



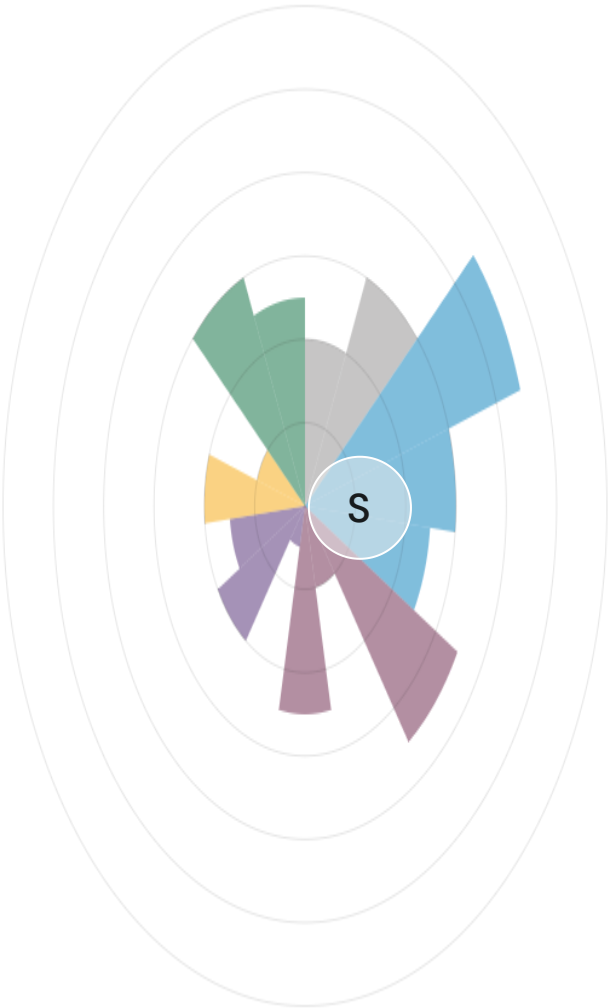
J. Bloggs

Your overall digital capabilities report

- Your level and what this means (developing, capable, proficient)
- A percentage score based on your responses
- 'Next steps' to consider if you want to develop further
- Links to useful resources

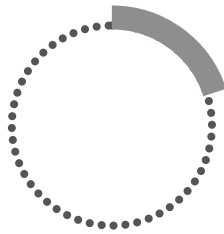
If an element is very important in your job role we suggest you focus on how you can improve, consolidate, or gain recognition for your skills in this area. Otherwise, it's up to you whether you choose to focus on your strengths or develop your digital practice in other areas.

To return to the dashboard click 'Exit' in the top left corner of this screen.



- Digital proficiency ■ Digital productivity ■ Information literacy ■ Media literacy ■ Data literacy
- Digital communication ■ Digital collaboration ■ Digital participation ■ Digital creation
- Problem solving ■ Digital innovation ■ Digital learning ■ Digital teaching
- Digital identity management ■ Digital wellbeing

Digital proficiency



Digital proficiency is the ability you have to use digital devices, networks, applications, software and services. How quickly do you pick up new tools and skills? Do you cope when technology doesn't work as expected, do you explore beyond the basic functions, and can you work things out for yourself? Proficiency concerns digital mindset more than the mastery of specific tools, which can be achieved by using different applications and developing your range.

Your confidence level: Developing

Digital proficiency is important in all job roles, and there are many ways you can build your confidence and practice. Consider asking for support such as access to training, an online course, help from IT services, or a chat with a more experienced colleague. There are many free online resources to help you use specific applications, often available under the 'help' menu or online from the software provider's web site.

Next steps

- Have a go. Applications won't break if you get things wrong. You can always start again
- If you are having problems, try the application's 'help' menu on the provider web site, followed by an online search describing

the provider web site, followed by an online search describing

your specific problem or question

- Find an IT buddy (mentor) to help you get started, or you may be able to borrow new technologies and have an induction to help you start using them
- Focus on what you need to know and what interests you – it's easy to feel overwhelmed if you try to stay up to date with everything
- Learn from friends, family and colleagues. Don't be afraid to ask how they do things. Most people learn their digital habits from close personal contacts
- Set time aside to adopt something new
- If you are using technology in a public setting, prepare and practice. Always have a back-up plan. And don't be afraid to ask for help. You look in control if you are open and good humoured about IT problems (everyone has them at some point!)

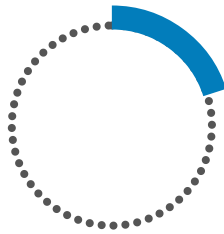
- 1 minute CPD on ICT proficiency
- Free digital skills courses for all levels
- Getting started with Office 365 and Windows
- Google digital garage: online courses
- LinkedIn Learning
- My computer my way
- Reducing your digital carbon footprint

Digital productivity

Digital productivity is how you use your digital skills to get things done. Can you choose the right devices, applications, software and systems for each task? Are you confident in using productivity tools and services provided by your organisation? Can you adapt the tools available to your own needs and those of other people? A digitally productive person can function well in a complex digital environment but can also deal with distraction and overload.

- [Five ways to distraction-proof your mind](#)
- [Google Workspace learning center](#)
- [ICDL Professional: Digital skills for occupational effectiveness](#)
- [ICDL Workforce: digital skills for employability and productivity](#)
- [ICDL Workforce: digital skills for employability and productivity](#)
- [Modern workplace training: Office 365](#)
- [Raindrop.io](#)
- [Software finder \(productivity tools\)](#)

Information literacy



Information literacy is your ability to find, evaluate, organise and share information, whether you are using it for learning, research or professional purposes. Information specialists recommend we are creative in how we find information, but critical in how we judge its value and credibility. It can be useful to have a broad understanding of information-based practices such as copyright, referencing, and avoiding plagiarism.

Your confidence level: Developing

There are many ways you can build your confidence and practice if you want to develop further. Find out whether there are specialist information literacy staff in your organisation, who may be part of the library or learning resources team.

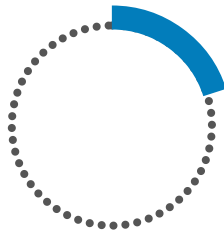
Next steps

- Take a course in finding and evaluating resources - many educational organisations provide online or face-to-face sessions. They are likely to be coordinated by the library, information service or learning resources centre
- Look for online tutorials or short courses too
- Make sure you understand how copyright applies to the online materials you commonly use

- Get into the habit of managing web links in your browser so you can easily find what you're looking for. If you're confident with that, move to a reference management system that allows you to manage links and formal references eg Citethisforme, Zotero, Mendeley, EndNote. Your organisation may have a preferred tool that they recommend
- Get into good habits of being critical of online information. Check date, author credentials, cross-references to other trusted sites and authors, and host organisation

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- Digital and information literacy framework
 - Information literacy models and frameworks
 - Information literacy resource bank
 - Key skill assessment unit: information literacy
 - UK Copyright literacy

Media literacy



Media literacy covers all the ways you receive and respond to messages in digital media, including text, graphics, video, animations, audio, and media such as websites, simulations and games. Most of us also share and produce messages of our own, and that means we need to understand issues such as audience, accessibility, user design and impact. Media users need to ask why messages are designed as they are, how they affect us – and particularly how different media can be used for learning. We also need to understand issues around ownership of digital media such as copyright, referencing, and avoiding plagiarism.

Your confidence level: Developing

There are many ways you can build your confidence and practice if you want to develop this area further. If media literacy is important in your job role, consider asking for support such as access to training, an online course, or help from a more experienced colleague.

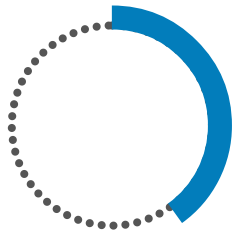
Next steps

- Know what media you can and can't re- use (online copyright) and know how to source copyright free (open licence) media eg with an advanced google image search

- Consider how different digital media can be used to present ideas. Explore how other people in your peer group use video, images, infographics and animations
- Try importing these different media to presentations. Make sure you are using open licence media or media you have permission to use (eg because you have produced it)
- Think about the accessibility of digital media. Embedded images and video should always have a caption and 'ALT' tag for screen readers. Use legible fonts and background colours
- Get into the habit of checking media messages and links to see if they are from a reliable source, before passing them on

- 1 minute CPD on media literacy
- Adults' media use and attitudes
- Creating digital media guides
- Digital media literacy: The most valuable skill for the digital age
- Introduction to virtual, augmented and mixed reality
- Media@LSE
- UX Collective
- Working with digital storytelling in the STEM-subjects ...

Data literacy



Data literacy is how you handle data as a special form of information. Data is used in diverse ways within any organisation, from specialist professional use (eg research) to operational data informing a range of organisational activities. Digital personal data is used in all areas of our lives. We all need a basic understanding of legal, ethical and security issues when providing our own data or when we handle data about someone else.

Your confidence level: Capable

You appear to have a solid foundation and can build on this by sharing digital practices with colleagues – especially those with more expertise than you – and by looking out for workshops and online opportunities. If data literacy is important in your job role, consider taking an accredited course to boost your expertise.

Next steps

- Practice creating different charts and data visualisations from the same set of data. You could do this using a spreadsheet, database or data analysis program. Which methods are more persuasive?
- If you like working with text-based data, look for word cloud

generators that are used by educators and researchers, and try

some of the more advanced features

- Talk to someone in your department or subject area who works extensively with data. How do they spot patterns and trends? What kind of questions do they ask that data helps them to answer?
- Discuss with colleagues how your department or team is using data, what the implications are, and how you could all be more effective
- Create an infographic to communicate an important idea in your specialist area
- Think about how you could access or generate data to help you answer real questions or solve real problems in your work or research

- [1 minute CPD on data literacy](#)
- [35 incredible data viz tools](#)
- [Analyzing data with Excel](#)
- [Big data analytics: opportunities, challenges and the future](#)
- [Big data analytics: opportunities, challenges, and the future](#)
- [Big data: from data to decisions](#)
- [Data literacy: online courses](#)
- [Data to insight: an introduction to data analysis and vis..](#)
- [Data visualization beginner's guide](#)
- [Social media analytics: using data to understand public conversations](#)

Digital communication



Digital communication is any communication using digital media and networks. The ability to communicate well includes using different channels such as video and instant messaging, photo sharing and chat. It also includes an awareness of different audiences, different norms and needs, and the changing boundaries between public and private communication. We also need to think about how our choices around digital communication can exclude others.

Your confidence level: Capable

You appear to have a solid foundation and can build on this by sharing digital practices with colleagues – especially those with more expertise than you – and by looking out for workshops and online opportunities. Digital communication is important in most job roles, so consider taking an accredited course to boost your expertise.

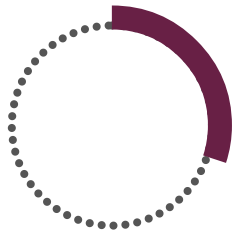
Next steps

- If you use a social media platform mainly for broadcasting information (eg Twitter, LinkedIn), learn how other people increase engagement and conversation

- Consider the impact visual communications can have, whether through a beautifully designed web page, or casual photo sharing (eg Instagram). Particularly when you are communicating with young people, a diverse range of channels can be most effective
- Reflect on how you deal with conflict in online communications, especially email and social media. What strategies do you have if people annoy or upset you?
- Review your contact lists and see if they can be rationalised. Could you use one account to manage all your contacts or do you need different accounts for different parts of your life? Always back up first before making changes
- Review how often and how well you communicate with people who are different to you, whether because of their subject area, culture or nationality, or ideas. Is this something you could seek out more regularly, and how would you approach it?
- Some people find it difficult to use multiple channels of communication, for example in an online meeting or webinar environment. Learn how to customise the desktop for these applications so you can focus on one channel at a time, or move easily between them
- Try using a social media dashboard to aggregate your activities and monitor your online interactions

- 1 minute CPD on digital communication
- Effective communication in the workplace
- Power of social media
- UX Collective

Digital collaboration



Digital collaboration is the ability to take part in digital teams and working groups to meet specific goals, using shared tools and media. Even when participants are physically in the same organisation, digital collaboration can be an efficient way to produce shared materials, to plan and run a project, or to work effectively across various boundaries and differences. We also need to think about how some practices for digital collaboration can exclude others.

Your confidence level: Developing

There are many ways you can build your confidence and practice if you want to develop this area further. If digital collaboration is important in your job role, consider asking for support such as access to training, an online course, or help from a more experienced colleague.

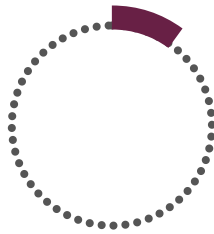
Next steps

- Make sure you are making good use of the tools your team prefers for shared tasks, such as document sharing or scheduling. Ask someone you trust, or search for tutorials online
- Practice adding events to a shared calendar, and notice how shared events from other people can be viewed eg in your own scheduling software

- Practice using collaborative tools with people you trust to help develop confidence
 - You could develop an online profile if you don't already have one, and link to this from the different platforms that you use
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- [Google Workspace learning center](#)
- [How to use Discord](#)
- [Miro Academy](#)
- [OneNote staff notebook: tools for staff collaboration](#)
- [Visitors and residents](#)

Digital participation



Digital participation means taking part in a more open-ended way than collaboration, over a longer time, and in a range of different settings. This is how you join, facilitate and build digital networks, take part in a shared social and cultural life using digital services, build contacts and share ideas. Digital participation should always be safe and respectful, and not exclude other people.

Your confidence level: Developing

There are many ways you can build your confidence and practice if you want to develop this area further. If digital participation is important in your job role, consider asking for support such as access to training, an online course, or help from a more experienced colleague.

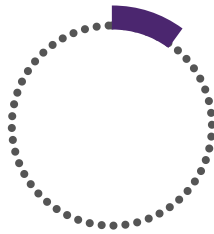
Next steps

- Learn how to change the privacy settings in any of your online media accounts such as Facebook. Knowing who can read your posts is the first step to participating confidently
- Put aside a couple of hours to build or enhance your online profile. You could add to the profile section in any services that you already use or try to make one in something like about.me
- Set aside a time each day when you deal with social media, reducing the temptation to respond instantly

- Don't be afraid to 'lurk' (observe without fully participating) in online spaces. Lurkers get to know the unwritten rules and have time to work out what they want from their participation
- Think about joining Twitter or LinkedIn or another academic/professional network: start by following people you know and people whose ideas are interesting or relevant to you
- Upload a paper or presentation to a sharing site such as Slideshare or academia.edu
- If you think you might like to blog, start by commenting on other people's blogs, sharing posts you've enjoyed, and reflecting on what makes a good blog
- Use offline conferences and meetings to build your online networks. Many conferences now have apps to help you connect

- 1 minute CPD on digital participation
- Digital accessibility: enabling participation in the information society
- Digital democracy: the tools transforming political engag..
- Digital social innovation
- Listen, understand, act: social media for engagement
- Wikiversity: learning projects
- Young people, digital media, and participation in civic and political life

Digital creation



Digital creation is about digital production of content, from technical work such as coding new apps to making digital images, documents and websites. Digital creative professionals have special techniques of digital production, but we all create digital items as a side effect of thinking and participating in a digital world. Mind maps, digital sketches, social media posts, or even selfies can be seen as expressions of digital creativity.

Your confidence level: Developing

There are many ways you can build your confidence and practice if you want to develop this area further. If digital creativity is important in your job role, consider asking for support such as access to training, an online course, or help from a more experienced colleague.

Next steps

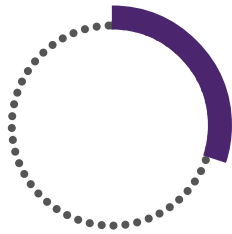
- Personalise your online profiles, desktops, screens with images and personal details. They don't have to be photographs of you! Create a digital avatar (an image to represent you) to use online if you prefer
- If you create digital presentations, try to make them stand out by using colour and images to get your point across, but remember

to consider accessibility (eg readability, contrast, alt text for images)

- Use styles to create a strong look for your documents. This is also good practice in making your documents more accessible. Your organisation may have produced guidelines or templates for you to use
- Use some of the basic tools in a photo editing program. This can really improve the look of your images, or can be used to edit images together to make a composite
- Try using a mind-mapping app or some other visual thinking tool. Many people find this helps them to be more creative with their ideas
- Try one of the following: write a web page, including links and at least one image; design a basic infographic or logo; add images or a voice-over to presentation slides

- 1 minute CPD on digital creation
- 35 incredible data viz tools
- Creativity techniques
- HTML tutorial (Code Academy)
- How to make a screencast
- Make your public sector website or app accessible and publish an accessibility statement
- Make your website or app accessible and publish an accessibility statement
- UX Collective
- Working with digital storytelling in the STEM-subjects ...

Problem solving



Digital problem-solving is your ability to solve problems, make decisions and answer questions, either using digital evidence, or using digital environments (such as simulations and virtual worlds) to test out solutions. Digital scholars have many specialist digital methods available, depending on their research area, but all of us take part in digital problem solving every day.

Your confidence level: Developing

There are many ways you can build your confidence and practice if you want to develop this area further. If digital research and problem solving is important in your job role, consider asking for support such as access to training, an online course, or help from a more experienced colleague.

Next steps

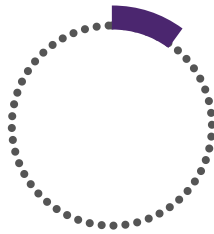
- Consider how your search skills can help you solve professional or scholarly problems. Use search engines to find reliable information or use your digital networks to help you answer questions
- Try some lightweight research apps and tools such as Wordle (for generating word clouds from text) or survey monkey (for generating quick surveys). Your organisation may have a

preferred survey tool for normal surveys

- Consider joining a specialist (professional/scholarly) online community or discussion list and find out what others are doing to solve issues and evaluate their practice
- If you work directly with students, try gathering some quick feedback using digital media eg Twitter, Padlet, Socrative, i-clicker, show of hands

- 1 minute CPD on digital research and scholarship
- Creative problem solving
- Creativity techniques
- Developing digital problem-solving skills
- Digital research: iDEA bronze worker badge
- Learning and research resources
- UK Data Service data skills modules

Digital innovation



Digital innovation describes your willingness to try new practices and look for solutions with digital technology. We all need to be able to assess the benefits and risks of using new digital applications as well as considering accessibility and inclusion aspects.

Your confidence level: Developing

There are many ways you can build your confidence and practice if you want to develop this area further. If digital innovation is important in your job role, consider asking for support such as access to training, an online course, or help from a more experienced colleague.

Next steps

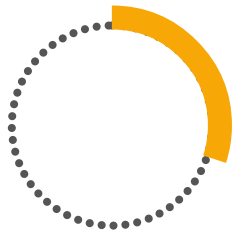
- Most digital innovation isn't developing new tools but using them in new ways. Think of things you do with digital technologies at home or in your social life that you might transfer to work - and vice versa
- When you are shown a new tool or a significant upgrade, start by exploring what is already familiar. Reflect on how any small differences might be of benefit once you are used to them
- Go on to explore ways in which the tool is unfamiliar. Try the 'help' menu or look at any quick start guide or online tutorials.

Focus on one or two new things this tool can do that might be useful

- Not everything new is better, so don't be afraid to stick with existing tools if they genuinely suit your way of working – so long as you have been willing to try something different

-
- 1 minute CPD on digital innovation
 - 100% open innovation toolkit
 - Digital social innovation
 - Disruptive Media Learning Lab
 - HEInnovate Training Package
 - How we innovate
 - Innovating pedagogy reports
 - Innovation: iDEA bronze entrepreneur badge

Digital learning



Digital learning is the ability to turn digital opportunities into personal learning gains. In many ways this depends on our general readiness and motivation to learn, but in some ways digital learning makes particular demands. Habits of successful digital learners include: using a range of media such as apps, games and quizzes; participating in courses and learning networks; using digital tools to plan, reflect and showcase learning; monitoring and self-assessing; managing time and tasks.

Your confidence level: Developing

Looking after your own digital learning is important in all job roles. Consider asking a manager or trusted colleague for support with these issues.

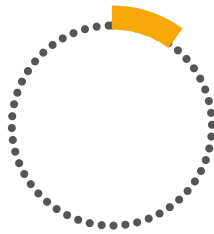
Next steps

- Next time you want to learn a language, a new practical skill, a new topic or a new digital application, try using online resources or apps to get started
- Many people enjoy learning with podcasts, videos or online lectures like TED talks. Try searching for some in a topic that interests you. You may even find a free open course you can dip into, or open learning materials

- Get in the habit of recording your professional learning and development. For example, take photos or a short video of yourself trying something new; develop a digital CV or LinkedIn profile; record your development plans in a to-do list or e-portfolio
- See if you can find someone you trust who can mentor you as you learn a new application or digital approach

-
- 1 minute CPD on digital learning and self development
 - Digital experience insights reports
 - Jisc NUS Benchmarking tool - the student digital experience
 - edX

Digital teaching



Digital teaching is the ability to support and develop others in digital settings. This might mean working in a teaching role or as part of a teaching team, or it might mean supporting development much less formally, as an appraiser or mentor. As with digital learning, the underlying commitment to development must be there, but the digital tools for realising it present new opportunities and challenges.

Your confidence level: Developing

You may not get much opportunity to support others with their digital learning or you may just not be very confident about this. Consider asking a manager or trusted colleague for support if you are interested in doing more around digital learning.

Next steps

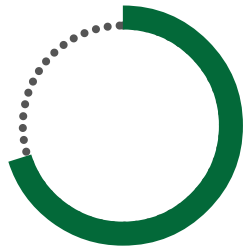
- Take part in online learning opportunities when you can, eg a webinar or online discussion. Think about how you could deliver a session online yourself
- Take any opportunity to observe people using digital technology in a classroom environment or to support learning in other settings. Notice what works and why
- Whatever your role, it might be useful to understand the systems that support learning, teaching and assessment in your

organisation. If possible, ask other staff how they use the online environment/s or assessment platform, and look for opportunities to try it for yourself

- Next time you are giving a digital presentation, experiment with the use of images and visualisations to get your ideas across, and include some activities to get people engaged.
- Notice how people prefer different media for learning, and reflect on what works best for you

- [Blended learning essentials: developing digital skills](#)
- [Digital pedagogy toolkit](#)
- [Education 4.0](#)
- [Getting started with e-portfolios](#)
- [Learning and teaching reimaged](#)
- [Microsoft Learn for Educators Program](#)
- [Oxford University flexible and inclusive \(FIT\) teaching resources](#)
- [Responsive blended learning](#)
- [Take your teaching online](#)

Digital identity management



Digital identity is how you develop and project a digital identity – or several identities – and how you manage your digital reputation. Most of us have identities distributed across a range of platforms and media. Do you keep these separate, or aim to make them work together? How do you manage assets such as profiles, records of achievement, contacts and networks to achieve your personal goals?

Your confidence level: Capable

You appear to have a solid foundation and can continue to build a positive online presence. If you have any concerns about these issues, speak to a manager or trusted colleague.

Next steps

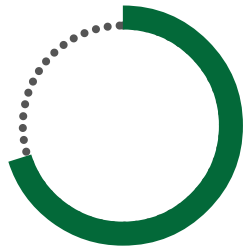
- One way to manage your digital identity is to set up and maintain your own blog or website, linked to your other social and professional media
- Consider keeping a separate email account just for registering with online services. You can check with your social media which other apps and services are linked to them, and break the link if you're not happy with data being shared
- Some people find it helpful to monitor their impact on social and professional media (eg click-throughs, followers, retweets). You

can use a social media dashboard to aggregate your activities and monitor your online interactions

- Do a Google search for the terms 'personal branding' or 'identity management' for professional ideas about making your mark online. It is relatively easy to generate a large number of followers but generating meaningful interactions takes time and requires well articulated posts and content. In most educational spaces, authenticity and thoughtfulness are respected more than self-promotion

- 1 minute CPD on digital identity management
- Digital citizenship (lida 102)
- Digital footprint
- Learning online: managing your identity
- My digital footprint
- Professional presence

Digital wellbeing



Digital wellbeing is about the impact of using digital devices, tools, services and systems on you as a person. It relates to how you look after your personal health, safety, relationships and work-life balance in digital settings.

You might use digital data and devices for personal health goals or in learning or work contexts, to participate in social activities or help out in your community. We all need to manage digital stress, workload and distraction and know where to find help and support. We could all learn to use digital tools with more concern for each other and for the wider world.

Your confidence level: Capable

You appear to have a solid foundation and can continue to enhance your digital wellbeing. If you have any concerns about these issues, speak to a manager or trusted colleague.

Next steps

- Try to model and promote responsible online behaviour; help others to notice when their behaviour risks being misinterpreted or having negative consequences
- Try to make sure your use of digital tools and media do not exclude anyone and do not discriminate. This is something you

may need to address with other people in your online peer groups

- Use digital media to nurture your professional networks and engage in community or workplace activities. Support other people who may need extra help to get involved
- If you feel there are negative consequences of your digital habits, try to have a family or workplace 'pact' about when digital devices will and won't be used
- Look at how your digital devices could help you to set, plan and monitor long-term goals. These might concern your career, personal fulfilment at work, or other aspects of your home/work life

- [Cyber security and safety at home, online, in life](#)
- [Digital wellbeing](#)
- [Digital wellbeing \(Google\)](#)
- [Digital wellbeing briefing papers](#)
- [E-safety and online etiquette: iDEA bronze citizen badge](#)
- [Embedding mental wellbeing in the curriculum...](#)
- [Embedding mental wellbeing in the curriculum...](#)
- [Mental health and computing](#)
- [Mindset](#)
- [Online safety \(Jisc Guide\)](#)

Claim your badge

[Click here](#) or on the icon/image below to claim your digital badge for completing this question set. (This will open in a new window.)

[Claim your 'Overall Digital Capabilities' badge](#)