

Being digital

Self-assessment: Creating information

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 one of four that will help you to learn the skills you need to succeed in a digital age.

This questionnaire is made up of **five** questions related to how familiar and confident you are with creating information online. This includes writing for different audiences and media and sharing documents online. At the end of all the questions feedback is given on each of them.

Learning outcome

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

Question 1

How confident are you at ...

... adding comments to blogs, forums or web pages, and observing netiquette (online etiquette) when you communicate online?

- A. I am used to adding comments online and am very conscious of netiquette when I do this.
- B. I don't comment online very often / at all, and wouldn't be sure that I'm following 'online etiquette'.

Question 2

How confident are you at ...

... writing for different audiences and online spaces, 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?

- A. I am confident about adapting the style of my writing to my audience.
- B. I don't have much experience of writing online for different audiences and media, and would benefit from learning how to do this properly.

Question 3

How confident are you at ...

... communicating with others online (forums, blogs, social networking sites, audio, video, etc.)? How well do you think you interact with people in these spaces? How confident are you at communicating using audio or video meeting software?

- A. I'm confident communicating using text, audio and video.
- B. I think I'm fine if I only have to use text, but I'm not sure about audio or video.

Question 4

How confident are you at ...

... working with others online to create a shared document or presentation. Is this something you have tried?

- A. I have tried this and feel confident that I do it effectively.
- B. I don't have any / much experience of creating shared documents online. I'm not sure how much it would help me.

Question 5

How confident are you at ...

... using media-capture devices, e.g. photography, or recording and editing a podcast or video?

- A. I'm used to using some or all of these devices.

B. I know the basics, but would probably benefit from learning more.
I've never edited any material before.

The aim of this activity has been to give you an idea about how confident you are at creating information online.

The **Being digital** website can help you to improve your skills in areas where you are less confident (where you rated yourself as option B).

If you were very confident overall (where you rated yourself as option A), you might still benefit from working through some of the activities.

For topics that you are less confident in, you can improve your skills by working through the relevant **Being digital** activities which have been suggested in Appendix A (Feedback on the self-assessment questions).

The links in Appendix B below are a reminder of the **Being digital** activities that can help you to improve your skills in this area.

Appendix A: Feedback on the self-assessment questions

Question 1

Even if you are confident in adding comments online and 'netiquette', 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 in Appendix B.

If you don't comment online very often / at all, and are not sure about 'online etiquette', the following might help.

Social conventions exist which are specific to online communication. These suggested guidelines exist to ensure that online communication is not misinterpreted or taken out of context. They also ensure that a level of respect and courtesy is observed when communicating in online communities.

This pathway provides a range of short activities that include some guidelines on how to communicate appropriately online:

[Being digital pathway: Communicating online](#)

Question 2

Even if you are confident in adapting the style of your writing to your audience, 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 in Appendix B.

If you feel you don't have much experience of writing online for different audiences and media, you may benefit from learning how to do this properly. When you write anything, it's useful to identify who your audience is. You can then adapt your style of writing to be most effective and accessible for that audience. One example is knowing whether to write in a formal or informal style. Your choice of style will also be affected by the medium you choose to deliver your content (blog, online article, social networking etc.)

This pathway provides a range of short activities that include some guidelines on how to write for different audiences:

[Being digital pathway: Communicating online](#)

Question 3

Even if you feel confident communicating using text, audio and video, 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 in Appendix B.

Communicating online requires us to have a range of interpersonal skills that are specific to digital environments. It can be difficult to have conversations online with people you don't know, who you can't see, and who can't see you. You can learn how to improve the way you communicate online, whether in writing or using audio and video meeting software. This will help to increase your confidence online.

This pathway provides a range of short activities that include advice on how to communicate more effectively and improve your interpersonal skills online:

[Being digital pathway: Communicating online](#)

Question 4

Even if you are confident that you are already able to create a shared document or presentation effectively, 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 in Appendix B.

Online tools exist that enable groups of people to work together on shared documents and presentations. This can be particularly useful if a group of people need to work on the same project, and avoids duplication of work or content. It also ensures that all members of the group have the opportunity to be involved.

This pathway provides a range of short activities that include some guidelines on which tools are available for working with others online:

[Being digital pathway: Communicating online](#)

This activity will help you to use online networking to keep up-to-date:
[Keeping up-to-date using online networking](#)

Question 5

Even if you are confident about using some or all of these devices, 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 in Appendix B.

When you want to upload content to an online space, it's a good idea to consider delivering it using different media, for example photographs, audio and video. This enables your content to be downloaded to tablets and mobile devices, and may be more accessible to people who have time constraints. They can look, listen and watch on the move.

Being digital provides a link to a Common Craft video on podcasting: [**Podcasting in Plain English**](#)

Activities outlining tips on how to record and edit using multimedia devices are being planned for the future.

Appendix B: Checklist of useful Being digital and Library activities

New activities are being developed on a regular basis, and will appear on the site over the coming months. The following is a checklist of activities referred to in this self-assessment activity.

Activity name	URL
Being digital website	http://www.open.ac.uk/libraryservices/beingdigital/
Communicating online pathway	http://www.open.ac.uk/libraryservices/beingdigital/pathways/9/8
Keeping up-to-date using online networking	http://www.open.ac.uk/libraryservices/beingdigital/objects/43/index.htm
Podcasting in Plain English podcast	http://www.commoncraft.com/video/podcasting