
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 your role. Your organisation also wants to track how many staff in your role are using the discovery tool.

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 their aggregate capability levels.

The self-assessments

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

- » Digital capabilities for all: use this to explore the 15 elements of digital capability, which are relevant to everyone.
- » Digital capabilities for teaching: 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 learning: use this to explore 8 specialist elements relevant to your use of digital technologies for learning. You will only see this if you have identified as a student.

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 during appraisals and as part of your professional development process. This is your choice.

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 level assessment.

If an element is very important in your job role, 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 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 old report** before starting the questions again.

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:

