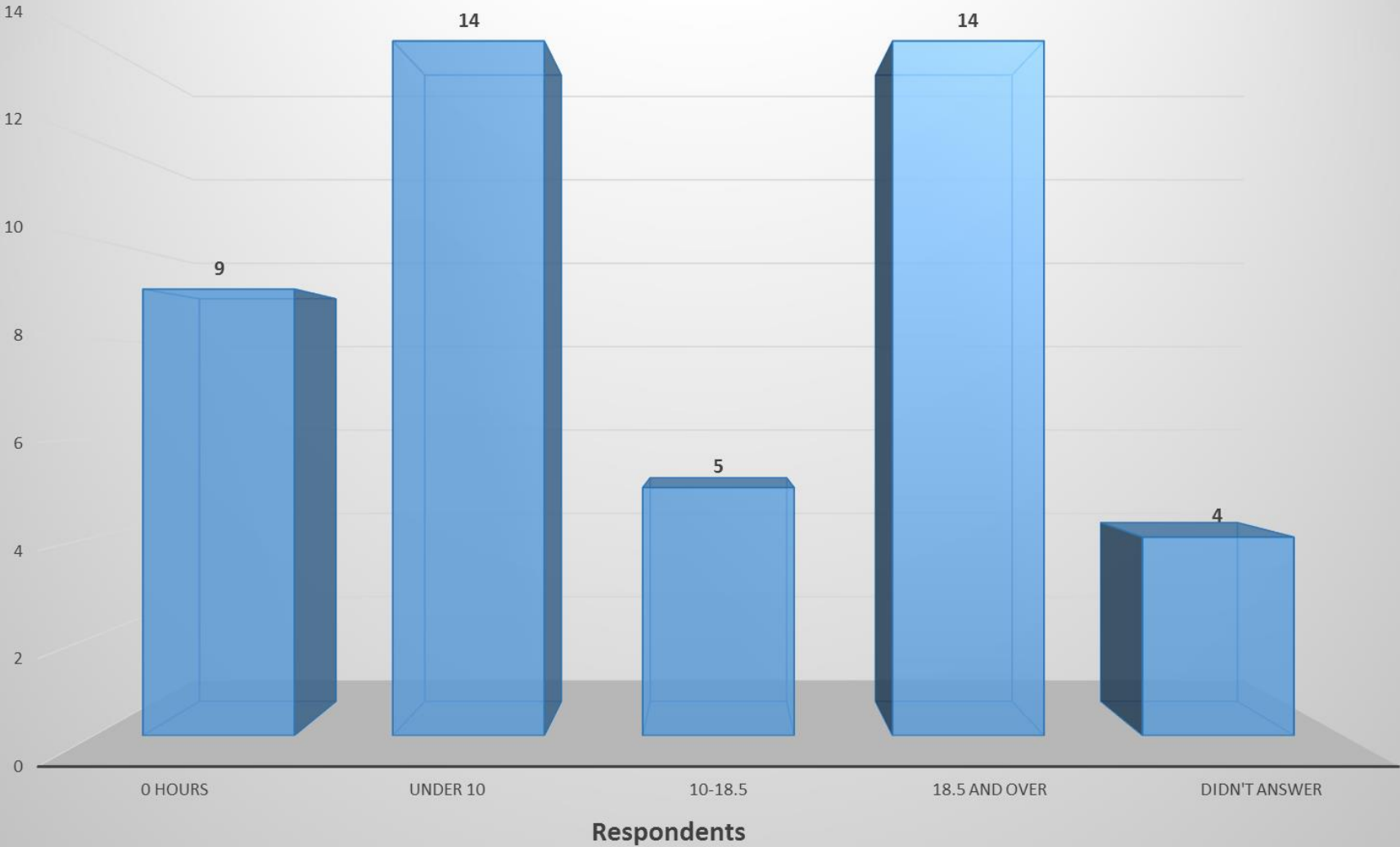


LDHEN survey results

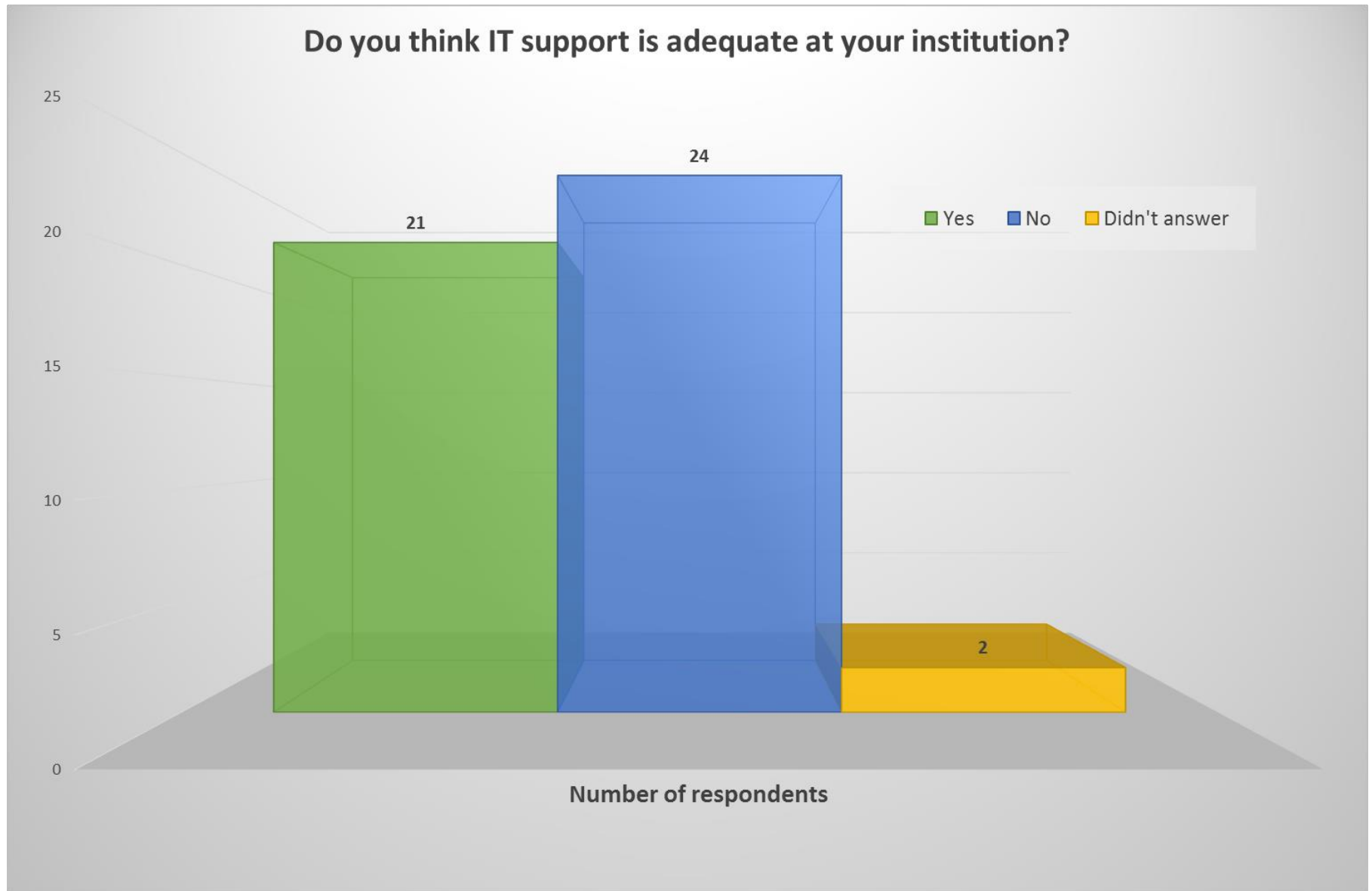


LDHEN survey results

How many staff hours are given, per week, for IT support at your institution?

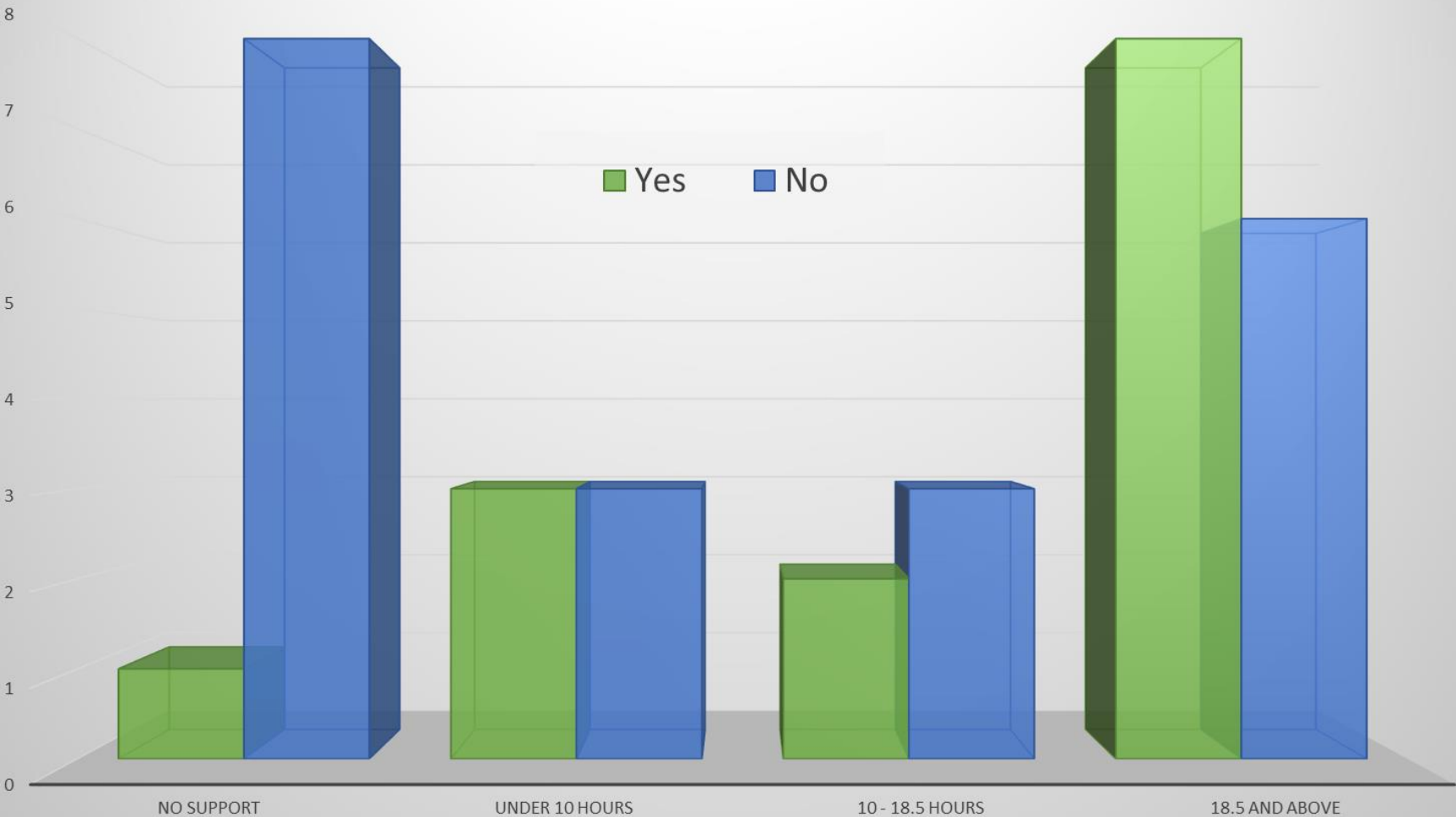


LDHEN survey results



LDHEN survey results

Is the IT support offered adequate?



LDHEN survey results

- Do you think academic IT support is adequate at your institution?
 - Almost a 50/50 split between those who said yes and those who said no
 - This is a significant polarisation
 - The majority of respondents whose institutions provide 0-10 staff hours of academic IT support per week said they think it's not enough
 - A significant proportion of respondents whose institutions provide 18.5 + staff hours of academic IT support per week still said they think it's not enough
 - We need an up to date survey of staff and student attitudes to academic IT support at their institution.

Why I created the kit

- Students have to engage with IT whether support is provided or not
 - Students assume they have the requisite academic IT skills
 - My experience of working with students shows they need support, especially with dissertations
- Not all students can come to campus
 - Part time students might not get appointments on the one day they're on campus
 - Distance learners need something they can use remotely and independently
 - Equal provision for distance learners
- Hopefully other institutions can recreate it

Three parts to the kit

It's a learning object on the Skills for Learning website

Dissertation IT kit	
Learning Outcomes	Contents:
If you work through this section you should be able to:	Before you start
<ul style="list-style-type: none">• Use the appropriate tools in Word to format your dissertation.• Work on your document in the most efficient way• Submit a professional looking document	Guide to formatting your dissertation in Word 2013
	Video tutorials
	Further resources

1. Podcasts
2. Video Tutorials
3. Written Guide

Podcasts

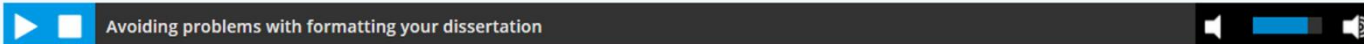
- Podcast 1 'Avoiding problems with formatting your dissertation'
 - numbering, diagrams and charts, table of contents, section breaks,
- Using library resources to submit your dissertation
 - passwords and pins, printing, copying uploading issues, time management
- Podcast 3 'Advice on formatting your dissertation'
 - The order they should complete the formatting tasks

Podcasts

Podcast: Avoiding problems with formatting your dissertation

 Duration: **10 minutes**

Listen to Lyn Farrell, Academic Skills Tutor for IT, and Steve Kendall, IT Help Assistant, discuss how to avoid common problems with formatting your dissertation.



Podcast: Using library resources to submit your dissertation

 Duration: **10 minutes**

Listen to Lyn Farrell, Academic Skills Tutor for IT, and Steve Kendall, IT Help Assistant, discuss how to print your dissertation in the Library.



Podcast: Advice on formatting your dissertation

 Duration: **8 minutes**

Listen to Lyn Farrell, Academic Skills Tutor for IT, explain the order in which you should format your dissertation document.

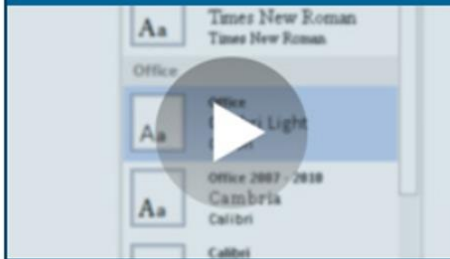


Creating the podcasts

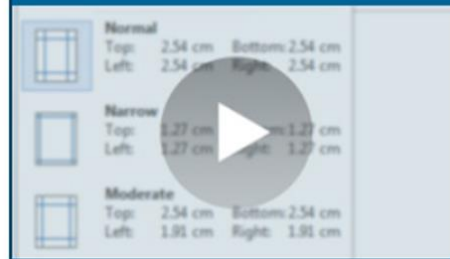
- Field recorder
 - Quiet room! Inexpensive recorder
- Audacity editing
 - Fade in and out, branding, normalising audio, removing/creating silences, removing repeats and hesitations
- Exported to MP3 files and posted to site
- Optional edits – important to have something rather than ‘bells and whistle’s

Video Tutorials

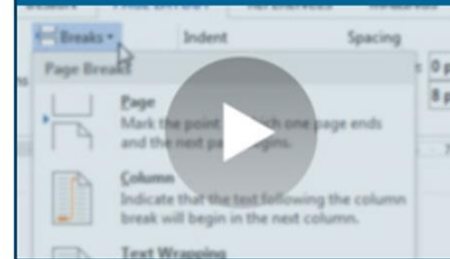
1. Change the font using Document Styles



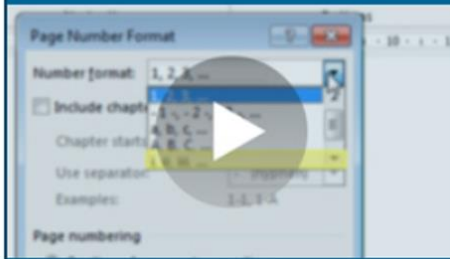
2. Margins, line and paragraph spacing



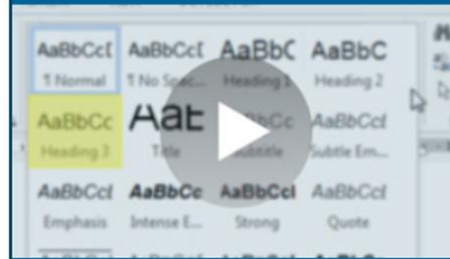
3. Section breaks and page breaks



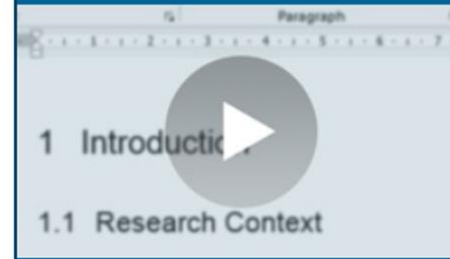
4. Add Roman numerals and numbers to your pages



5. Create headings for your document titles



6. Create numbered headings for your document titles



Creating the video tutorials

- Captivate software
 - capturing on-screen interactions with MS Word
 - Instruction captions added to each recording
- 4 weeks part time study to learn basics of Captivate
- Free alternatives available

Dissertation Formatting Guide

CONTENTS

Dissertation IT kit


«BACK


Guide to formatting your dissertation in Word 2013

Using this guide

This guide explains how to format your dissertation document using Word. It includes: setting margins, line spacing, heading styles, and inserting images and tables.

Guide to formatting your dissertation in Word 2013

 [Guide to formatting your dissertation in Word 2013 \(Word document\)](#)

 [Guide to formatting your dissertation in Word 2013 \(PDF\)](#)

Dissertation Formatting Guide

- Produced in Word
 - Also saved as PDF
 - Screen shots accompany the written instructions
 - Standalone guide
 - Reference to accompany the video tutorials

15. Insert captions for tables/equations

1. Click on the References tab.
2. Click on Insert Caption.
This will open the Caption dialogue box.
3. Click on the arrow to the right of Label, shown in Fig 32.
4. Click on Tables or Equation.
5. Type in your caption.
6. Click on OK.
7. Repeat for all the tables in your dissertation.

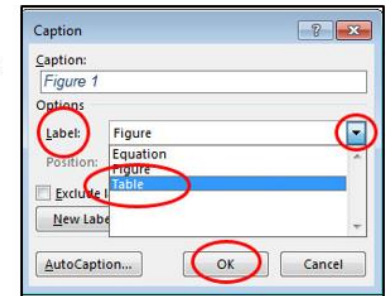


Fig 32

16. Create your own caption label

What I think UK He should do

- Review our assumptions around **academic** IT skills in higher education students.
- Put its money where its mouth is regarding digital literacy and graduate attributes *
 - Lanclos (2016) argues that employability is not the role of HE but as long as HE says it is, institutions need to fully support students in attaining it

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