

# Supporting your Learning

A guide to digital skills, organising your time, academic skills support, study support and assistive technology

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start to   
**SUCCESS**



# Microsoft Office



**The Microsoft Office suite is a set of programmes to enable us to produce documents and undertake common tasks on the computer**

You can download free software onto your computer from the following sources:

[Staffordshire University Library software](#)

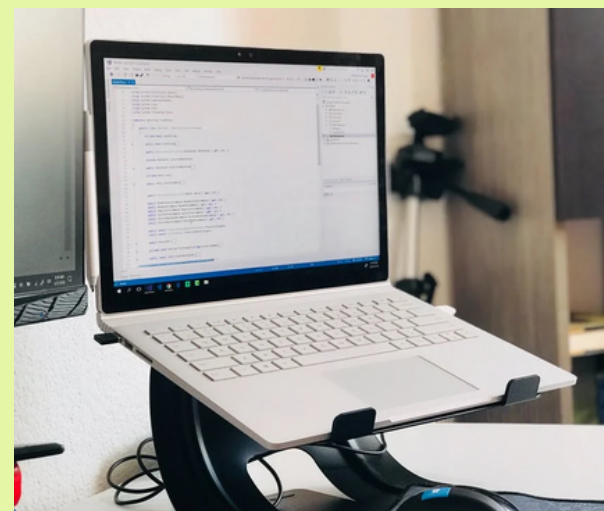
[Office 365](#)

# Microsoft Word



Word-processing software which is used for creating documents, writing reports, essays and assignments, with the ability to edit and share.

[Getting Started with Microsoft Word](#) online tutorial is available on our LinkedIn Learning platform

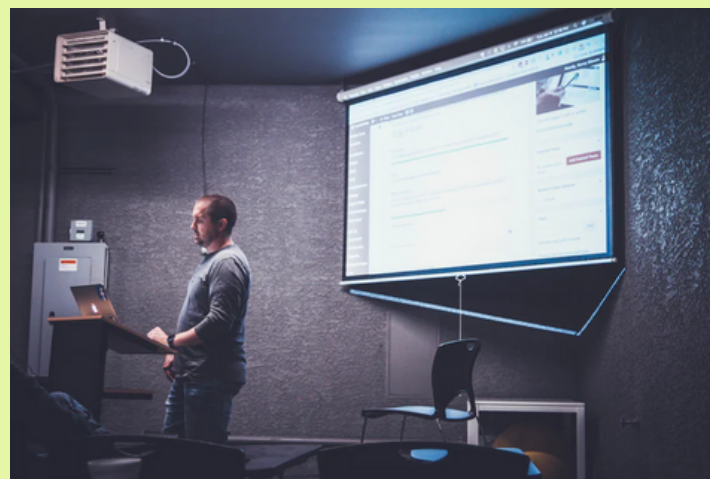


# Microsoft Powerpoint



Create a slideshow of information, charts and images, with built-in tools and effects for a professional presentation. Powerpoint enables you to show pictures and diagrams to your audience, instead of having to describe verbally

[Getting Started with Microsoft Powerpoint](#) is available as an online tutorial on our LinkedIn Learning platform



# Microsoft Excel



Organise, formulate and calculate data with formulas using a spreadsheet system. Create professional charts and graphs, make statistical analyses and identify data trends

[Getting Started with Microsoft Excel](#) online tutorial is available on the LinkedIn Learning platform



More videos and tutorials at all levels of learning are available on the [LinkedIn Learning webpage](#)

# Outlook Email



The University uses Outlook email and calendar which link together to help users stay organised and makes managing your accounts easier

[A Beginner's guide on how to use Microsoft Outlook email and calendar](#) from the LinkedIn Learning platform



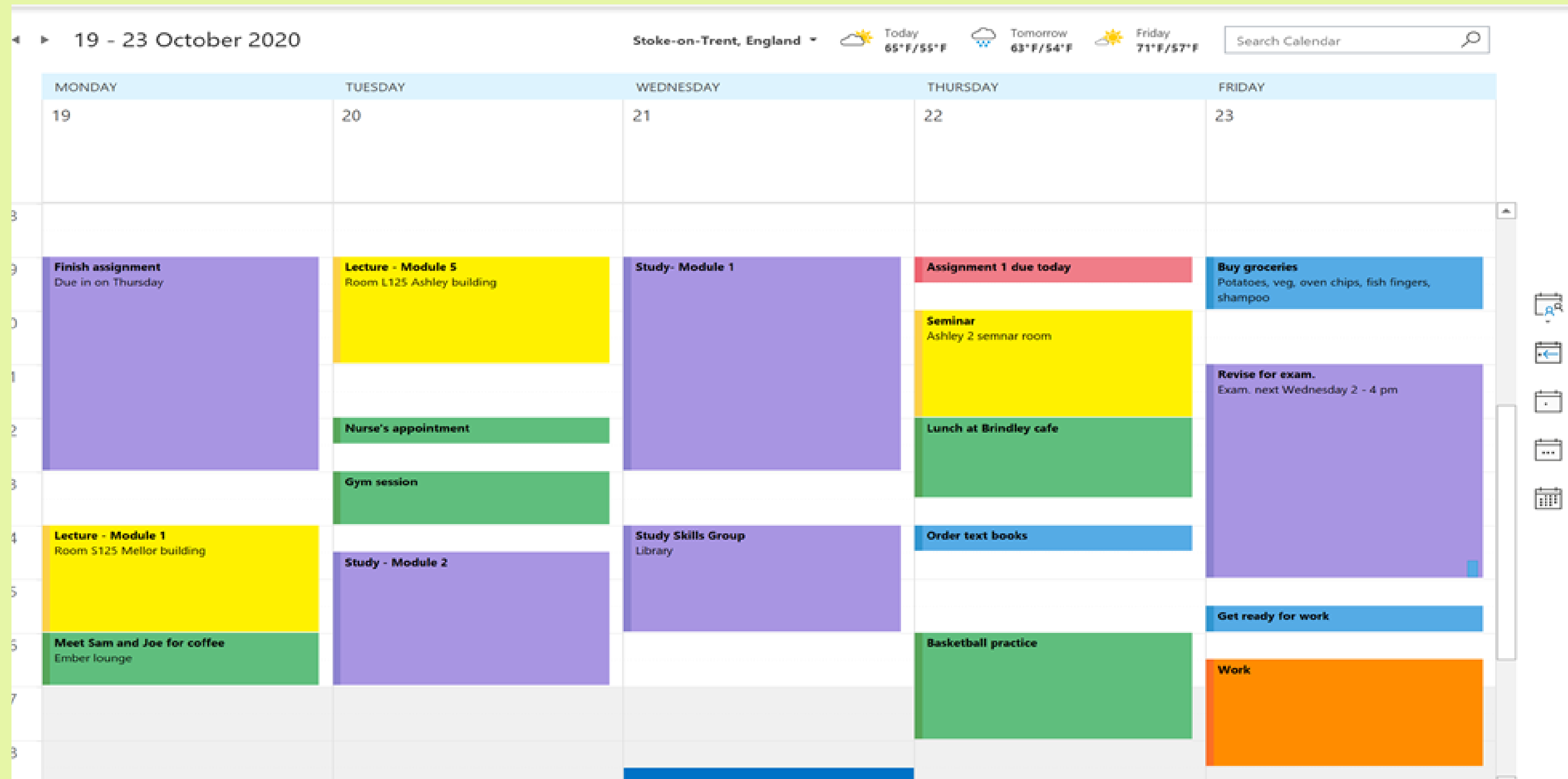
# Outlook Calendar



**Outlook calendar can be used to plan your time, and allows you to visualise your appointments**

- Lecturers, seminars and tutorials
- Assignment/submission and examination dates
- Personal Tutor meetings
- Study Skills Group meetings
- Social commitments
- Sports activities
- Health appointments
- Part-time work
- Reminders eg. to buy groceries, order textbooks

# Colour coding your calendar



Categorising your calendar entries by colour can be helpful for some people, eg. here we've used yellow for academic calendar, purple for study time, red for assignment submission dates, green for social/sports activities, orange for work and blue for reminders, but you can use any colours you choose



# Setting reminders on your calendar

You can set a reminder on your calendar to alert you about upcoming events  
Go to Appointments and select the time you would like eg. 15 mins before the appointment or the time of your choice

- On Outlook, choose file - options - calendar
- Under Calendar options, set or clear default reminders
- Set the time you would like to be reminded of appointments (ie. 15 mins before or your choice)

[Get Organised with Outlook](#) - a video about using Calendar and Time Management



# Microsoft notes



Microsoft notes are another resource which can enable you to jot down your thoughts and save them for later, and remind you about important information and save

You can store them alphabetically and use colour coding, add them to your calendar or to your desktop, or forward them in an email

Access Microsoft Notes by clicking on the 3 dots symbol on the bottom left hand side of the Outlook calendar or email page.

Here is a link to [A visual beginner's guide on using Microsoft Notes](#)



# Microsoft Teams



Most online teaching at the University will be delivered remotely through Microsoft Teams.

Your Course Tutors will send you the link for your teaching sessions

You can also work in groups, collaborate on projects and share documents in Teams



[A Quick Start Guide to Microsoft Teams](#)

[Video courses and online tutorials for users of Microsoft Teams at all levels, including beginners, at LinkedIn Learning](#)

# Some non-technical things to remember when using Teams

There are some things we can do to make the experience of using Teams better and more productive for everyone. Here are some tips:

- Join a meeting with the microphone muted so you don't disrupt the speaker
- If you know you'll be late, let the organiser know before the meeting time, or leave a message in the meeting chat if you have to leave early
- If you need to step away from the meeting for a short break, leave a message in the chat and turn your camera/microphone off until you return



# Some non-technical things to remember when using Teams 2

- Use your camera where possible (except in large webinars where only the speakers will use their cameras)
- Avoid any disruptions in your surroundings if you can, and mute your microphone if you are in a noisy place
- If there are visual distractions, you have the option to choose a custom background through selecting show background effects, or you can upload your own background



# Adobe Acrobat



## Adobe Acrobat

Adobe Acrobat is software which allows you to view, create, manipulate, print and manage files in Portable Document Format (PDF)

[Creating accessible PDFs](#) on LinkedIn Learning

[Adobe Acrobat Learn and Support](#)

[Edit scanned PDFs](#)

[Make PDFs accessible](#)

You can also use the [SensusAccess online tool](#) where you can convert files different more accessible formats

# SPSS

SPSS (Statistical Package for the Social Sciences) is a software package used for data analysis, which some of you will be using according to which course you're studying

[The Library has a range of videos, guides and tutorials to help you with SPSS](#)

[SPSS free online tutorials](#)

[Online tutorials and learning resources for SPSS at all levels](#) from beginners to advanced are available on [Linkedin Learning](#)

And the [Open University](#) has some good resources and video tutorials available through OpenLearn:

[Furman University](#) also has some online open access step-by-step guides to using SPSS

The SPSS logo is displayed in white, bold, sans-serif capital letters on a red square background. The letters are slightly shadowed, giving a 3D effect.

# SPSS 2

## 3 books that can support your learning

Teaching staff advise waiting for a few weeks whilst you use the SPSS software and attend your research methods classes before selecting one of these books to support your learning. They are all written in different ways so choose the one that makes most sense to you:

[SPSS Survival Manual by Julie Pallant](#)

[Statistics Without Maths for Psychology by Christine Dancey and John Reid](#)

[Introduction to Research Methods and Data Analysis in Psychology by Darren Langdridge and Gareth Hagger-Johnson](#)

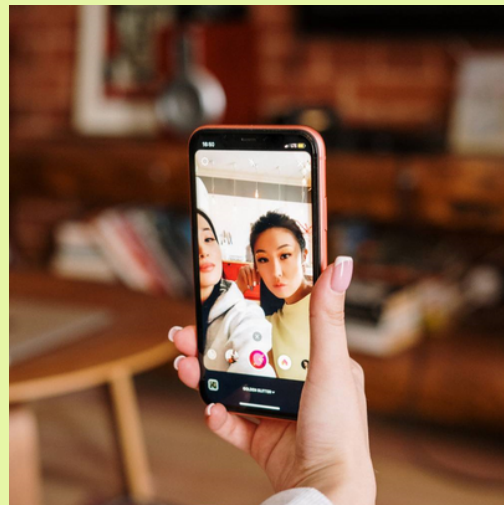


# Keeping in touch

Sometimes it can be difficult to start a conversation when we get in touch with family or friends we haven't seen for a while. This can happen when you have moved away from home to go to University

One way of tackling this is to set regular times for staying in touch to help ensure communication remains familiar, if you can

But there will always be times when we talk to someone we haven't chatted to for a while



Saying 'hello' or 'hi' is a good way to start a conversation

Say 'how are you' or 'it's nice to see you'. The other person will then answer you and the conversation will start

# Keeping in touch 2

Think about what you will talk about. Try to choose topics that both you and the other person find interesting

You could talk about your experiences at University, what you like or don't like about University. You could talk about TV programmes, Sport or other hobbies

Take it in turns to talk, let the person answer your questions and give them chance to ask questions

When you want to end the conversation, say something like 'Well I'll be going now' before saying 'goodbye', to let the other person know the conversation is ending



# Thompson Library

The Academic Skills Team - including the Study Skills Team, Subject Librarians is based at the Thompson Library. They can help you to develop ways of learning effectively, produce your assignments and improve your work to reach your full potential

The following guide has been written for anyone who may feel anxious about coming to the Library. It highlights aspects of the buildings which may be challenging for students on the autistic spectrum:

[Accessible Guide to the Thompson Library.](#)



# Study Skills Support

**Study Skills Tutors** can help with:

- Academic writing
- Critical writing
- Paraphrasing
- Planning your work
- Numeracy
- Time management



[Academic Skills support webpage](#) showing the team, which Schools they support and how to book an appointment - these are mostly online at the moment

There are also a range of [academic guides](#) available on this page, in Studying at University, Types of Assignment, Academic Writing, Working with Numbers and Data, and more

# Subject Librarian Support

## Subject Librarians can help with:

- Finding and using Library resources
- Research skills
- Developing a search strategy
- Understanding citing and referencing
- Using reference management tools
- Copyright

[You can also explore the subject guides](#) from the drop down menu on this webpage

[Academic Study Skills webpage](#) with contact details

# Digital Skills support at the Library

Some of the areas we can help you with include:

- Using Microsoft Office effectively
- 
- Creating long documents in Word
- 
- Using PowerPoint for presentations or academic posters
- 
- Using Qualtrics survey software
- 
- Using LinkedIn Learning online video training
- 
- Managing your files and using OneDrive

[Academic Study Skills webpage](#) with contact details

# Using technology to assist your learning

## Study Smarter with Technology: Useful Tools

There is a variety of technology available to download onto student PCs at the University, and the Library has produced a list of resources and tools available here, with guides on how to use the technology: [Study Smarter with Technology: Useful Tools](#)

Resources include:

- Text to speech and screen reading
- Voice recognition
- Reading
- Writing
- Video and audio
- Planning, mind mapping and notes
- Collaborate and meet

Most of these tools are available on Student PCs at the University, whilst some can be downloaded from the software centre. Full details are included in the list



# Assistive tools and software

The University Library has access to a range of free assistive tools and software which can increase your productivity, including Text readers, screen readers, reading support apps, speech to text/voice recognition, support with proofreading, grammar and much more

**Please select the icon below to access the page**



**Library: Accessibility support from the Library: Free assistive tools and software**

 [springshare](#) / Julie Adams



# **Assistive tools and software - Brain in Hand**

The Brain in Hand app is a professional digital support system which helps people with making decisions, managing anxiety and dealing with unexpected situations. It can be funded through Disabled Students' Allowance, but please check with your Disability Advisor. Here is the [Brain in Hand](#) website, with more information about the system

If you have been allocated Brain in Hand funding you will receive training from the Brain in Hand creators. Your mentors/tutors can attend the training with you so they can support you to use it practically

If you want to enquire whether you would be eligible for funding, please contact our Disability Support Team:

## **Disability Support:**

Disability Services

(tel) 01782 294977

Email: [disability@staffs.ac.uk](mailto:disability@staffs.ac.uk)

# LinkedIn Learning

[LinkedIn Learning](#) is an online platform which offers a variety of video courses and online tutorials on Business, Creative and Technology Skills and for all levels of expertise from beginners upwards

You can find tutorials in Microsoft Word, Excel, Powerpoint, Outlook, Calendar, Notes and Teams on this learning platform

It is available to staff and students at Staffordshire University. The webpage includes a video on 'Getting Started with LinkedIn Learning'



# Study Support

It's important to make full use of any study support you have been given to help you succeed at University

This could be your a Specialist Mentor or support from a Specialist Study Skills Tutor, who are dedicated to meet the individual needs of learners

You may be eligible for other support such as note taking, scribes, readers, extra time in examinations, and assistive technology, depending on your needs

Which brings us on to the next slide...



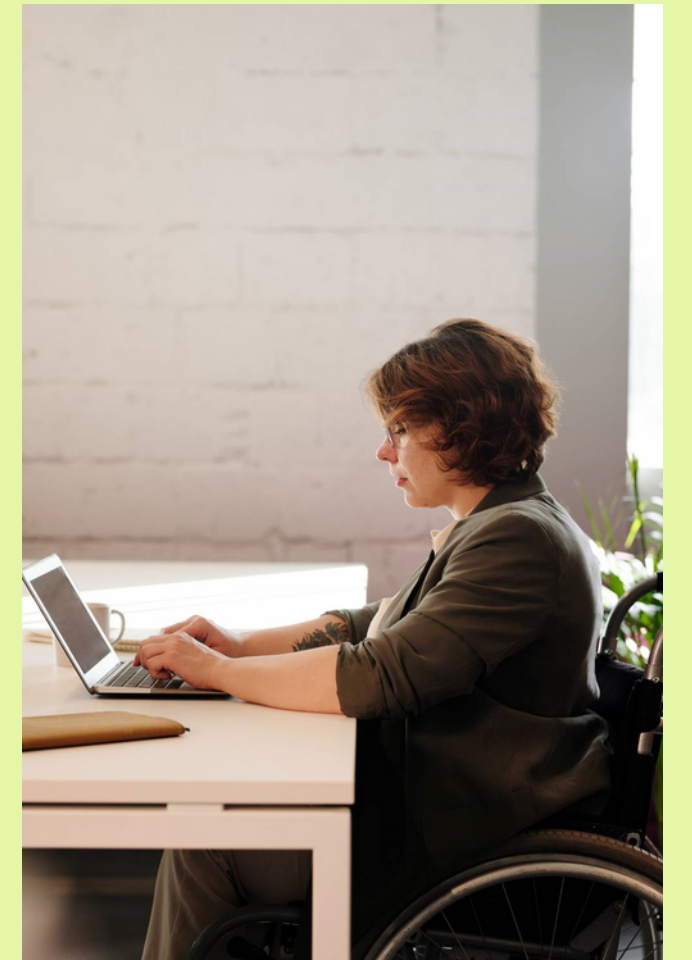
# Have you had a DSA Assessment?

Have you had a DSA Assessment? This allowance can provide extra support and funding to UK students which can be used to pay for extra resources you may need while you are being taught online. Check with the Disability Team for further information

Disability Services

(tel) 01782 294977

Email: [disability@staffs.ac.uk](mailto:disability@staffs.ac.uk)



# Need more help?

**Your Personal Tutor can help you, or contact:**

## **General IT support and troubleshooting:**

Digital Services tel 01785 353800

Email: [3800@staffs.ac.uk](mailto:3800@staffs.ac.uk)

[https://www.staffs.ac.uk/support\\_depts/digital-services/](https://www.staffs.ac.uk/support_depts/digital-services/)

## **Digital Literacy and IT training:**

Julie Adams

Thompson Library

College Road

Email: [j.f.adams@staffs.ac.uk](mailto:j.f.adams@staffs.ac.uk)

(tel) 01782 294183

## **Disability Support:**

Disability Services

(tel) 01782 294977

Email: [disability@staffs.ac.uk](mailto:disability@staffs.ac.uk)



Kerry Summerfield  
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Start to Success Project  
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