

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.

Teacher questions (HE)

These questions make up one of the specialist assessments which focuses on digital teaching capabilities for staff working in the higher education sector. The questions are reproduced here for staff who may be supporting people 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 8 headings 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.

Planning and preparation

Confidence question

Move the pointer to show how confident you are designing digital activities to support different learning outcomes

Depth question

Which best describes how you plan a learning session to include the use of digital technologies?

- I put in place any support I might need
- I plan around the technologies that are familiar to me
- I design digital activities to support the learning outcomes
- I have a range of digital activities I can deploy to meet learners' needs

Breadth question

When planning a learning session or course, which of these do you do?

- Look for relevant examples or materials online
- Consider how students could use their own digital devices
- Check students have the digital skills they need
- Provide alternatives in case of any technical issues
- Try new technologies or approaches to challenge yourself
- Share your ideas online with other teaching professionals

Learning resources

Confidence question

Move the pointer to show how confident you are about using digital resources within the rules of copyright

Depth question

Which best describes your approach to choosing and using digital resources for learning?

- I provide digital learning resources when I have to
- I find quality learning resources to suit the topic I am teaching
- I find and adapt learning resources to meet my students' needs
- I create my own learning resources, drawing on the best examples

Breadth question

Which of these resource type you have produced for learners to use?

- Online quiz
- Video clip
- Voice-over slides
- Image or animation
- Web page or multimedia object
- Simulation, app or game

Accessibility and diversity

Confidence question

Move the pointer to show how confident you are assessing digital tools and resources for their accessibility

Depth question

How do you ensure students can access the digital learning opportunities you offer?

- I assume they have the devices and skills they need
- I signpost students to sources of support
- I check they have the devices and skills they need for any new activity
- I design activities that let students showcase different digital skills

Breadth question

Which of these measures have you taken to support digital inclusion?

- Help learners to use assistive software or interfaces
- Use legible fonts and colour contrasts
- Provide text alternatives to visual media
- Check students have equitable access to devices
- Design content to be mobile-friendly
- Signpost students to sources of digital support

Face to face teaching

Confidence question

Move the pointer to show how confident you are using presentation technologies in the classroom

Depth question

Which best describes your approach to designing a digital presentation for students?

- I make sure I cover everything that's in the notes
- I choose images and lay-outs to make it visually engaging
- I use graphics, transitions and interactive elements such as polling
- I use educational design principles and a range of presentation media

Breadth question

Which of these digital activities take place in your face-to-face classes?

- Live polling/quizzing
- Live internet searches or missions
- Learners record ideas e.g. via padlet
- Learners make audio/video recordings
- Learners present their work in a digital medium
- Learners collaborate on digital projects

Online teaching

Confidence question

Move the pointer to show how confident you feel about teaching in a live online environment e.g. webinar platform

Depth question

Which of these best describes your approach to teaching online (whether you are working in a fully online or in a blended setting)?

- I try to leave online teaching to the specialists
- I am comfortable facilitating online discussions (text-based)
- I can teach in any online environment e.g. webinar, text-based, video

- I use public media e.g twitter, blogs, alongside an online platform

Breadth question

Which of these online activities do you set for your students?

- Live discussion (audio/chat)
- Threaded discussion (not live)
- Collate links or references
- Collaborate on a presentation or project
- Review or annotate each other's work
- Contribute to a live wiki or blog

Supporting digital capabilities

Confidence question

Move the pointer to show how confident you are that you support students to become confident digital learners

Depth question

Which best represents your attitude to the digital skills students need for work?

- Students discuss this with the careers/employability team
- I make sure students practice basic digital skills
- I set students digital tasks that reflect workplace trends
- I make digital futures a key theme for discussion and assessment

Breadth question

Which of these have you helped learners to achieve?

- Assess the credibility of online content
- Build a positive digital presence and identity
- Develop good digital study habits e.g. note-making
- Digitally record and reflect on their learning
- Learn a new software application
- Model appropriate, responsible behaviour online

Assessment and feedback

Confidence question

Move the pointer to show how confident you are about marking online assessments and recording student grades

Depth question

Which best reflects your expertise in designing online tests?

- I can put traditional tests into an online environment
- I can write multiple choice questions and quizzes
- I use the full range of question types e.g. labelling, ranking, grid
- I design engaging assessments using different learning media

Breadth question

Which of these can you do?

- Use data to monitor learners' progress
- Assess the quality of work in different digital media
- Set up and facilitate online peer review
- Support learners to collate and reflect on work in an e-portfolio
- Give feedback as digital audio or annotations
- Assess student performance using a simulation or game

Reflection and CPD

Confidence question

Move the pointer to show how confident you are about keeping up with current practice in digital learning (e-learning, TEL, digital education)

Depth question

Which best represents your approach to developing your digital practice as an educator?

- It is not a priority for me
- I learn to use the virtual learning environment and similar systems

- I look for opportunities to develop my digital practice further
- Digital education is central to my role and I enjoy sharing my expertise

Breadth question

Which of these have you done in the past year?

- Attend a live/online workshop on a digital topic
- Contribute to a live/online event on a digital topic
- Talk to a mentor / head of department about your digital skills
- Record your teaching practice (photo/video) for reflection
- Read an article about digital learning
- Share teaching materials online with other practitioners