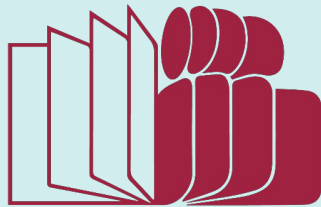


# Digital Literacy: Open Resources

Session III

*February 21, 2024*



**WORLD EDUCATION**

— A DIVISION OF JSI





# Session 3 Details

**February 21, 2024**

In order to effectively develop digital skills, providers require ready-to-go instructional resources that are suitable for a variety of learners and contexts. During this 60-minute, we will explore two teacher-generated resources—**the Digital Skills Library** and the **Digital Skills Glossary**—that include over 2,000 free, high-quality learning activities from a variety of sources and designed for a wide range of learners. We will learn how to use these tools to find high-quality activities best suited for your adult learners' digital skill needs and goals, and explore strategies for integrating these resources into your digital skills programming. This workshop is specifically designed for training providers.



# Today's Session...

1. Defining “Digital Skills”
2. Digital Skills Library
3. Digital Skills Glossary
4. Strategies for Integration
5. Coming Soon!!!!



# Professional Development Products



## DRAW

- Self-Assessment
- Course Units
- Playbook
- Routine Activity Templates
- **Digital Skills Library**
- **Digital Skills Glossary**



# Defining Digital Skills



# Question of the Day (Chat Waterfall)

What popular magazine's first ever issue was released 99 years ago on this day?



# Consider the Previous Activity

What digital skills were used in the *Question of the Day* activity?

What digital skills terms/vocabulary would you use in running this activity?

👉 Go to **menti.com** and enter code:

8990 1475

 **Mentimeter**



[Link to Menti](#)



## Questions to Ask Students..

How did you find the answer?

What **web browser** did you use?

On what **website** did you find the answer?

What type of **application** is Google?

What **search terms** or **keywords** did you use?

How do you know that is a **valid source**?





# What is a Framework?

**In the chat...**

*What are examples of **frameworks** you use guide your instructional focus?*

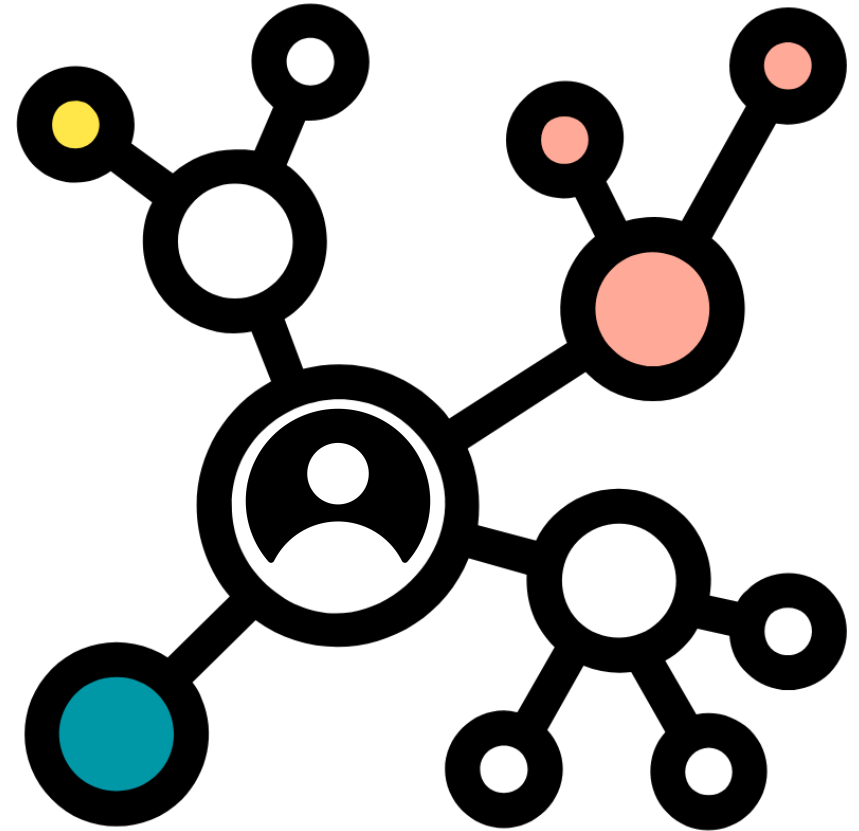




# Digital Skills Frameworks

Help us...

- provide guidance around the skills the skills learners need
- structure how we instruct and assess skills.
- support “language” development around the tasks learners perform.



# The Digital Skills Framework



75 skills across ten categories (“domains”)...



Communication



Creation



Device Ownership



Gateway Skills



Information Skills



Lifelong Learning



Mobile



Online Life



Privacy + Security



Workplace

[Link to Seattle Digital Equity Initiative Digital Skills Framework](#)

# Why We Chose It

“Goldilocks” of frameworks

Since it’s an aggregate:

- Foundation for aligning resources
- Can be crosswalked to other frameworks/assessments (e.g., Northstar, ISTE, etc.)

**ISTE**  
Standards

**N**  
**NORTHSTAR**  
DIGITAL LITERACY ASSESSMENT

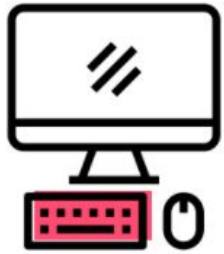


Gateway Skills

**DRAW**



# Foundational Skills



Gateway Skills

Foundational skills required to use a device and participate online.



Device Ownership

Practices that support device longevity, including physical care, protective software, and using technical support.



Mobile

Understanding basic functions of a mobile device to communicate and access goods and services.



Privacy + Security

Maintenance of practices to secure digital identity, recognize threats, and understand the broader safety implications of working in a digital environment.



# Productivity Skills



Communication

Exchanging information with others on digital platforms using various strategies to collaborate, share, and communicate.



Workplace

Advancing workplace success and professionalism through engagement with an organization's online tools and other supportive digital systems.



Creation

Engaging in digital spaces to design, create, and revise content online.



# Independent Learning Skills



Online Life

Access to online resources that support digitalization of daily tasks and socialization within a broader digital community.



Lifelong Learning

Engagement in self-assessment of digital skills. Using self-reflection to tailor accessible digital environments and continue digital skills learning.



Information Skills

Skills to apply, evaluate, and manage information across digital and physical environments.

# Which domain do you feel is most important?



Communication



Creation



Device Ownership



Gateway Skills



Information Skills



Lifelong Learning



Mobile



Online Life



Privacy + Security



Workplace

[Link to Menti](#)





2

# Digital Skills Library



# Focus on Digital Skills

WELCOME TO THE

## DIGITAL SKILLS LIBRARY

The Digital Skills Library is an open repository of free learning resources designed to help all adult learners develop the digital skills needed to achieve their personal, civic, educational, and career goals.

The library is managed by [the EdTech Center @ World Education](#). All resources within this library have been curated by educators to align to the [Seattle Digital Equity Initiative Digital Skills Framework](#).

Please note this is a work in progress and will continue to be updated and added to through crowdsourced contributions and EdTech Maker Space projects. Sign up for our newsletter to stay informed of library updates and events!



[Link to Digital Skills Library](#)

# Coming Soon!!!




# BRIDGES

## Digital Skills Framework


This material is subject to updates. [Use this link to make a copy of the most updated version.](#)

**Seattle Digital Equity Initiative**  
**Digital Skills Framework**  
from [Digital skill sets for diverse users](#)

[View framework in learner-specific](#)  [checklist format](#)

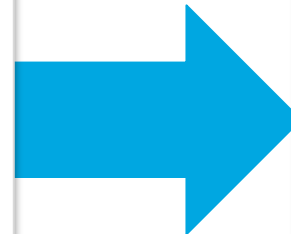
 **COMMUNICATION**  
Exchanging information with others on digital platforms using various strategies to collaborate, share, and communicate.

CO.1	Communicate Effectively	Awareness and adaptation of communication strategies to meet behavioral norms and respect user diversity (Netiquette) (E)
CO.2	Collaborate with Technology	Digital collaboration (E)
CO.3	Make Voice & Video Calls	Make Internet-based voice and video calls (using Skype, FaceTime etc.)
CO.4	Post on Social Media	Post messages and media on social media
CO.5	Use Social Media	Understand and identify the purposes of different social media platforms and online communities
CO.6	Set Privacy Settings	Understand and set privacy settings on social media (E)
CO.7	Share Information with Others	Understanding ways to share information with others (E)
CO.8	Use Messaging Tools	Use a messaging app to communicate with others (WhatsApp, Messenger)

 **CREATION**  
Engaging in digital spaces to design, create, and revise content online.


CR.1	Write Basic Code	Beginning coding/programming (understanding concepts, writing basic code)
CR.2*	<b>Understand &amp; Use Data</b>	<b>Computational thinking</b>
CR.3*	<b>Adapt &amp; Reuse Digital Content</b>	<b>Creating a new digital content based on existing digital material</b>
CR.4*	<b>Design Digital Content</b>	<b>Design</b>
CR.5	Create "Open" Content	Increasing the amount of open content through creation, advocacy etc.
CR.6	Produce Multimedia	Multimedia production
CR.7	Revise & Adapt Existing Content	Revising digital content to improve processes and product
CR.8	Build a Website	Website creation basics - simple pages, HTML, WordPress (E)

\*Skills in bold were identified as core/critical by the Fall 2021 [DRAW Initiative](#) Landscape Scan



## Communication

Exchanging information with others on digital platforms using various strategies to collaborate, share, and communicate.



### Guiding Questions

- Do I understand the needs of my target audience?
- Am I able to adapt my message and communication strategy appropriately for my audience and context?
- Can I use a variety of digital technologies (devices and platforms) to interact and share information with others?
- Can I share digital content across multiple devices, restricting access as appropriate?

### Communication Skills

CO.1 <a href="#">Communicate Effectively</a>	Awareness and adaptation of communication strategies to meet behavioral norms and respect user diversity (Netiquette)
CO.2 <a href="#">Collaborate with Technology</a>	Digital collaboration
CO.3 <a href="#">Make Voice and Video Calls</a>	Make Internet-based voice and video calls (FaceTime, Zoom, etc.)
CO.4 <a href="#">Post on Social Media</a>	Post messages and media on social media
CO.5 <a href="#">Use Social Media</a>	Understand and identify the purposes of different social media platforms and online communities
CO.6 <a href="#">Set Privacy Settings</a>	Understand and set privacy settings on social media
CO.7 <a href="#">Share Information with Others</a>	Understand ways to share information with others
CO.8 <a href="#">Use Messaging Tools</a>	Use a messaging app to communicate with others (WhatsApp, iMessage, Messenger, etc.)

# Curating Resources: EdTech Maker Space



**Wisc-Online**

Basic Computer Skills MOOC  
By teachers. For students. Get unstuck.



# Choose the Resource that Works Best

## Skill: EF.8 *Get an email account*



<p><b>1 What is Email?</b></p> <p>Learn general information about email</p> <p>02:30 <a href="#">Start</a></p>	<p><b>2 Signing Up for Email</b></p> <p>Learn to set up a Gmail account.</p> <p>04:45 <a href="#">Start</a></p>	<p><b>3 Logging In</b></p> <p>Learn to log into your gmail account.</p> <p>01:15 <a href="#">Start</a></p>
<p><b>4 Opening &amp; Replying</b></p> <p>Learn to open an email message and reply</p> <p>01:30 <a href="#">Start</a></p>	<p><b>5 Sending Messages</b></p> <p>Learn to compose a new email message and send it.</p> <p>01:15 <a href="#">Start</a></p>	<p><b>6 Quiz</b></p> <p>Review what you have learned about email.</p> <p>02:45 <a href="#">Start</a></p>

E modules



Photography Studio Grand Opening!

To: lancoop@gmail.com, Juanita Casarosa, George Casarosa

Photography Studio Grand Opening!

Hi Everyone,

I have very exciting news for you! This **Saturday** will be the grand opening of my new studio, **EC Photography!** I'd love it if you guys could come out and enjoy the festivities!

Hope to see you there!

Elena Casarosa  
EC Photography Studio  
555-919-4889  
emcasarosa82@gmail.com

**Cc** stands for **carbon copy**. This is used when you want to send an email to someone who is not the main recipient. This helps to keep that person **in the loop** while letting him or her know that there's no need to reply to your message.

Print + Video Tutorial



Lessons > Communicate Using Email

### Communicate Using Email

Learn how to communicate effectively using Gmail.

[Start](#)

Share to

Project-based Learning



# DRAW ETMS: Deeper Activity Curation



## Creation

CR.2 Understand & Use Data  
CR.3 Adapt & Use Digital Content  
CR.4 Design Digital Content



## Gateway Skills

EF.8 Get an Email Account  
EF.9 Send & Receive Email



## Information Skills

IS.1 Use & Apply Information  
IS.3 Evaluate Online Information



## Lifelong Learning

LL.2 Adapt to New Technology



## Privacy + Security

PS.2 Verify Secure Websites  
PS.3 Limit Sharing of Personal Data  
PS.6 Recognize Online Threats  
PS.7 Understand Privacy Policies



## Workplace

WO.1 Find a Job Online



# What makers accomplished...

- 1,800+ learning activities, including multilingual
- Introduction to new resources



# Gaps we identified...

- More language focused resources
- More guidance/support on skill application and relevance





# Let's Explore the Library

Enter a keyword or skill code for a skill/concept you'd like to teach...



Share what you found!

**Explore All Resources**

Want to search by skill? All resources within the library are aligned to the Seattle [Digital Equity Initiative Digital Skills Framework](#). Enter the skill code (CO.1, CO.2, etc.) in the search field to filter resources aligned to that skill.

Search

topic subtopic format name language

 <b>Excel Formulas: Solving Real-Life Problems in Excel</b> GCFLearnFree.org Excel can be used to solve all kinds of real-life problems. But how do you turn those problems into formulas that Excel can understand? All it takes is a little bit of planning (and some basic math). Video	 <b>Excel 2016: Basic Tips for Working with Data</b> GCFLearnFree.org Learn these basic tips for working with data to help you organize it and find what you need. Lesson	 <b>Excel 2016: Charts</b> GCFLearnFree.org Learn how to insert and modify charts to visualize comparisons in your data. Video Lesson	 <b>Excel 2016: What If Analysis</b> GCFLearnFree.org Learn how to use "what if" analysis to answer different types of questions. Video Lesson
 <b>Making Sense of Data</b> News Literacy Project Explore some of the special features of infographics that make these representations particularly challenging to interpret correctly. Article	 <b>Essential Digital Skills Assessment</b> User-submitted Test your knowledge of technology with this quiz on all the basics. Quiz/Assessment	 <b>How to Fill Out a Job Application (English)</b> User-submitted Learn how to fill out an online job application. Evaluate websites for security and reliability, complete an online form, and remove private personal information from any share device or internet browser. Video Lesson Plan/Activity Guide Lesson	 <b>How to Write a Professional Email (English)</b> User-submitted In this lesson, students will learn how to write a professional email. They will understand the components and differences between a professional and personal email. They will also be able to create professional emails using best practices and guidelines. Video Lesson Plan/Activity Guide Lesson

[Link to Digital Skills Library](#)





# Your Feedback...

How would you use the library?

What additional supports or resources are needed...

- for instructors?
- for learners?





3

# Digital Skills Glossary

# The Digital Skills Glossary

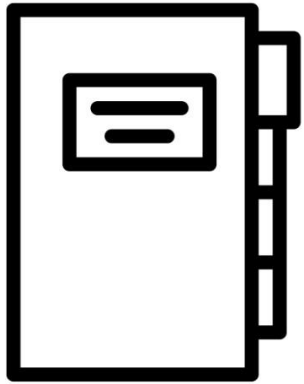


- Over 350 terms!
- Slides can be used as-is or adapted to suit needs
- Over 40 activity ideas for building digital resilience
- All resources offered flexibly to maximize reusability





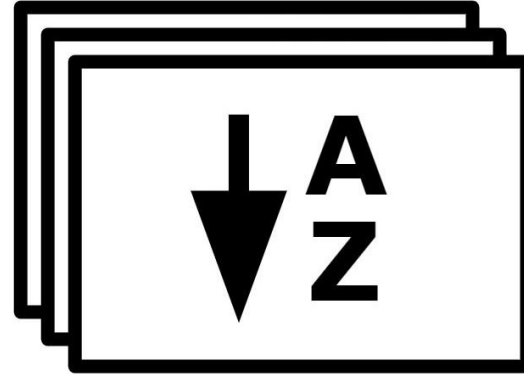
# Glossary Components



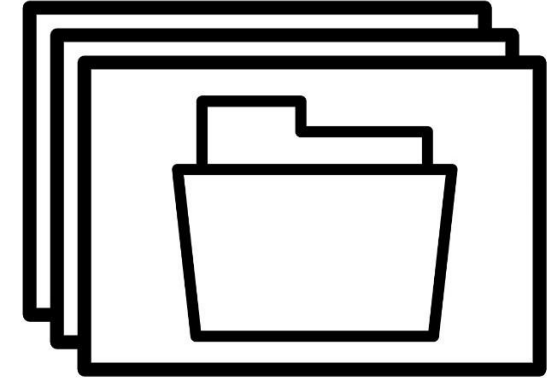
**Instructor  
Guide**



**Glossary  
Index**



**Vocabulary  
Slides (A to Z)**



**Vocabulary  
Slides  
(Thematic)**



# Terms Organized by Thematic Categories

 Artificial Intelligence

 Computer

 Customizing & Troubleshooting

 Design

 Devices & Applications

 Digital Equity

 Files & Storage

 Email/Messaging

 Mouse & Keys

 Navigation

 Online

 Productivity Software

 Responsibility & Participation

 Safety & Security

 Social Media



# Connecting Glossary Categories to Digital Skills

Each category identifies the SDEI skills that relate to the terms within that category

## Social Media

CO.1 Communicate Effectively

CO.4 Post on Social Media

CO.5 Use Social Media

CO.7 Share Information with Others

OL.6 Be a Good Online Citizen

### 3 Connecting Categories to Digital Skills

Each of the categories within the Digital Skills Glossary indicate the primary skills






<b>Computer</b> EF.5 Understand My Computer	<b>Mouse &amp; Keys</b> EF.4 Use the Mouse
<b>Customizing &amp; Troubleshooting</b> DO.2 Find Technical Support DO.4 Fix Technical Problems EF.1 Use Accessibility Features EF.5 Understand My Computer OL.11 Access Help Features	<b>Navigation</b> EF.5 Understand My Computer
<b>Design</b> CR.3 Adapt and reuse digital content CR.4 Design digital content CR.6 Produce Multimedia WO.6 Create Slide Presentations WO.7 Create Documents WO.8 Create Spreadsheets	<b>Online</b> EF.2 Search the Internet EF.3 Use Basic Browser Tools EF.7 Understand the Internet IS.1 Use and Apply Information IS.5 Use Search Strategies MO.2 Understand Online Access WO.1 Find a Job Online
<b>Devices &amp; Applications</b> DO.1 Maintain Tech Devices MO.4 Identify Basic Mobile Features MO.5 Practice Mobile Device Safety MO.6 Collaborate Using Mobile Tools	<b>Productivity Software</b> CR.2 Understand and Use data WO.3 Manage Projects Online WO.4 Choose the Appropriate Tool WO.5 Understand Databases WO.6 Create Slide Presentations WO.7 Create Documents WO.8 Create Spreadsheets
<b>Email/Messaging</b> CO.1 Communicate Effectively CO.7 Share Information with Others CO.8 Use Messaging Tools EF.8 Get an Email Account EF.9 Send and Receive Email	<b>Responsibility &amp; Participation</b> CO.7 Share Information with Others CR.3 Adapt and Reuse Digital Content CR.5 Create "Open" Content CR.7 Revise and Adapt Existing Content IS.1 Use and Apply Information IS.3 Evaluate Online Information IS.7 Understand Search Results OL.5 Understand Copyright OL.6 Be a Good Online Citizen
<b>Files &amp; Storage</b> EF.6 Save and Find Documents IS.6 Organize Information and Files OL.10 Save and Manage Content	

See Section [3](#) of the Instructor Guide



# Strategies for Building Digital Resilience

Activity suggestions leverage the following strategies:

-  Build Visual Recognition
-  Build Language
-  Recognize Common Features + Functions
-  Understand Use Across Contexts
-  Experiment with New Tools



# Using *Question of the Day* to Build Resilience

## Title & Strategy

### Question of the Day

Digital Resilience Strategy: Build Language

### Digital Skill(s)

**EF.2** Search the Internet  
**IS.3** Evaluate Online Information  
**IS.5** Use Search Strategies  
**IS.7** Understand Search Results

## SDEI Skills

## Contributor

### Contributor(s)

Jeff Goumas

## Glossary Terms

### Terms

keyword, search, search engine, search term, URL, website

## Description

### Activity Description

Providing learners with regular practice finding the answers to a “Question of the Day” is a fun way to help them develop effective search strategies, understand search results, and evaluate information sources to make certain the information they find is accurate and valid. It also can help learners recognize that – as critical consumers of information – they can use the internet to find the answer to just about anything, an important step in developing a growth mindset.

Choose a question of the day (or week) for which it is unlikely students will immediately know the answer. Encourage students to use their smartphones or a computer to find the answer. Once students believe they have found the answer, ask questions such as:

- What **search engine** did you use?
- What **keywords** or **search terms** did you use?
- On what **website** did you find the answer?
- Can you tell from the **URL** whether this is a valid site?





# Let's Explore Additional Strategies

## Using Images Responsibly

Digital Resilience Strategy: Build Language

**Digital Skill(s)** OL.5 Understand Copyright

**Contributor(s)** Juanita Fisher

**Terms** fair use, copyright

### Activity Description

Put learners into pairs. Give each pair a word or phrase and ask them to go online to represent it. Once each pair has found an image, ask how they are permitted to use the image. Teach learners about fair use. Introduce them to online tools for sharing and finding images (e.g., Commons, Unsplash, e.g.). Then, ask them to repeat the activity. For each image found, have learners provide a rationale for *how* they found it.

## Social Media Gallery Walk

Digital Resilience Strategy: Recognize Common Features + Functions

**Digital Skill(s)** CO.4 Post on Social Media  
CO.5 Use Social Media

**Contributor(s)** Tiffany Lee

**Terms** comment, follow, like, post, share

### Activity Description

Facilitate a gallery walk by placing poster paper around the room (for a digital version, use Google Slides or Google Jamboard) with social media-related verbs. The posters will function as different stations. Each station/poster will be divided into different social media platforms. At each station, students will complete activities:

- **Post:** Choose a social media platform and write a post.
- **Follow:** Choose a social media platform and write about who you like to follow.
- **Like:** Choose a social media platform and write one of the ways you can “react” to a post.
- **Comment:** Choose a social media platform and write down a comment you might make.
- **Share:** Choose a social media platform and write down something you might share with your network on that platform.

# Your Feedback...

How would you use the Digital Skills Glossary?

What additional supports or resources are needed...

- for instructors?
- for learners?








# SkillBlox: Build Integrated Digital Skill Lessons

- Integrate digital skills with financial + health literacy, civics, and workforce preparation
- Share, copy, and adapt SkillBlox created by others

**SkillBlox**  
LEARNING. ORGANIZED.

Posting on Social Media  

1. Go to [www.skillblox.org](http://www.skillblox.org)  
2. Enter access code: F2YJYX



Lesson, Video | Goodwill Community Foundation  
**Communication Skills: Being a Good Digital Citizen**  
Note:  
1 WATCH VIDEO: Watch this video on what it means to be a good digital citizen when communicating online.

eModule | Public Library Association  
**Posts and Comments on Facebook**  
Note:  
2 COMPLETE LESSON: Open and complete this lesson which walks through how to post and comment using Facebook.

Lesson | Goodwill Community Foundation  
**Liking and Commenting (Instagram)**  
Note:  
3 READ ARTICLE: Read this short article to learn how to like, comment on, and share Instagram posts.

eModule, Simulation | Cornell University and the Cornell Research Foundation, Inc.  
**Online Identities**  
Note:  
4 INTERACT: Complete this simulation to consider how your online identity is impacted by what you post.



# Sample Digital Skills SkillBlox

- Scrolling on Social Media
- Solve Problems Using YouTube
- Layout with Tables in MS Word
- Navigating a Website
- Cybersecurity

 [Link to Padlet](#)

What digital skills are being developed in these SkillBlox? What vocabulary?





4

**Coming Soon!!!!**



# BRIDGES

Digital Skills Framework

Coming March 2024!



**WORLD EDUCATION**

A DIVISION OF JSI



# 75 Skills Organized Across 10 Domains

## Foundational



Gateway Skills



Device Ownership



Privacy + Security



Mobile

## Independent Learning



Online Life



Information Skills



Lifelong Learning

## Productivity



Communication



Creation

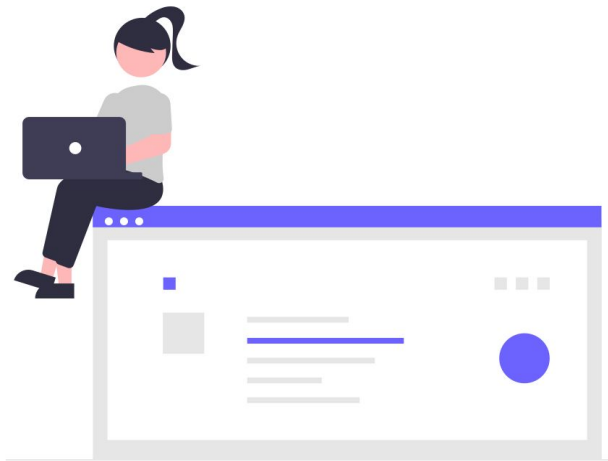


Workplace

# BRIDGES: Expand & Adapt to Support Skill Development

## Skills Definitions

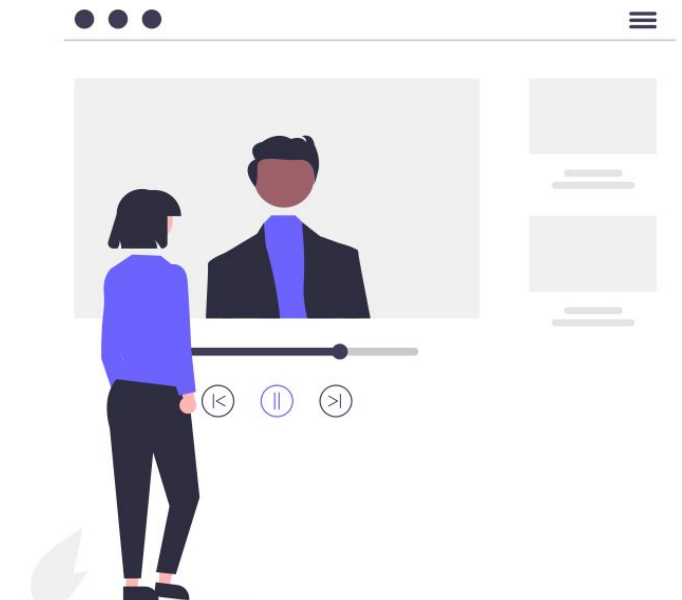
Identification of the skills needed to support individuals' goals and needs



## Relevant Examples

Tangible exemplars of tasks and language needed to demonstrate proficiency

**Supporting Resources**  
Comprehensive resources and tools to support digital skills development





# Skills and Relevant Examples

## Communication

Exchanging information with others on digital platforms using various strategies to collaborate, share, and communicate.

### Guiding Questions

- Do I understand the needs of my target audience?
- Am I able to adapt my message and communication strategy appropriately for my audience and context?
- Can I use a variety of digital technologies (devices and platforms) to interact and share information with others?
- Can I share digital content across multiple devices, restricting access as appropriate?



Provide tangible examples that can form the basis of task-based assessment / skill application

### Communication Skills

CO.1 [Communicate Effectively](#)

CO.2 [Collaborate with Technology](#)

CO.3 [Make Voice & Video Calls](#)

CO.4 [Post on Social Media](#)

CO.5 [Use Social Media](#)

CO.6 [Set Privacy Settings](#)

CO.7 [Share Information with Others](#)

CO.8 [Use Messaging Tools](#)

## CO.4 | Post on Social Media

Post messages and media on social media

I can in my life...	I can in my work...	I can in my education...	I can as a teacher...
I can post a comment or an image on social media.	I can amplify my organization's work and accomplishments via an appropriate social media channel.	I can use the group function on social media to find others interested in a specific topic.	I can post on social media to ask questions and exchange ideas with other educators.

# Terminology and Tools for Building Skills

## Vocabulary

### Communication Vocabulary

The following terms are commonly used when referring to digital communication. Here is a link to a spreadsheet version of this vocabulary list. For a comprehensive list of digital skills terminology and associated instructional/training materials, visit the [Digital Skills Glossary](#).

@	(n) A symbol that means "at"; it is commonly used as part of email addresses.
attach	(v) add a file to an email or message
attachment	(n) a file sent in an email or message
badge	(n) an icon awarded to a user for an achievement
bcc	(n) blind carbon copy; this allows the sender of a message to hide the names of recipients (v) use blind carbon copy, hiding the names of recipients
block	(n) a ban that prevents access to something (v) to stop someone from contacting you
blog	(n) a personal website that is used as an online journal (v) post on a personal website that is used as an online journal
camera	(n) a device for recording digital images
cc	(n) carbon copy, an easy way to send a copy of an email to other recipients (v) use carbon copy to send a copy of an email to additional recipients
chat	(v) exchange text or voice messages in real-time through a computer network
click (social media)	(n) a single instance of internet content being accessed
collaborate	(v) to work together with others to achieve a common goal
comment	(n) a note on shared media or documents (v) to write your reactions, thoughts, or questions in response to what someone else shared
compose	(v) write or create something
contact list	(n) a list of people that contains information you need to communicate with them
direct message	(n) a private communication between users of social media

## Tools

### Communication Tools

Digital communication happens in many ways through many different applications. In addition to the tools listed below, most of which are specifically designed for direct communication and/or the sharing of information, many workplace tools have built-in messaging capabilities, such as commenting tools within file creation applications (documents, spreadsheets, presentations) and productivity tools such as project management applications.

Tool Type	Examples
Video Meeting Tools	Zoom GoToMeeting FaceTime Skype
Messaging Tools	WhatsApp Remind TalkingPoints iMessage Slack FB Messenger BAND app Google Voice Email Padlet
Social Media	Facebook Instagram Twitter/X TikTok LinkedIn
Group Discussion Boards	Google Classroom Google Groups Canvas Microsoft Teams Moodle Schoology
Storage / Sharing	Google Drive One Drive Dropbox

# 2 Digital Skills Library

> 1,800 activities to support digital skills instruction

## Skill: CO.4 *Post on Social Media*



### Facebook for iPhone: Posting on a Friend's Timeline

GCFLearnFree.org

Here's how to post on a Friend's timeline.

Video



### Posts and Comments on Facebook

DigitalLearn.org

Explore status updates, comments, and timelines on Facebook.

eModule



### Mensajes y Comentarios en Facebook

DigitalLearn.org

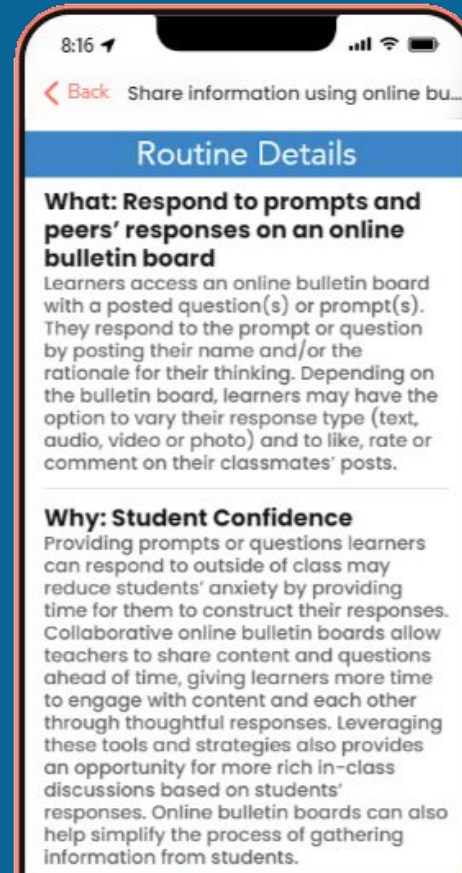
Explora las actualizaciones de estado, comentarios y líneas de tiempo en Facebook.

eModule

# Skill Integration: EdTech Integration Strategy Toolkit



By Tool



By Routine



By Digital Skill(s)

[Link to Toolkit](#)

# Checklists for Self-Assessment & Goal-Setting

## Goal-setting Based on Diverse User Types

✔ **Skills Checklists for Diverse Learners**
CC BY SA

This tool is designed to help practitioners and programs define the digital skills required for diverse learner types to help inform the design of their digital literacy programming. These checklists draw from *Digital skill sets for diverse users* report from the University of Washington Technology and Social Change Group in partnership with the Seattle Digital Equity Initiative.

- 1 SDEI Skills Checklist (FULL)
- 2 Skills for Employment
- 3 Skills for a Senior Citizen
- 4 Skills for a Parent
- 5 Skills for Education
- 6 Skills for a Beginning User
- 7 Skills for Life
- 8 Skills for a Mobile User

This checklist has been developed by the adapted from the original work, *Digital s* University of Washington Information Sc

HOME

- 1 SDEI Skills Checklist (FULL)
- 2 Skills for Employment
- 3 Skills for a Senior Citizen
- 4 Skills for a Parent
- 5 Skills for Education
- 6 Skills for a Beginning User
- 7 Skills for Life
- 8 Skills for a Mobile User

in the Seattle Digital Equity s (2 - 8) include select ique needs of each learner

your learners. You may also includes skills that are

It is e

## Self-Assessments

**Using the Internet Digital Navigator Checklist**

Check out your skills by answering the questions below. If there are skills you do not have or are not comfortable with, go to the [Digital Skills Library](#) and enter the code for the related skill(s) to find helpful resources.

Email & Social Media	No	Maybe	Yes
Do you use email regularly? <small>EF.8 Get an Email Account EF.9 Send and Receive Email</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use social media regularly (e.g., Facebook, Instagram, X/Twitter)? <small>CO.4 Post on Social Media CO.5 Use Social Media</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Internet	No	Maybe	Yes
Are you confident ... Searching for information online? <small>EF.2 Search the Internet</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Searching and applying for jobs online, including creating and submitting a resume? <small>WO.1 Find a Job Online</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding reliable information online about a health or medical condition? <small>OL.1 Find Services IS.3 Evaluate Online Information EF.2 Search the Internet</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessing online banking or financial services? <small>OL.7 Manage Money Online MO.3 Use Financial Tools Securely</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking an online course or using online training materials to improve your job skills? <small>LL.1 Find Learning Resources IS.4 Self-Assess Your Skills</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This checklist was developed by World Education It is adapted from the [NDIA Digital Navigators Skills Assessment](#), made available under a CC BY-NC-SA 4.0 Attribution-NonCommercial-ShareAlike 4.0 International license and carries this same license.

# Connect Skill Development to Assessment

## Northstar Score Report

**MASTERED SKILLS**

*You answered all questions correctly for the skill standards below*

1 Identify different types of social media and their primary functions (especially Facebook, LinkedIn, Instagram, Twitter).

## BRIDGES Crosswalk

### Social Media

Social Media Test Objective	BRIDGES Skill(s)
1. Identify different types of social media and their primary functions (especially Facebook, LinkedIn, Instagram, Twitter).	CO.5 Use Social Media
2. Create a new account on a social media network and log in.	CO.5 Use Social Media
3. Recognize information posted on social media networks that may present a risk to you (user as	PS.5 Maintain Well-being Online PS.6 Recognize Online Threats

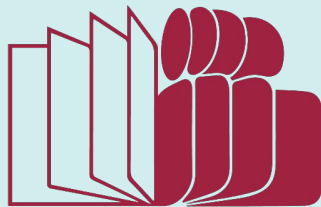
8. Identify information that is unwise to post and/or upload on social media (too much personal sharing, inappropriate photos/comments).

CO.4 Post on Social Media  
PS.3 Limit Sharing of Personal Data  
PS.5 Maintain Well-being Online

7. Share and delete content, including photos, videos, and links.	CO.4 Post on Social Media
8. Identify information that is unwise to post and/or upload on social media (too much personal sharing, inappropriate photos/comments).	CO.4 Post on Social Media PS.3 Limit Sharing of Personal Data PS.5 Maintain Well-being Online
9. Distinguish between public and private "spaces" on social media sites (e.g., Facebook messages vs. Facebook timeline).	CO.4 Post on Social Media CO.5 Use Social Media
10. Post, share, like, or comment on content.	CO.4 Post on Social Media CO.5 Use Social Media
11. Demonstrate knowledge of the permanence of anything posted on the internet.	PS.1 Manage Your Online Reputation PS.3 Limit Sharing of Personal Data

# Questions & Answers

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