**Digital Literacy Skills Assessment**

**Instructions**

﻿This document will help you to see what you already know about using technology and find areas where you can improve your digital skills. ﻿You can complete this assessment independently or with the help of a teacher or tutor.

To complete this document, please do the following:

* Read the description of each skill.
* Read the descriptions of the different levels for each skill.
* Decide which level best matches your current abilities.
* Take notes about your questions, goals, or anything else to help you use the self-assessment.
* If you need help, ask your teacher or tutor.

1. **Basic Computer and Smartphones**

This section explains the components of computers and mobile devices for learning, work, and daily life.

| **Skill Description** | **Skill Levels** | **My Level** | **Notes** |
| --- | --- | --- | --- |
| **1.1: Operating Systems**  **What is an operating system?**  An operating system is the main program that runs your computer or smartphone (like Windows or iOS).  **Why is it important?**  It helps you manage and use your computer or smartphone. Knowing how it works makes your device easier to use. | **Level 1:** I know which operating system my device uses and its parts. I know about common dangers and privacy settings.  **Level 2:** I can use an operating system and get help to fix basic problems.  **Level 3:** I can use what I already know about operating systems to set up and use new devices. I can fix basic problems by myself. | Getting Started  Level 1  Level 2  Level 3 |  |
| **1.2: Hardware**  **What is hardware?**  Hardware is the parts of your computer or smartphone (e.g., the screen, keyboard, or printer).  **Why is it important?**  Knowing how to handle hardware helps you work better with your computer or smartphone. | **Level 1:** I know the basic parts of my device’s hardware and can follow directions to use them.  **Level 2:** I can use the different parts of my device’s hardware and get help when needed.  **Level 3:** I can use the hardware on my device by myself, can fix most problems, and can use my skills to learn new hardware. | Getting Started  Level 1  Level 2  Level 3 |  |
| **1.3: Software**  **What is software?**  Software is the programs that make your computer or smartphone do things (e.g., Word or apps on your phone).  **Why is it important?**  Learning software will help you to complete tasks or work on your computer or smartphone. | **Level 1:** I know what software is and can follow directions to use the software on my device.  **Level 2:** I can use the software on my device and get help when needed.    **Level 3:** I can use the software on my device on my own, fix problems, and use my skills to learn new software. | Getting Started  Level 1  Level 2  Level 3 |  |
| **1.4: Mobile Devices**  **What are mobile devices?**  Mobile devices are devices like smartphones and tablets that you can carry with you.  **Why is it important?**  Using mobile devices helps you with work, learning, and staying connected to others. | **Level 1:** I know what mobile devices are and can follow directions to use them.  **Level 2:** I can use my mobile device’s basic functions (e.g., texting, emailing, or taking photos) and get help when needed.  **Level 3:** I can use my mobile device on my own and can use my skills to learn new mobile devices as needed. | Getting Started  Level 1  Level 2  Level 3 |  |

1. **Internet**

This section explains what the internet is and how to use it.

| **Skill Description** | **Skill Levels** | **My Level** | **Notes** |
| --- | --- | --- | --- |
| **2.1: Internet Safety**  **What is the internet?**  The internet is a global connection of millions of computers that allows people to find information and communicate.  **Why is it important?**  Knowing how to safely use the internet helps you find what you need safely. | **Level 1:** I know what the web browser is on my device (e.g., Chrome or Safari) and can follow directions to get online. I am aware of basic safety issues.  **Level 2:** I can use the web browser on my device to get online on my own. I can use a new web browser, fix basic problems, and prevent safety issues with help.  **Level 3:** I can use any web browser to get online, connect devices to the internet, and fix problems. I know how to prevent safety issues from happening. | Getting Started  Level 1  Level 2  Level 3 |  |
| **2.2: Websites**  **What are websites?**  Websites are collections of pages on the internet that give you information.  **Why is it important?**  Knowing the type and purpose of websites helps you to choose the right ones for your goals. | **Level 1:** I can name the type and purpose of some websites. I can follow directions to find websites that will help me reach my goals.  **Level 2:** I know and can name the type and purpose of many websites and can choose, with help, which ones will help me reach my goals.  **Level 3:** I know and can name the type and purpose of almost any website and can choose which ones will help me to reach my goals. | Getting Started  Level 1  Level 2  Level 3 |  |
| **2.3: Usernames and Passwords**  **What are usernames and passwords?**  A username and password are needed to log into some websites and help you keep your information secure.  **Why is it important?**  Knowing how to create and organize strong passwords protects your information online. | **Level 1:** I can follow directions to use a username and password.  **Level 2:** I can create my username and password.    **Level 3:** I can create, organize, and reset usernames and passwords. | Getting Started  Level 1  Level 2  Level 3 |  |
| **2.4: Files**  **What are files?**  Files are documents, pictures, or videos saved on a device. Managing files means organizing, saving, and sharing them between devices.  **Why is it important?**  Knowing how to manage files helps you keep your work organized and share it safely with others. | **Level 1:** I can follow directions to organize files on my device and move them to another device.  **Level 2:** I can organize files on my device. I can move files to a different device and understand when it is safe to do so.  **Level 3:** I can organize files on devices I don’t use often or know well. I know how to easily move files and spot a file that is not safe. | Getting Started  Level 1  Level 2  Level 3 |  |
| **2.5: Screen Time**  **What is screen time?**  Screen time is the amount of time you spend using devices like phones, computers, or tablets.  **Why is it important?**  Practicing healthy screen time habits is good for your mind and body and helps you maintain balance in your daily life. | **Level 1:** I can describe healthy screen time habits.  **Level 2:** I can set goals about healthy screen time habits.  **Level 3:** I can track my goals about healthy screen time habits and adjust them when needed. | Getting Started  Level 1  Level 2  Level 3 |  |

1. **Communication**

This section describes how communication skills are used online to help you share information with others.

| **Skill Description** | **Skill Levels** | **My Level** | **Notes** |
| --- | --- | --- | --- |
| **3.1: Email**  **What is email?**  Email is a tool that lets you send and receive messages.  **Why is it important?**  Email helps you stay in touch, share information, and work with others. | **Level 1:** I can follow directions to create an email account and to write, send, and reply to emails.  **Level 2:** I can write and send emails on my own and can organize my emails.  **Level 3:** I can adjust the settings in my email account and know the potential dangers and impact of emails. | Getting Started  Level 1  Level 2  Level 3 |  |
| **3.2: Social Media**  **What is social media?**  Social media platforms (e.g., Instagram and LinkedIn) are online spaces where people share ideas, pictures, and videos and connect with others.  **Why is it important?**  Using social media responsibly helps you stay connected, share information, and build relationships. | **Level 1:** I can describe how to create a social media account and how to find what other people have shared on social media.  **Level 2:** I can share information on social media and understand how other people might view what I share.  **Level 3:** I can adjust the settings on my social media account(s). I understand the potential dangers and impact of social media and can plan to handle them. | Getting Started  Level 1  Level 2  Level 3 |  |
| **3.3: Communication Tools**  **What are communication tools?**  Communication tools (e.g., WhatsApp or Zoom) are the resources people use online to connect with others via text, audio, or video.  **Why is it important?**  Knowing which communication tools will help you reach your goals will improve your ability to share information and connect with others online. | **Level 1:** I can name and explore different online communication tools.  **Level 2:** I can use online communication tools for personal, school, and work reasons.  **Level 3:** I can adjust the settings of online communication tools to meet my goals. | Getting Started  Level 1  Level 2  Level 3 |  |

1. **Information Literacy**

This section describes how to search for information online and how to use and share it.

| **Skill Description** | **Skill Levels** | **My Level** | **Notes** |
| --- | --- | --- | --- |
| **4.1: Finding Information**  **What is finding information?**  The process of searching for and retrieving specific details or knowledge on a particular topic.  **Why is it important?**  Finding information that you can trust helps you to solve problems and reach goals. | **Level 1:** I can describe a problem and solve it using online information that has been shared with me.  **Level 2:** I can describe a problem that I want to solve, find online information that will help, and explain the next steps that I need to follow to reach my goal.  **Level 3:** I can describe a problem and find information to solve it from different online sources. I can explain the steps I will follow to reach my goal, think about how the process went, and make changes if needed. | Getting Started  Level 1  Level 2  Level 3 |  |
| **4.2: Search Strategies**  **What are search strategies?**  Search strategies are smart ways to find information online.  **Why is it important?**  Having smart search strategies will help you find better ways to locate the information you need. | **Level 1:** I can follow directions to find information online that helps me to reach my goals.  **Level 2:** I can work by myself to find information online that helps me to reach my goals.  **Level 3:** I can explain the steps I will follow to find information, think about how the process went, and get better results (or search again if needed). | Getting Started  Level 1  Level 2  Level 3 |  |
| **4.3: Checking Information**  **What is checking information?**  Checking information is the ability to determine if online information is safe and true.  **Why is it important?**  Finding safe and true information will help you to make good decisions and avoid scams or fake news. | **Level 1:** I can describe what makes online information true. With help, I can decide if online information that has been shared with me or that I found is true.  **Level 2:** I can describe what makes online information true or untrue and can choose between sources on my own.    **Level 3:** I can check many different sources to decide if the information is true, giving many reasons to support my claims. | Getting Started  Level 1  Level 2  Level 3 |  |
| **4.4: Gaining Knowledge**  **What is gaining knowledge?**  Gaining knowledge is the ability to use online information to learn more or solve a problem.  **Why is it important?**  When you can gain information online, you are better able to learn, find evidence for a claim, or create something new. | **Level 1:** I can describe how at least one piece of online information helps me to learn more, support a claim, or create something new.  **Level 2:** I can describe how two to three pieces of online information help me to learn more, support a claim, or create something new.  **Level 3:** I can describe how many pieces of online information help me to learn more, support a claim, or create something new. | Getting Started  Level 1  Level 2  Level 3 |  |
| **4.5: Intellectual Property**  **What is intellectual property?**  When someone has created a new idea or something new online, it is their intellectual property.  **Why is it important?**  Understanding intellectual property helps you avoid copying and give others credit for their work. | **Level 1:** I can figure out who owns a piece of information that I found online.  **Level 2:** I can figure out who owns a piece of information that I found online and give them credit.  **Level 3:** I can figure out who owns a piece of information that I found online, give them credit, and change it to match my goals when allowed. | Getting Started  Level 1  Level 2  Level 3 |  |
| **4.6: Information Sharing**  **What is information sharing?**  Sharing information is the ability to let others see what you have found or created online.  **Why is it important?**  Strong information sharing skills help you to think about what you’re sharing and why and what impact it might have. | **Level 1:** I can explain how a piece of information that has been given to me might impact others.  **Level 2:** I can share information or something I have created with others, considering how it might impact them.  **Level 3:** I know how to limit or expand with whom I will share something I have created. | Getting Started  Level 1  Level 2  Level 3 |  |

**Digital Skills Reflection**

Consider all your results when answering these questions.

| 1. **What are one or two areas where you have stronger digital skills? How does having these skills help you?** |
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| 1. **What are one or two digital skills that you would like to improve? How would having these skills help you?** |
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| 1. **How will you improve your digital skills?** *Your teacher, tutor, or the internet can help you find ways to build the digital skills you want to improve.* |
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