Self-assessment Using information

1. Introduction

This questionnaire assesses how confident you are with using the information you find online. After each question, you will be provided with some suggestions for Being digital activities that you might find useful. We suggest that you bookmark any that are relevant and return to them once you've completed the quiz.

This questionnaire is made up of five questions related to using information. How confident are you? Why not have a go at our questionnaire to find out?

Learning outcomes

By the end of this activity you should be able to identify which skills you need to become more confident in using information.

2. Self-assessment questions

Question 1 of 5

Do you trust the information you find online? How confident are you at assessing whether an online resource (e.g. web page, blog, wiki, video, podcast, academic journal article) is credible and trustworthy? Do you know what to disregard?

1. I'm confident that I know how to ensure that the information I use is from a trustworthy source.
2. I'm not sure how to judge how trustworthy the resources I find online are.

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

With so much misleading information online, you need to be able to assess whether the information you've found comes from a trustworthy source. You will sometimes

find information online that is misleading or wrong, even on websites that 'look' very professional. It is also important to be able to separate opinion from fact.

There are skills that you can learn to do this, and general guidelines you can follow.

These activities provide guidance on how to assess online resources and people:
[Deciding what to trust online](#)
[Evaluating using PROMPT](#)

Question 2 of 5

Do you know what plagiarism means, and why you should not plagiarise? Are you confident that you do not plagiarise?

1. I understand what plagiarism means, and know how to use other people's work without plagiarising.
2. I have a limited understanding of plagiarism, and I'm not confident that I know how to avoid it.

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

Plagiarising means using someone else's work without acknowledging it. Plagiarism can happen at universities, in online environments and at work. The consequences of plagiarism can be far-reaching. This is why it is so important to develop skills in writing, including recognising where you need to reference people's work, and how to reference it properly.

The [Being digital pathway: Avoiding plagiarism](#) contains a number of activities designed to help you understand what plagiarism is, and how to avoid it.

Question 3 of 5

How confident are you at providing references for the online resources (e.g. citing references in assignments or presentations or blog posts)? Are you confident you know what format to use?

1. I can confidently reference online resources.

2. I know the basics of how to reference, but do not feel confident about forming references to online sources.
3. I am completely new to referencing, an introduction to referencing would be helpful.

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

A reference is a detailed description of the source you have referred to in a piece of writing. Learning the principles of referencing will enable you to appropriately acknowledge whatever sources you use, whether for study or work. Reference guidelines, developed by academic or professional institutions, provide standards for the format referencing should take. If you follow these guidelines, your readers will have all the information they need to follow up any sources you've mentioned in your work.

The Being digital pathway: Referencing your sources contains an introduction to referencing, and a series of activities to help you understand how to reference books, websites and ejournals.

Question 3 Feedback for Option 3

When you take or reuse information, you should credit the person who created that work. This accreditation is often in the form of a reference. To find out more about the basics of referencing check out this Introduction to referencing.

Question 4 of 5

How confident are you at keeping track of all the sources you find online? Keeping track of sources can be helpful for referencing and later reuse. Do you use any online software / tools to do this?

1. I can easily keep track of the sources I find online. I use online tools to help me record details of the information I find online.
2. I'm not sure which online tools / software to use if I need to keep records of source details. I do sometimes find it difficult to relocate items I have found 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

When you find information online, it is useful to keep a record of details you may need later for referencing, or to find the information again. There is a number of online tools and software packages that make it easier to keep these records.

[Selecting a reference management tool](#) takes you through features of free referencing software and how to go about selecting the right tool for you.

Question 5 of 5

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 that I understand the legal implications, and am aware of the rights that protect creative content.
2. I don't know much about the legal implications of sharing files, and don't know very much about rights that protect creative content.

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

If you are reusing any content, you must take care to respect the copyright associated with that file. It's fine if you are sharing or reusing files containing work that you have created yourself. There are rights in place to protect your own work. And those same rights come into force if you share or distribute material that belongs to someone else.

Many digital works and files have a creative commons license, that define how you can use or share a work.

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. Help and Guidance

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

Trust

How good are you at knowing who and what to trust online? Can you spot biased information that you would not want to reuse? These activities will help you increase your knowledge in this area.

- [Deciding what to trust online](#)
- [Evaluation using PROMPT](#)

Accreditation

If you reuse a piece of information you need to acknowledge where it came from. Often in the form of a reference.

- [Referencing your sources](#)
- [Introduction to referencing](#)
- [Selecting a reference management tool](#)
- [Avoiding plagiarism](#)

Legal reuse

Can you spot when you can reuse an image online? Have you ever wondered what the letters CC-BY stand for? This website will help answer these questions and more.

- [License Conditions](#)

4. Summary

This questionnaire has helped assess your confidence in using information. Remember you can fill in any gaps using the guidance linked to on the previous section.

Next Steps

Being digital has more self assessments. Why not try these?

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

- [Self-assessment: Finding information](#)
- [Self-assessment: Understanding digital practices](#)