Guide to using the Jisc digital discovery tool
For individual users

Overview

The digital discovery tool enables you to explore the different elements we call 'digital capabilities' and find out more about your own digital practice. Through answering the **questions** you will assess your capability in the areas relevant to your role. At the end you will receive a **personal report** with **next steps** to try and links to relevant **resources**.

Signing in

We collect some information from you right at the start so that you receive the right assessment(s) for you. Your organisation also wants to track how many people are using the discovery tool and what they are saying about their skills.

Be assured that *only you* can see how you assess yourself, and *only you* can read your personal report unless you choose to share it. Jisc will provide your institution with anonymised information about the number of people who have used the discovery tool, and how they have assessed themselves, but this information can never be traced back to you.

The self-assessments

Once you have signed in, you will see one or more assessments on your dashboard:

» Digital capabilities for staff: use this to explore the 15 elements of digital capability that are relevant to all staff working in HE or in FE institutions.

» Digital capabilities for teachers: use this to explore 8 specialist elements relevant to your teaching practice. You will only see this if you have identified as having a teaching role.

» Digital capabilities for students: use this to explore the 16 elements of digital capability that are relevant to students in HE and in FE or skills.

The questions

In each assessment, take your time to answer the questions that appear on the dashboard.

There are questions of three kinds:

» Confidence questions – rate your confidence with a digital practice or skill

» Depth questions – select the *one* response out of four that best describes your approach to a digital task

» Breadth questions – select *all* the digital activities that you do, from a range of six

You can leave a question to return to later, or go back and change your answer, using the 'next' and 'previous' buttons. You can also save and exit if you want to go back and complete some of the questions later.

You will be asked to complete any questions you have missed before submitting your answers. Once you have submitted your answers, you will receive your report.

Your report

Your report contains, for each element:

» The level at which you have assessed yourself, and what this means (see below)

» Advice about 'next steps' to consider if you want to develop further

» Links to relevant resources

You can download a copy of your report to review in your own time – we hope it will encourage and inspire you! You might want to share your report with others, for example as part of your professional development if you are a member of staff, or as part of your learning support if you are a student. You might also be offered help to understand your report and plan what to do next. But nobody sees your report unless you allow them to.

Capability levels

The scores you give yourself for each element of digital capability will be shown in your report as one of three levels: **developing**, **capable** or **proficient**. We use these levels to make sure you are shown relevant feedback and resources. A score is also shown so you can understand how your responses have produced your assessment.

If an element is very important in your job role (staff) or your subject area (students), we suggest you focus on how you can improve, consolidate, or gain recognition for your skills in this area. Otherwise it's up to you whether you choose to focus on your strengths, or develop your digital practice in other areas.

Tracking your capabilities over time

We hope that you will return to the discovery tool in the future, for example to access the resources that interest to you, or complete the questions and assess yourself again.

Please note that retaking an assessment will remove your previous responses. If you want to track your progress you should **download a PDF of your previous report** to keep, before starting the questions again.

How we use your data

Potentially takes the protection of your data seriously. Your data will be shared with Jisc in an anonymised way, enabling Jisc to produce institutional reports with aggregated data only. With the exception of anonymised data sharing with Jisc, your data will not be shared with any third party organisation.

All personal and organisational details are held in compliance with the current data protection legislation, and are stored on servers within the EEA (European Economic Area). We will keep your personal data for no longer than three years. You may instruct us to stop processing your details at any time by e-mailing **support@potential.ly** quoting your registered name and email address.

Jisc's general privacy notice can be found **here.**

Explaining digital capabilities via the digital capabilities framework

The discovery tool is based on Jisc's digital capabilities framework **http://ji.sc/digicap_ind_frame**

Within this framework there are six areas of practice that contain, in total, 15 elements: