

# Identifying Learner Support Needs Through the Use of a Digital and Information Literacy Self- Assessment Framework

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# National directions

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

A typical  
scene



**Report on the e-Learning Maturity Model Capability  
Assessment of Waikato Institute of Technology**

**Dr Stephen Marshall**  
Victoria University of Wellington



16th September 2010

**CONFIDENTIAL - DRAFT**

E-Learning Maturity Model  
eMM Version 2.3

## Technology at Wintec

Tags: [document storage](#), [email](#), [how to guide](#), [livemail](#), [moodle](#), [my skydrive](#), [mytec](#), [technology on campus](#), [tour](#), [wintec](#)

Things you need to know about the technology you'll use while at Wintec.

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### Things you need to know

- Your [Student ID card](#) is your Library card, photocopy card, and gets you into The Hub after hours.
- Your **username** and **password** lets you login to the computers on campus, and gives you access to Wintec resources off campus.
- [MyTec](#) is your portal or gateway to the online student experience at Wintec. Check out the tabs for links to things that will make your time at Wintec easier.
- [My SkyDrive](#) is found through the Office link on LiveMail, it's where you'll find:
  - o online versions of Microsoft Word, Excel, PowerPoint and OneNote - great if you don't have these at home.
  - o 25GB worth of storage - yours even after you leave Wintec!
- MyTec lets you preview your Wintec email and calendar, go to [LiveMail](#) to manage them. Login to LiveMail using your [email address](#) - [username@student.wintec.ac.nz](#) and **password**.
- [My Network Files](#) is found on MyTec under the **LiveFiles** web part, and is another area to store and manage your documents.



Image credit: [Panic button](#) by [Star5112](#)

*It's recommended that you store your documents in at least two different places. If you use a USB, remember to remove it from the computer when you leave - they get lost easily!*

- Click on My Results to see your Wintec information, and [change details such as your address](#) - this is how Wintec will contact you, so make sure it's up to date.
- Under the MyTec **Live Links** web part, you'll see links to add your timetable to your calendar, [book a PC in The Hub](#), and more.
- **My Modules** within MyTec takes you to [Moodle](#), the place where you will find your course work - contact details for your tutor, course material, discussions, chats, assignments, etc.
- If you click on your name in either [MyTec](#) or [Moodle](#), you can change your profile for that site - add friends, choose how to get notifications of new discussion topics, add your photo, etc.
- [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 copying through the Top-up machines opposite the vending machines.

# eMM recommendations

1. expand and include the Technology Competency programme in all blended courses at a minimum
2. 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

## 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   |  |
| The Element: Computer Competence  |  |
| Essential   | Proficient   |
| I know how to use a username and password to log-on and can use a mouse to launch, navigate and close applications  | I understand how to connect to a wireless 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 pressing 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 Applications  |  |
| 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 know how to create or delete folders on my computer and manage individual files in these folders   | I can use appropriate software to safely download and store files from the internet in appropriate folders              |
|--|---|
| I know how to locate lost files or folders   | I know how to add or change properties when saving a file   |
| The Element: Office Applications   |   |
| Essential  | Proficient  |
| I have a fundamental understanding of using Office applications (open, save and share) to create documents and present information   | I know how to use Office applications to create a range of layouts for my assignment work                               |
| I am familiar with the features and functionalities of Microsoft Word  | I have a good understanding of using spreadsheets functions to create tables and graphs.                                |
| I am able to find, replace and select text within a document   | I have a good understanding of using spreadsheets (open, save, share) to store data and information                     |
| The Element: Internet Applications   |   |
| Essential  | Proficient  |
| I can launch and use a browser and I am able to use a search engine and key terms to find information on the Internet  | I am familiar with "common terms" used on internet such as modem, browser, server, ISP, HTML, refresh/reload.           |
| I know how to change IE's options and preferences by choosing "Internet Options" under the "Tools" menu  | I am familiar with Wintec's URL and web pages   |
| I am familiar with a variety of Web search engines, including Google   | I can print all or part of a web page   |
| Heading: Understanding and Using Institutional Systems   |   |
| The Element: MyTec - Student Portal  |   |
| Essential  | Proficient  |
| I know how to set up my username and password  | I am able to import and use My Timetable  |
| I am familiar with the various parts of MyTec  | I am able to make calendar entries for my own schedule and check the calendars of others                                |
| I know how to access my Outlook account and set up my files on My SkyDrive   | I have created My Profile and have edited MySite  |
| The Element: Moodle - Learning Management System   |   |
| Essential  | Proficient  |
| I know how to login to Moodle and access my course and resources and calendar  | I can use the tools available in Moodle (e.g. Assignments and Forums) to embed links to other resources or attach files |
| I know how to use the basic tools available in Moodle (e.g. Forums, Assignments)   | I can use the quiz and evaluation tools available in Moodle to complete online tests and complete evaluations           |
| I know how to create and edit My Profile   | I am able to contribute to group activities such as chat or discussion forums   |
| The Element: Computer Use  |   |
| Essential  | Proficient  |
| I am familiar with Wintec's Computer Use Policy at <a href="http://www.wintec.ac.nz/about/computer-use-policy.aspx">http://www.wintec.ac.nz/about/computer-use-policy.aspx</a> |   |



The **Digital and Information Literacy Self-Assessment Framework** (*The DILSAFF*) has been designed to enable you to assess your current abilities to use computers and access information to fully participate in courses offered at the Waikato Institute of Technology.

The DILSAF interface provides you with a series of questions relating to your current skills and competencies. There are no right or wrong answers it is your self assessment of your current skills that is important.

When you have completed the self-assessment you will be able to use the Digital Information Literacy training matrix to identify the most appropriate learning support course.

DILSAF follows the format shown below.

**A Header:** *The header indicates the aspect to be evaluated (Using Digital Technologies). This aspect is based on an identified skill and/or competency required for you to participate successfully in courses at Wintec.*

**The Elements:** These are the competencies and skills we are asking you to review. You can "expand" or "collapse" the element by clicking on this title line.

Essential  Proficient

## The DILSAF

### Understanding and Using Digital Technologies

Computer Competence

Essential  Proficient

Operating System

Essential  Proficient

Computer Security

Essential  Proficient

### Understanding and Using Common Applications

File Management

Essential  Proficient

Office Applications

Essential  Proficient

Internet Applications

Essential  Proficient

### Understanding and Using Institutional Systems

My Tec – Student Portal

Essential  Proficient

Moodle – Learning Management System

Essential  Proficient



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Essential  Proficient 

**The DILSAF**

**Understanding and using digital technologies**

Computer Competence

Essential  Proficient 

File Management

Essential  Proficient 


**Understanding and using common applications**

Office Applications

Essential  Proficient 

**Essential**

I have a fundamental understanding of using "Office" applications (open, save and share) to create documents and present information.


Disagree 

I have a good understanding of using spread-sheets (open, save, share) to store data and information.


Agree 

**Proficient**

I know how to use office applications to create a range of layouts for my assignment work.

Strongly agree 

I have a good understanding of using spread-sheets functions to create tables and graphs.

Partially agree 



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### The DILSAF

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Computer Competence

Essential  Proficient

Operating System

Essential  Proficient

Computer Security

Essential  Proficient

#### Understanding and Using Common Applications

File Management

Essential  Proficient

Office Applications

Essential  Proficient

| Essential  |                                       |
|--|---------------------------------------|
| Have a fundamental understanding of using Office applications (open, save and share) to create documents and present information | Partially agree <input type="radio"/> |
| Am familiar with the features and functionalities of Microsoft Word and can format my work as required                           | Disagree <input type="radio"/>        |
| Am able to find, replace and select text within a document   | Disagree <input type="radio"/>        |
| Proficient   |                                       |
| Know how to use Office applications to create a range of layouts for my assignment work  | Strongly agree <input type="radio"/>  |