

Digital Skills Week Challenge

Three things I learned....

Create a graphic to share three things you learned during Digital Skills Week.

You can create an image or poster explaining what you learned from activities during Digital Skills Week events.

The purpose of the graphic is to clearly share your reflections, thoughts and ideas with the audience of students and staff at Herts.

How can I prepare to create my graphic during Digital Skills Week?

- Take notes, images, and screenshots during Digital Skills Week learning activities.
 - Use tools such as OneNote, Padlet, or Mural for compiling notes and ideas. More details on how to access and use these tools are on the [Digital Skills: Ideas and researching mapping page on the Library SkillUP module](#).
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What software should I use to create my graphic?

You can use any software you like to create your graphic. You will need to submit a pdf, jpeg or png file.

Everyone at Herts has access to Microsoft Word and PowerPoint in Microsoft 365. Full details on [the Microsoft Office 365 Ask Herts page](#).

Adobe Illustrator is available on LRC PCs. Full details on the [Software Availability at UH Ask Herts page](#).

There are other free online solutions such as Canva. Check that you are happy to share your data to set-up an account with any software providers.

[Guidance on creating a poster on the Library SkillUP module.](#)

[Guidance creating presentations and graphics on the Library SkillUP module.](#)

Guidance to use Microsoft 365 and Adobe applications, and Canva is available on LinkedIn Learning. Activate your Herts account at go.herts.ac.uk/lil.

What are the steps to create my graphic and how long will it take?

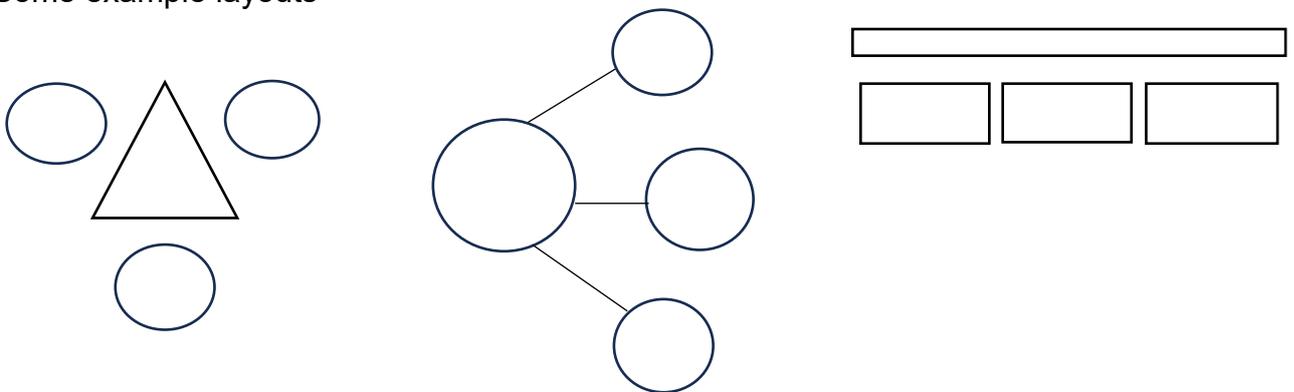
Including planning, it should take no longer than two hours to create your graphic.

1. Planning

Before you start, ensure you know which three key points you are going to communicate. You may like to draw a quick sketch to plan how you will organise these points and note what text and images you'd like to use.

You may use images that are available in the design software or platform. If you're using your own images, save these in one folder to make them easy to find and insert as you create the graphic.

Some example layouts



2. Tips for a great graphic

The graphic can be rectangular, square, landscape or portrait.

Keep **text to a minimum**. Use **bullet points** and **bold** to highlight key words and/or headings.

Don't use a cursive font or italics. These can be difficult to read. Use Arial, Calibri or Comic Sans.

Don't use underlining. This can make text difficult to read.

Use bold images that do not contain too much detail. Make sure images are sharp and are not blurry or pixelated.

Don't use more than four colours to prevent your graphic from becoming too busy and cluttered. Use **black text on a white background** to ensure it is accessible to as many people as possible.

Don't include images or screenshots from Digital Skills Week sessions that show **other people's faces or names**.

Don't include any personal information (except your name, if you wish) on the graphic.

3. Save the final file

Once you are happy with your graphic, save and export the file.

Save the graphic as pdf, jpeg or png. Save the file to a folder that is easy to access, such as your OneDrive on Office 365.

Everyone has access to Office 365 at Herts. It is accessed at office.herts.ac.uk. [Full details are on this Ask Herts page.](#)

How do I submit my graphic?

The deadline to submit your graphic is **23:59 on Sunday 7th April**.

Send the graphic to digital@herts.ac.uk. Please title your email -Three things I learned and include your Herts username in the body of the message, for example sd22bbg.

If your graphic features your image, please also submit a completed copy of the [Image Release Form](#).

Send the graphic as an attachment or via a share link from OneDrive. If sharing from OneDrive, ensure the share options allow **Anyone at University of Hertfordshire to access the file and enable the option to download**.

What next?

Two lucky entrants, selected at random, will win a pair of Bluetooth headphones with mic.

You may also choose to submit your graphic as evidence of extra-curricular skills development as part of the Go Herts Award.

Graphics may be used on the Digital Skills Week Canvas site, university website and social media.