

## Being digital

### 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 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 **seven** questions related to how familiar and confident you are with online digital tools (websites or software that enable you to perform online tasks or activities) and digital environments. 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 **Understanding digital practices**.

#### Question 1

##### How confident are you at ...

... identifying which groups of people you are coming into contact with online, e.g. friends, other OU students, people with a commercial interest, malicious users? Would you know where to find people with similar interests online, and how to tell if they are genuine?

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

#### Question 2

##### 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 online? Do you know how this might affect your profile and your reputation?

- A. I am confident that I know about my digital footprint.
- B. I don't know much about digital footprints, and I am concerned about how information might potentially affect my reputation.

### **Question 3**

#### **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?

- A. I'm confident I know how to find these tools, and assess them.
- B. I use what I find, but am never sure if it is the best tool for me.

### **Question 4**

#### **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?

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

### **Question 5**

#### **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?

- A. I'm confident that I can do this without any trouble.
- B. I'm not sure I'd be able to find experts very quickly, or know if they are reliable. I think I might just use a Google search and see what comes up.

## Question 6

### How confident are you at ...

... finding out who owns information and ideas you discover online?

- A. I'm confident that I can find out who owns material I find online.
- B. This is a new area for me. I'm not sure where I would find this information.

## Question 7

### 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?

- A. I'm confident about using third party materials, and understand Creative Commons licenses.
- B. 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.

The aim of this activity has been to give you an idea about how confident you are in your understanding of digital practices.

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 identifying groups of people online, it's always worth revisiting any guidance you can find for additional hints and tips.

If this is a new area for you, you might not be that confident about it. However, if you know where to look online for people with similar interests to you, you'll be able to communicate with a wide network of people. Try to pick up some tips that will help you to avoid anyone who might be malicious.

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

**[Deciding what to trust online](#)**

**[Deciding who to trust online](#)**

**[Scams and hoaxes](#)**

### **Question 2**

Even if you are confident about your digital footprint, it's always worth revisiting any guidance you can find for additional hints and tips.

If you don't know much about digital footprints, you may be concerned about how information 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**

Even if you are confident in choosing the right online tool, it's always worth revisiting any guidance you can find for additional hints and tips.

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**

Even if you are very confident about the way you communicate online, 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 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**

Even if you are confident about finding a person online, 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.

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 ways you search will help you to find the right person quickly, and establish their contact details.

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

Even if you are confident about finding out who owns material you find online, 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.

Alternatively, this may be a new area for you. There are many reasons for knowing how to find out who owns information. The main reason is to cite correctly when you're writing academic or workplace assignments. However knowing who owns information will also help you if you need to contact the author about using their material, or to check that the material actually belongs to them. You can't assume everyone is using other people's content legally.

An activity on how to find out who owns online content is being planned for the future.

## Question 7

Even if you are confident about using third party materials and feel you understand Creative Commons licenses, 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.

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.

An activity on how to find and use third party material legally is being planned for the future. There will also be an activity explaining what Creative Commons is, how to apply CC licenses and how to identify them.

## 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
<a href="http://www.open.ac.uk/libraryservices/beingdigital/">Being digital website</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/">http://www.open.ac.uk/libraryservices/beingdigital/</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/54/index.htm">Communicating online</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/54/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/54/index.htm</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/24/index.htm">Deciding what to trust online</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/24/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/24/index.htm</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/12/index.htm">Deciding who to trust online</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/12/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/12/index.htm</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/20/index.htm">My digital identity</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/20/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/20/index.htm</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/13/index.htm">Scams and hoaxes</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/13/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/13/index.htm</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/88/index.htm">Selecting the right online tools</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/88/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/88/index.htm</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/90/index.htm">Target your Google search</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/90/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/90/index.htm</a>
<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/102/index.htm">The information universe</a>	<a href="http://www.open.ac.uk/libraryservices/beingdigital/objects/102/index.htm">http://www.open.ac.uk/libraryservices/beingdigital/objects/102/index.htm</a>