

# Self-assessment: Understanding digital practices

## 1. Introduction

Digital literacy skills empower you to work effectively and safely online whether you're at work, studying or at home. They can also help you when it comes to applying for jobs.

This questionnaire is made up of six questions related to how familiar and confident you are with online digital tools and environments. This questionnaire is one of four.

## Learning outcomes

This activity will help you spot the skills you need to be more confident in your own digital practices.

## 2. Self-assessment questions

### Question 1 of 6

How confident are you at identifying trustworthy information? How quickly can you spot a hoax?

1. I can do this confidently without any help.
2. This is a new area for me, so I'm not that confident about it.

### Question 1 Feedback for Option 1

Even if you are confident, it's always worth revisiting any guidance you can find for additional hints and tips. You will find a list of links to relevant Being digital activities at the end of this quiz.

### Question 1 Feedback for Option 2

Learning how to separate spurious and harmful information from trustworthy sources will help you in work, education and life.

The following activities will help you improve your skills in this area.

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[Deciding what to trust online](#)

[Scams and hoaxes](#)

## Question 2 of 6

How confident are you at knowing what happens to information you put online? The term 'digital footprint' refers to any information about you that is available online, for example photos, comments or personal details.

Are you aware of what information the public can see about you? Do you know how this might affect your profile and your reputation?

1. I am confident that I know about my digital footprint.
2. I don't know much about digital footprints, and I am concerned about my online reputation.

### Question 2 Feedback for Option 1

Even if you are confident, it's always worth revisiting any guidance you can find for additional hints and tips. You will find a list of links to relevant Being digital activities at the end of this quiz.

### Question 2 Feedback for Option 2

If you don't know much about digital footprints, you may be worried about how information concerning you might potentially affect your reputation. Information that appears online about you could be something you've posted yourself, or something someone else has posted about you. When you're on social networking sites, you can control who sees what by checking and adjusting your privacy settings.

These activities highlight why it is important to be aware of your digital footprint and what you can do about it.

[My digital identity](#)

[Developing a good digital footprint](#)

## Question 3 of 6

How confident are you at choosing the right online tool to find, use or create information online. A tool is something that enables you to perform a task or activity. In this case, it could be a search engine, some software or a website. Do you know how to assess which tool best meets your needs?

1. I'm confident I know how to find these tools and assess them.

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2. I use what I find, but am never sure if it is the best tool for me.

### Question 3 Feedback for Option 1

Even if you are confident, it's always worth revisiting any guidance you can find for additional hints and tips. You will find a list of links to relevant Being digital activities at the end of this quiz.

### Question 3 Feedback for Option 2

If you're less sure, it's fairly easy to find a variety of tools that will help you to find, use or create information online. With such a wide range on offer, it's important to know how to assess which one will best meet your needs.

These activities will help you to develop the skills you need.

[Selecting the right online tools](#)

[The Information universe](#)

### Question 4 of 6

How confident are you at presenting yourself online, e.g. how you describe yourself to other people (your digital identity)? Do you know what image you are projecting (e.g. on Facebook, Twitter, blogs), and how this will affect your online reputation?

1. I'm very confident about the way I communicate online.
2. I don't know much about digital identities, but would like to learn how I ensure that I present a good image online.

### Question 4 Feedback for Option 1

Even if you are confident, it's always worth revisiting any guidance you can find for additional hints and tips. You will find a list of links to relevant Being digital activities at the end of this quiz.

### Question 4 Feedback for Option 2

If you don't know much about digital identities, you may like to learn how you ensure that you present a good image online. Whenever you write or post anything online, whether it's on Facebook, Twitter or a blog, you need to be aware of who has access to it. You can use privacy settings to control who sees what, and to ensure that you keep your online reputation intact.

These activities will provide some tips on managing your digital identity and communicating online.

[My digital identity](#)

[Developing a good digital footprint](#)

[Communicating online](#)

## Question 5 of 6

How confident are you at finding a person online, for example an expert in your discipline? Would you be able to find out their contact details without too much trouble?

1. I'm confident that I can do this without any trouble.
2. I'm not sure I'd be able to find experts very quickly, or know if they are reliable.

### Question 5 Feedback for Option 1

Even if you are confident, it's always worth revisiting any guidance you can find for additional hints and tips. You will find a list of links to relevant Being digital activities at the end of this quiz.

### Question 5 Feedback for Option 2

There are many instances when you might want to contact an expert – for work, research, study, or to find a tradesman to do some work at your home. Developing the way you search will help you to find the right person quickly.

The following activities provide some tips on how to use specialist sites and advanced searching techniques to get more effective results.

[Target your Google search](#)

[The information universe](#)

## Question 6 of 6

How confident are you at finding out what online information you can legally reuse? Would you be able to identify the conditions under which you can reproduce online content? Do you understand what Creative Commons licensing is?

1. I'm confident about using third party materials and understand Creative Commons licenses.
2. I haven't considered the legal aspect before. I don't really know how to find out whether it's legal to reuse information I find online.

### Question 6 Feedback for Option 1

Even if you are confident, it's always worth revisiting any guidance you can find for additional hints and tips. You will find a list of links to relevant Being digital activities at the end of this quiz.

### Question 6 Feedback for Option 2

You may not have considered the legal aspect before and feel you don't really know how to find out whether it's legal to reuse information you find online. When you put anything online that you've created yourself, your rights are automatically protected. If you have uploaded photographs, content or video that you've created yourself, then you own those assets. Creative Commons offer a set of pre-defined free licensing options for 'open' content. These enable licenses to be applied immediately.

You can find out what creative commons licensing is, the elements that are part of a creative commons license and how these can work together, on [the Creative commons license conditions](#) webpage.

## 3. Guidance

The links listed below are a reminder of all the Being digital activities mentioned in the self assessment.

### Digital impact and identity

How do people see you online? Are you happy with your online impression? The following activities will increase your knowledge and confidence in these areas.

- [My digital identity](#)
- [Developing a good digital footprint](#)
- [Communicating online](#)

### Trust

How good are you at knowing who and what to trust online? Can you spot a hoax? These activities will help you increase your knowledge in this area.

- [Deciding what to trust online](#)
- [Scams and hoaxes](#)

### Tools and searches

When studying online you will need to find information and tools, these activities provide guidance.

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- [The information universe](#)
- [Target your Google search](#)
- [Selecting the right online tools](#)
- [Licence Conditions](#)

## 4. Summary

### Summary

This activity has helped you assess your confidence surrounding your own digital practices.

### Next Steps

Being digital contains more self-assessments. Why not try these?

- [Self-assessment: Creating information](#)
- [Self-assessment: Finding information](#)
- [Self-assessment: Using information](#)