Identifying Learner Support Needs Through the Use of a Digital and Information Literacy SelfAssessment Framework

Sarah-Jane Saravani

Learning Hub Manager

Waikato Institute of Technology, New Zealand

sarah-jane.saravani@wintec.ac.nz

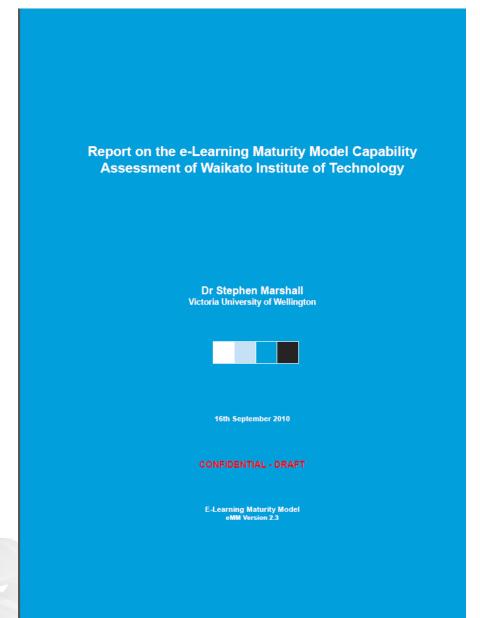


National directions

- Move from agricultural- to knowledgebased economy
- 2. Increased significance of ICT across the education environment
- 3. Requirement to engage learners successfully









. Multi-Function Devices (MFDs) are around The Hub for your printing, copying and scanning needs. Top up your Student ID Card to pay for the printing and



👊 Local i

copying through the Top-up machines opposite the vending machines.

eMM recommendations

 expand and include the Technology Competency programme in all blended courses at a minimum

 provide information on course-related technologies and expectations to students prior to study commencement



Result

Intuitive self-assessment framework
Provide immediate feedback to learner
Create profile of current competencies
Promote assistance available

Commencement of Personal Learning Plan



 $\underbrace{(\cdot 2 + \cdot \cdot 1 + \cdot \cdot \cdot \cancel{2} + \cdot \cdot \cdot 3 + \cdot \cdot \cdot 4 + \cdot \cdot 5 + \cdot \cdot 6 + \cdot \cdot 7 + \cdot \cdot 8 + \cdot \cdot 9 + \cdot \cdot 40 + \cdot 41 + \cdot \cdot 42 + \cdot \cdot 43 + \cdot \cdot 44 + \cdot \cdot 45 + \cancel{2} + \cdot \cdot \cdot 47 + \cdot \cdot 18 + \cdot \cdot 12 + \cdot \cdot \cdot 12 + \cdot \cdot \cdot 13 + \cdot \cdot \cdot 12 + \cdot \cdot 12 + \cdot \cdot 12 + \cdot \cdot 12 + \cdot 12 + \cdot \cdot 12 +$

Paragraph

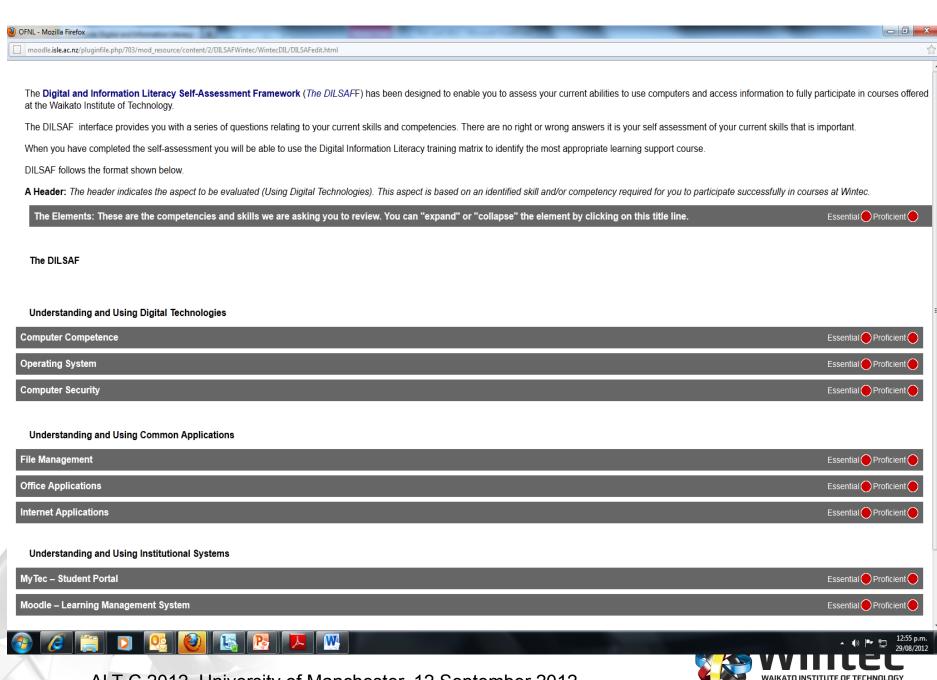
Are you ready for study?

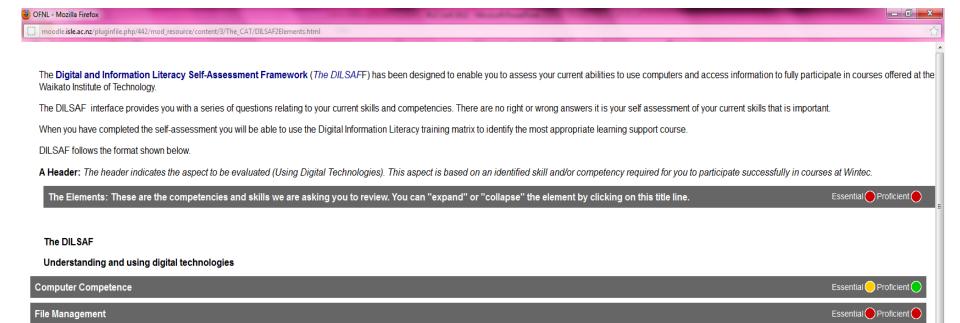
While studying at Wintec you will use technology in a number of ways to assist your learning. The following tool will help you to think about different aspects of technology and to understand your own levels of competency. The skills included will be useful during your time as a student at Wintec. As you move through the questions you will receive feedback and suggestions as to how you can access some of the technology assistance available at Wintec.

Self-Reflective Framework Heading: Understanding and Using Digital Technologies		
I know how to use a username and password to	Lunderstand how to connect to a wireless	
log-on and can use a mouse to launch, navigate and close applications	network	
I know the proper methods to start and exit all applications	I can connect media devices (speakers, microphone, camera) to the ports of the computer	
I can toggle between different windows using the toolbar or keyboard	I can end non-responsive programmes	
The Element: Operating System		
Essential	Proficient	
I am able to open applications and documents	I am able to navigate without the mouse	
I know how to drag and drop and copy and paste within files and folders	I understand file-naming conventions and extensions	
I understand the functionality of the menu options in the software I use	I am able to utilise right- and left-click mouse options	
The Element: Computer Security		
Essential	Proficient	
I know not to share my password or personal information with others	I regularly lock my workstation (or log out) any time I step away from my computer	
I know how to lock my workstation by pressing Ctrl-Alt-Del and choosing "Lock Computer"	I know how to change my password by pressin Ctrl-Alt-Del and choosing "Change a Password"	
I understand and practice strategies for keeping a strong password	I know how to exit from various applications prior to closing down my computer	
Heading: Understanding and Using Common App	lications	
The Element: File Management		
Essential	Proficient	
I know how to save a file from Office applications to my computer and share files with others using storage devices	I can use appropriate directory structures and associated names for my files	

I am familiar with Winter's Computer Use Policy	
Essential	Proficient
The Element: Computer Use	
•	as chat or discussion forums
I know how to create and edit My Profile	I am able to contribute to group activities such
, • ,	complete evaluations
Moodle (e.g. Forums, Assignments)	in Moodle to complete online tests and
I know how to use the basic tools available in	I can use the guiz and evaluation tools available
	other resources or attach files
course and resources and calendar	Assignments and Forums) to embed links to
I know how to login to Moodle and access my	I can use the tools available in Moodle (e.g.
Essential	Proficient
The Element: Moodle – Learning Management Sys	stem
set up my files on My SkyDrive	That colored my Frome and have edited mygate
I know how to access my Outlook account and	I have created My Profile and have edited MySit
I am familiar with the various parts of MyTec	schedule and check the calendars of others
	I am able to make calendar entries for my own
I know how to set up my username and password	I am able to import and use My Timetable
Essential	Proficient
The Element: MyTes - Student Portal	
Heading: Understanding and Using Institutional S	ystems
engines, including Google	<u> </u>
I am familiar with a variety of Web search	I can print all or part of a web page
under the "Tools" menu	
preferences by choosing "Internet Options"	
I know how to change IE's options and	I am familiar with Winteg's URL and web pages
information on the Internet	HTML, refresh/reload.
use a search engine and key terms to find	internet such as modem, browser, server, ISP,
I can launch and use a browser and I am able to	I am familiar with "common terms" used on
Essential	Proficient
The Element: Internet Applications	
	information
document	sheets (open, save, share) to store data and
I am able to find, replace and select text within a	I have a good understanding of using spread-
functionalities of Microsoft Word	sheets functions to create tables and graphs.
I am familiar with the features and	I have a good understanding of using spread-
create documents and present information	
Office applications (open, save and share) to	range of layouts for my assignment work
I have a fundamental understanding of using	I know how to use Office applications to create a
Essential	Proficient
The Element: Office Applications	
	saving a file
I know how to locate lost files or folders	I know how to add or change properties when
folders	download and store files from the internet in appropriate folders
computer and manage individual files in these	

Styles





Understanding and using common applications

