

Being digital

Digital literacy skills checklist

1: Introduction

How confident are you that you can work effectively, and safely, online?

- When you search for information, are you confident that you will be able to find the right information quickly?
- Do you know how to tell if the information you find is relevant, and from a good source?
- Do you know how to make the best of online networking tools like Facebook and Twitter?
- Are you happy with the way you present yourself online, and do you know how to manage your 'digital identity'?

The skills you need for all of these situations are known as 'digital literacy'. These are skills that are not only useful in your personal life, but can be invaluable at work. In a digital age, they are all essential to employability.

This checklist will help you to gauge your level of confidence in a range of digital literacy skills.

Identify the skills for which you have indicated that you are 'quite confident' or 'not confident', and use the **Being digital** activities to help you improve on them.

Skills categories

- Understanding digital practices
- Finding information
- Using information
- Creating information

Understanding digital practices

Skills	Very confident	Quite confident	Not confident
Knowing what categories of users you can expect to find online			
Explaining what happens to information you put online: your digital footprint			
Choosing the right tool to find, use, or create information			
Presenting yourself online: your digital identity			
Finding a person online, for example an expert in your discipline, and establishing their contact details			
Using online tools and websites to find and record information online			
Establishing who owns information and ideas you find online			
Establishing what online information you can legally re-use			

Finding information

Skills	Very confident	Quite confident	Not confident
Knowing what information you can find on the web			
Knowing what information you can find in an online Library			
Using advanced search options to limit and refine your search			
Using keywords commonly used in your discipline to search for information online			
Using social networks as a source of information			
Knowing when to change your search strategy or stop searching			
Filtering large numbers of search results quickly			
Scanning / skimming a web page to get to the key relevant information quickly			
Keeping up-to-date with information from authoritative people or organisations by subscribing to RSS feeds			

Using information

Skills	Very confident	Quite confident	Not confident
Using information in different media, for example, podcasts or videos			
Assessing whether an online resource (e.g. web page, blog, wiki, video, podcast, academic journal article) or person is credible and trustworthy			
Using other people's work (found online) without committing plagiarism			
Citing a reference to an online resource (e.g. in an assignment) using the correct format			
Keeping a record of the relevant details of information you find online			
Using social bookmarking to organise and share information			
Sharing files legally with others			

Creating information

Skills	Very confident	Quite confident	Not confident
Adding comments to blogs, forums or web pages, observing netiquette and appropriate social conventions for online communications			
Writing online for different audiences, e.g. a web page or blog entry for private use, for reading by your fellow students, for reading by your tutor, or for reading by anyone in the world			
Writing in different media for people to read on-screen			
Communicating with others online (forums, blogs, social networking sites, audio, video, etc.)			
Working with others online to create a shared document or presentation			
Using media-capture devices, e.g. recording and editing a podcast or video			