**Digital skills questions**

**When should you use these questions?**

These questions may be useful if your project aims to improve digital skills. The questions were developed by LSE12, and measure digital skills across five different areas: operational, information navigation, social, creative and mobile.

**How to use these questions**

These questions can be copied and pasted directly into a questionnaire. The questions cover five areas of digital skills. The first five questions measure operational skills, the second five information navigation skills, the third five social skills, the fourth five creative skills and the final three questions mobile skills.

For all but the second set of five questions (information navigation skills), considering the statement to be more true indicates a greater level of digital skills. For information navigation skills the reverse is the case.

It is not necessary to include all five areas in your questionnaire, only those which are relevant to your project. If you are including an area in your questionnaire, you must include all questions which make it up.

Each area should be analysed separately. For all but the second set of questions (information navigation skills), assign a 1 to ‘not at all true of me’, a 2 to ‘not very true of me’, a 3 to ‘neither true nor untrue of me’, a 4 to ‘mostly true of me’ and a 5 to ‘very true of me’. For information navigation skills, reverse this and assign a 5 to ‘not at all true of me’, a 4 to ‘not very true of me’, a 3 to ‘neither true nor untrue of me’, a 2 to ‘mostly true of me’ and a 1 to ‘very true of me’.

Calculate the average score for each area for each participant. The higher the score, the greater the level of digital skills.

**Different people use different strengths to build their careers. No one is good at everything, each of us emphasizes some strengths more than others. Please rate how strongly you have developed each of the following abilities using the scale below**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not at all true of me** | **Not very true of me** | **Neither true nor untrue of me** | **Mostly true of me** | **Very true of me** |
| **Operational skills** |  |  |  |  |  |
| I know how to open downloaded files | □ | □ | □ | □ | □ |
| I know how to download/save a photo I found online | □ | □ | □ | □ | □ |
| I know how to use shortcut keys (e.g. CTRL-C for copy, CTRL-S for save) | □ | □ | □ | □ | □ |
| I know how to open a new tab in my browser | □ | □ | □ | □ | □ |
| I know how to bookmark a website | □ | □ | □ | □ | □ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not at all true of me** | **Not very true of me** | **Neither true nor untrue of me** | **Mostly true of me** | **Very true of me** |
| **Information navigation skills** |  |  |  |  |  |
| I know which information I should and shouldn’t share online | □ | □ | □ | □ | □ |
| I know when I should and shouldn’t share information online | □ | □ | □ | □ | □ |
| I am careful to make my comments and behaviours appropriate to the situation I find myself in online | □ | □ | □ | □ | □ |
| I know how to change who I share content with (e.g. friends, friends of friends or public) | □ | □ | □ | □ | □ |
| I know how to remove friends from my contact lists | □ | □ | □ | □ | □ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not at all true of me** | **Not very true of me** | **Neither true nor untrue of me** | **Mostly true of me** | **Very true of me** |
| **Creative skills** |  |  |  |  |  |
| I know how to create something new from existing online images, music or video | □ | □ | □ | □ | □ |
| I know how to make basic changes to the content that others have produced | □ | □ | □ | □ | □ |
| I know how to design a website | □ | □ | □ | □ | □ |
| I know which different types of licences apply to online content | □ | □ | □ | □ | □ |
| I would feel confident putting video content I have created online | □ | □ | □ | □ | □ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not at all true of me** | **Not very true of me** | **Neither true nor untrue of me** | **Mostly true of me** | **Very true of me** |
| **Mobile skills** |  |  |  |  |  |
| I know how to install apps on a mobile device | □ | □ | □ | □ | □ |
| I know how to download apps to my mobile device | □ | □ | □ | □ | □ |
| I know how to keep track of the costs of mobile app use | □ | □ | □ | □ | □ |