

University of Derby Digital Capability Learner Profile

ICT Proficiency and Productivity (ICT)

1. Use ICT-based devices (laptops, tablets, smartphones, digital equipment, mouse, keyboard, touch screen, voice control, screens, audio headsets, video camera, audio recorder).
2. Use basic productivity software (text editing, presentation, spreadsheets, image editing, web browser and search engine).
3. Use email and other digital communication services e.g. text, photo sharing, video chat.
4. Sign on to and use the university/college digital systems (Course Resources, Udo, Unimail) and a range of personal digital services such as social media, online shopping, sharing sites.
5. Adopt new devices, applications, software and services, stay up to date with ICT as it evolves know how to adapt these to your personal needs and where/how to ask for help.
6. Download and upload, organise and back up materials to the internet, cloud or institutional shared spaces.
7. Work effectively across different software/apps and services to achieve tasks.
8. Use digital tools to make learning time more efficient, e.g. use calendars, task lists, project and time management apps, contact databases, collation/curation tools.

Information Literacy (IL)

1. Find relevant digital information using search engines, indexes or tag clouds, appropriate search terms; find information in wikis, blogs, scholarly journals, e-books and on the web.
2. Organise and manage digital information using various file spaces and folders, bookmarks, reference management software and tagging.
3. Judge whether digital information is trustworthy and relevant; distinguish different kinds of information e.g. academic, professional, personal and political.
4. Use information for answering questions, solving problems, informing practice and writing assignments.
5. Know and follow the rules of copyright and alternatives to this such as creative commons; use only legal sources; understand and avoid plagiarism.

Data and Media Literacy (DML)

1. Manage, access and use digital data in spreadsheets and other media.
2. Understand how to interpret data relevant to the subject of study.
3. Record and use personal data to support learning and personal development.
4. Ensure personal data is secure and use privacy settings appropriately.
5. Make sense of messages in a range of digital media – text, graphical, video, animation, audio and multimedia.
6. Appreciate how digital messages are designed e.g. for different audiences and purposes.
7. Know and follow the rules of copyright and plagiarism as they apply to digital media.

Digital Creation, Innovation, Research and problem solving (DCR)

1. Design and create new digital materials e.g. posts, podcasts, web pages, wiki entries, digital video, digital stories, presentations, infographics.
2. Create, share and showcase digital artefacts with an awareness of audience and purpose.
3. Adopt new digital tools for learning and new ways of learning in digital settings.

4. Use digital technologies to develop new ideas, projects and opportunities.
5. Make decisions and solve problems based on digital evidence.
6. Collect data using digital tools relevant to the subject area e.g. data capture, video, audio.
7. Design and administer online surveys.
8. Analyse data using simple qualitative and quantitative tools.

Communication, Collaboration and Participation (CCP)

1. Participate in a range of digital communication and online networks e.g. email, presentations, blog posts, video calls, photo sharing, text, online forums and understand the differences between these.
2. Understand and respect the different norms of communicating in different spaces e.g. personal, social, academic, professional.
3. Communicate respectfully and inclusively, recognising that digital media can be used to intimidate, shame and harass other people.
4. Work in digital teams, groups and projects to produce shared outcomes or meet shared goals in online environments e.g. webinars, discussion groups, flash meetings, chat features.
5. Use collaborative tools e.g. file sharing, shared writing/drawing tools, project management tools, shared calendars and task lists.

Learning and Development (LD)

1. Identify, choose and participate in digital learning opportunities and resources e.g. online courses, podcasts, quizzes, online tutorials, simulations, open lectures.
2. Record learning events/outcomes and use them for self-analysis, reflection and showcasing of achievement e.g. in an e-portfolio or learning blog.
3. Use digital tools to plan and reflect on learning e.g. take notes, mind-mapping, annotate, collate and curate learning materials, review and revise learning.
4. Undertake self-assessment of learning needs; participate in other forms of digital assessment; receive and respond to feedback in digital forms.
5. Work collaboratively and supportively with other learners, using digital technologies where appropriate, promoting new digital tools and sharing digital know-how with others.

Identity management and wellbeing (IMW)

1. Manage and maintain profiles, making sure they are suitable for different networks (e.g. personal, academic, professional) and that you have considered your digital reputation.
2. Maintain a current digital CV or portfolio of work including outcomes of learning and other achievements (e.g. via an e-portfolio, digital CV, personal website).
3. Use digital technologies in ways that support personal development, well-being and safety, and respect the wellbeing and safety of others.
4. Consider the rights and wrongs and the possible consequences of online behaviour and ensure you understand how to report these if you need to.
5. Use digital media to access services, monitor health conditions, and participate in the community.
6. Manage online and real-world interactions in ways that support healthy relationships, reducing distraction, overload and stress.