

Digital discovery tool

The Digital discovery tool aims to explore personal digital capability strengths and weaknesses. It offers an assessment that maps to the digital capability framework as well as a range of specialist assessments for different groups of people. The tool aims to broadly assess capability levels and provides **personal reports** that contain relevant **next steps** and links to useful **resources**. It also aims to encourage reflection on personal strengths and weaknesses.

Digital capability questions for HE students

These questions map to the digital capability framework and are intended to be relevant for HE students. The framework elements have been adapted slightly in that there are no digital teaching questions. Instead we have expanded the digital learning element of the assessment to include **Preparing for digital learning** and **Digital learning activities**. There is also an extra section called **Digital skills for work**.

The questions are reproduced here for people who may be supporting students to use the tool and are not intended to be used in any other way. The assessments have been designed to take advantage of the features of the potential.ly platform and are linked to appropriate feedback and resources.

There are three types of questions for each of the 16 elements that make up this assessment:

1. Confidence questions – rate your confidence with a digital practice or skill
2. Depth questions – select the one response out of four that best describes your approach to a digital task
3. Breadth questions – select all the digital activities that you do, from a range of six

Please note that these questions are indicative, and content may change during the Digital Discovery Tool Pilot.

Digital proficiency

Confidence question

How confident do you feel about your general digital skills?

Depth question (select one)

How do you respond to new or unfamiliar software?

- Wait for someone to show you how to use it.
- Just use the features that seem familiar.
- Consult the help menu or online tutorials/videos.
- Confidently explore and assess any new functions.

Breadth question (select all that apply to you)

These are some habits of confident digital users. Which do you have?

- Change standard preferences and settings to suit your way of working
- Read reviews or recommendations before downloading an app
- Manage passwords across different devices
- Save files in different formats for different uses
- Use shortcut keys (e.g. Alt, Ctrl) to save time
- Find free / low-cost alternatives to industry-standard software
- None of these

Digital productivity

Confidence question

How confident do you feel about using digital tools to manage your course work?

Depth question (select one)

How would you respond if you were asked to produce an assignment in a digital format (not text only)?

- Feel unsure where to start
- Start with an existing file and adapt the content
- Start with a familiar application and create a new design

- Work across different applications to achieve the best result

Breadth question (select all that apply to you)

These are some habits of effective digital learners. Which do you do?

- Use note-making software, or a personal filing system for notes
- Manage course-related emails e.g. using a separate in-box
- Save and organise useful links
- Manage your time using digital task lists or planning tools
- Discuss your subject interests online with other students
- Record feedback or personal reflections to review later
- None of these

Information literacy

Confidence question

How confident do you feel about following the rules on copyright and plagiarism?

Depth question (select one)

How would you carry out a web search to inform an essay, project or assignment?

- Type into Google and use the top result
- Try a number of search terms and assess the results for relevance
- Use a specialist tool e.g. Google Scholar or subject portal
- Design a literature review, recording your search terms, sources and criteria

Breadth question (select all that apply to you)

Which of these information tasks can you do already?

- Use filters in an online search
- Correctly reference an online source or website
- Use reference management software
- Identify open licence materials e.g. creative commons
- Find articles in a date range
- Check the history of a wikipedia article

- None of these

Media literacy

Confidence question

How confident you feel about producing coursework in a digital medium e.g. video?

Depth question (select one)

How would you approach designing a digital presentation or poster?

- Focus only on the words
- Use appropriate images to illustrate the key points
- Use the layout of images and text to get the meaning across
- Use good principles of information design and think about the user perspective

Breadth question (select all that apply to you)

Which of these digital content types can you create and share?

- Digital audio
- Digital video
- Animation
- Infographic
- Online quiz
- Web page
- None of these

Data literacy

Confidence question

How confident you feel about managing data in a spreadsheet or database?

Depth question (select one)

How do you approach keeping data safe and secure?

- Rely on your IT services department to keep your data safe
- Follow IT services guidance on secure use of college computers

- Protect all your devices and data with strong passwords and security settings
- Regularly review and put in place the latest cybersecurity measures

Breadth question (select all that apply to you)

Which of these data related tasks can you do? (Not all of them may be relevant to your subject area.)

- Create a chart or infographic from data
- Use conditional formulas in a spreadsheet
- Find statistically significant differences
- Spot patterns and trends in data
- Judge the credibility of statistics used in public debate
- Code or collect data into categories
- None of these

Digital communication

Confidence question

How confident do you feel about communicating online e.g. with a tutor or other students on your course?

Depth question (select one)

How many channels of communication can you manage at one time?

- Just one (e.g. video or chat)
- Two (e.g. video + chat)
- Three (e.g. video, chat, screen sharing)
- More than three (e.g. using social media alongside a webinar environment)

Breadth question (select all that apply to you)

Which of these communication media are you familiar with as a user?

- Webinar platform (e.g. Collaborate)
- Instant messaging/photo sharing (e.g. Whatsapp, Instagram)
- Video conferencing (e.g. Skype)
- Threaded discussions (e.g. in forums, email lists)
- Twitter

- Shared virtual world or gaming environment
- None of these

Digital collaboration

Confidence question

How confident do you feel about collaborating digitally (e.g. using shared documents and calendars)?

Depth question (select one)

Which best describes your approach to working online with others (e.g. on a project)?

- Focus just on what you're asked to do
- Comment on other people's ideas and contributions
- Focus on reaching a good collective outcome
- Initiate ideas and help people work effectively together

Breadth question (select all that apply to you)

Which of these collaborative tasks can you do as a student?

- Give online feedback to other learners
- Collaboratively produce a document e.g. a wiki or report
- Set up a shared calendar or poll
- Use chat, video or messaging to collaborate in real time
- Use project management software or shared task lists
- Create a social media group or host a meeting room
- None of these

Digital participation

Confidence question

How confident do you feel about sharing your ideas online e.g. via a blog or website?

Depth question (select one)

Which best describes your attitude to sharing ideas in digital spaces?

- Prefer not to share.

- Share only one-to-one e.g. email with a tutor or another trusted person
- Sharing is fine in a closed group with clear rules
- Sharing is beneficial in many online spaces - if personal information is kept safe

Breadth question (select all that apply to you)

How many different ways do you participate online with people who share your subject area interests?

- Discuss your interests in an online group
- Follow subject specialists on social media e.g. blogs, twitter
- Take part in open conversations e.g. using chat or twitter
- Start a new discussion thread or hashtag on a topic that interests you
- Contribute to a blog, a wiki or a shared learning resource
- Collect and share information for others e.g. bookmarks
- None of these

Digital creation

Confidence question

How confident are you to use digital editing tools e.g. for video, audio, animations, graphics or web page design?

Depth question (select one)

Some people use digital tools to generate and explore ideas visually, e.g. with drawing tools or mind-mapping. What is your approach?

- You don't use digital tools to visualise ideas
- You use digital tools to present ideas but not to explore them
- You have used digital tools to generate and explore visual ideas
- You use a range of approaches including visual tools at every stage of your creative thinking

Breadth question (select all that apply to you)

Which of these creative activities have you tried?

- Sketch with stylus and tablet
- Use advanced effects in photo editing

- Use specialist 2D or 3D design software
- Modify styles in a Word document
- Create a how-to video or screencast
- Use a 3D printer
- None of these

Digital research and problem solving

Confidence question

How confident are you using specialist software or digital instruments in your subject area?

Depth question (select one)

You are faced with an unfamiliar problem in your subject area. Assuming you have access to a search engine, what approach would you take?

- Do a general web search using terms from the problem
- Explore specialist sites for solutions to similar problems
- Compare different methods for solving the problem
- Devise and apply a method for solving the problem, based on your findings

Breadth question (select all that apply to you)

Which research-related digital activities can you carry out?

- Pose a question online and collate ideas from experts
- Use a simulation or game world to explore a real-world situation
- Report findings using a digital poster, data visualisation or infographic
- Devise and analyse an online survey
- Use specialist data analysis software (quantitative or qualitative)
- Evaluate a digital tool or technique in your subject area
- None of these

Digital innovation

Confidence question

How confident are you to join in conversations about new and emerging technologies?

Depth question (select one)

Another student recommends a mobile app for you to try. Which of these statements best describes your response?

- Unsure how to find and download an app
- Download the app to try if you have time
- Check out the app and decide whether the benefits are worth it
- Name alternatives and discuss the pros and cons

Breadth question (select all that apply to you)

Which of these is true of you?

- You're good at spotting emerging trends
- You see new ways of using technology in your subject area
- You read reviews of a new application or service before committing to it
- You see how apps and interfaces could be better designed
- You adopt new approaches as soon as you can see a clear benefit
- You look for ideas from other subject areas you can bring into your own
- None of these

Preparing for digital learning

Confidence question

How confident do you feel about setting up your digital environment (devices, software, networks and services)?

Depth question (select one)

How much do you think about the devices, software and media you use for learning?

- You try to avoid engaging with digital technologies
- You use what's provided or recommended by your tutor(s)

- You set up your device(s) with resources that suit your way of learning
- You're always looking for ways to improve your digital environment for learning

Breadth question (select all that apply to you)

Here are some things students do to help them study more effectively with digital technologies. Which do you do?

- Download podcasts or online lectures in your subject area
- Explore e-books and journals beyond the recommended reading
- Use apps or online tutorials to improve your study skills
- Use training or online videos to keep your digital skills up to date
- Set up your mobile device(s) so you can access course materials on the move
- Understand how you learn and choose the digital media that suit you best (text, video etc)
- None of these

Digital learning activities

Confidence question

How confident do you feel about trying a new application or digital method when it is introduced in class?

Depth question (select one)

Which of these best describes your attitude to digital learning on your course?

- Don't think too much about it
- Use digital technologies when they are introduced on your course
- Explore different technologies and make up your own mind about how they could be useful for learning
- Get involved in this issue e.g. as a course rep or student champion, or on a user group

Breadth question (select all that apply to you)

Which of these digital learning activities have you tried, even if you did not find them effective for you?

- Lead an online discussion (live or using a forum)
- Design an online quiz or poll for others to use
- Make notes or annotations on digital materials

- Record and share ideas with other students
- Create a video or animation to explain a topic
- Collate web resources on a topic for others to use
- None of these

Digital identity

Confidence question

How confident are you about managing your online identity and profile(s)?

Depth question (select one)

A website asks you to sign up with personal information. What do you do?

- Use the fastest method e.g. sign in through Facebook
- Consider how your data might be used first
- Read the small print, uncheck boxes, check data security notice
- If site is secure, sign in with an email you keep for this purpose

Breadth question (select all that apply to you)

These are some ways that students create a positive digital identity and reputation. Which do you do?

- Manage privacy settings carefully on any social media you use
- Check how you appear in web searches and on digital media
- Keep tagged photos and locations private, or share only with close friends
- Create a profile you are happy to share (e.g. on LinkedIn) and update it regularly
- Know how social media sites can use your data
- Set up our own blog, website or personal page (e.g. on a university website)
- None of these

Digital wellbeing

Confidence question

How confident do you feel that you use digital technologies to improve your quality of life?

Depth question (select one)

How do you deal with negative messages if they arise on social media (e.g. fake news, cyber-bullying)?

- Try not to get involved
- Avoid passing on any messages that might be damaging or untrue
- Consider blocking or reporting offenders
- Point out the behaviour and suggest ways the group could respond

Breadth question (select all that apply to you)

Which of the following healthy digital habits do you practice?

- Schedule screen breaks when you're working
- Avoid bright screens before bedtime
- Disconnect from social media if you need to do so to concentrate
- Use digital networks to extend and nurture friendships
- Use health related apps or belong to a health-related forum
- Set up your desk, chair and computer to care for your posture and health
- None of these

Digital skills for work

Confidence question

How confident do you feel that your digital skills make you ready for the workplace?

Depth question (select one)

Which best describes your approach to the digital skills you will need in your chosen career?

- You're not sure what digital skills you might need
- You rely on your course to provide the digital skills you will need
- You've done some research and know which skills you need to work on
- You're already developing the digital skills that will make you stand out

Breadth question (select all that apply to you)

Which of the following do you do to prepare for your chosen career?

- Maintain a digital showcase of your achievements (e.g. blog, CV, e-portfolio)

- Practise with up-to-date software used in the work you hope to do
- Research the digital skills employers or clients are looking for
- Review your own digital skills e.g. with the help of a career adviser
- Join an online professional or academic network or community
- Connect safely online with people you have met or been inspired by
- None of these