

# Personalising the Student Approach to Tertiary Study through a Self- Assessment Model

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# Waikato Institute of Technology

2011 - 20,000 students 6,786 EFTS



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**Wintec**  
WAIKATO INSTITUTE OF TECHNOLOGY  
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# 3 Factors

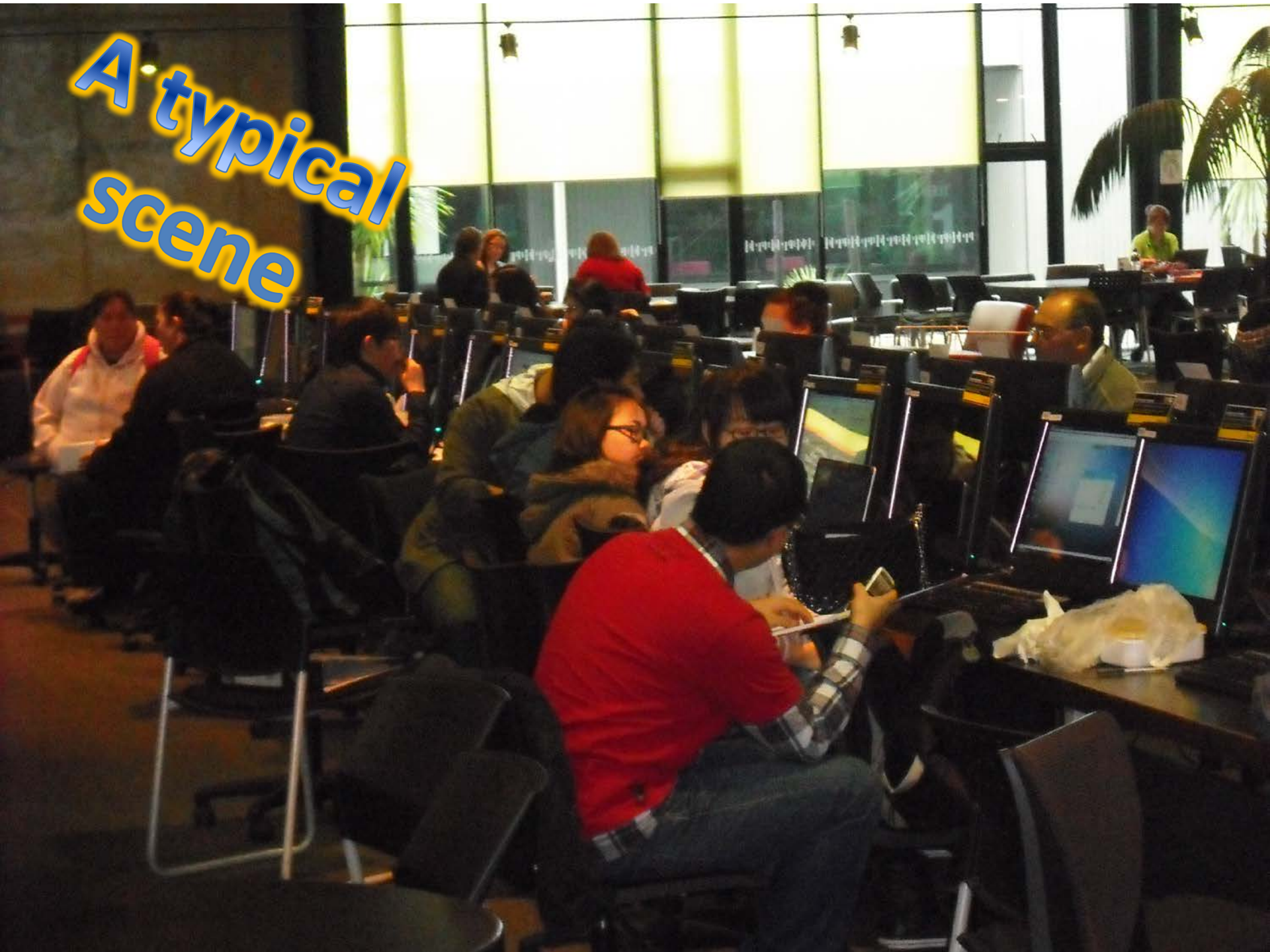
Potential of ICT in education

Learner-centric model

No data on student technology competencies



*A typical  
scene*





## 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.

Last Updated: Feb 11, 2012

URL: <http://libguides.wintec.ac.nz/technologyatwintec>

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**Overview**

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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:
  - online versions of Microsoft Word, Excel, PowerPoint and OneNote - great if you don't have these at home.
  - 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.

# 2010 - Student Technology Training programme

## 2011 – Recommendations

1. Mandatory
2. Extend – available pre-enrolment

# Develop an online technology self-assessment framework

1. highlight strengths of current skills and knowledge
2. identify areas where undertaking educational activities will facilitate increased capability

## Four criteria

1. The framework design had to ensure relevant data was able to be captured and reported on – both from a student and an institutional perspective
2. The framework had to identify, and make accessible at point of need, the self-identified support required
3. The capture and reporting software application had to be designed to report on the data to inform institutional support processes
4. The team had to create a plan to review and evaluate the project's impact on learners and institutional support

<http://moodle.isle.ac.nz/>



Firefox | New Tab | New Tab | New Tab | New Tab | https://vfnz...4009112C078FD | Course: Digital and Informati... | Capabilities/block/course ap... | You are logged in as Sarah-Jane Saravani (Logout)

Wintec Home Page | Wintec Library | Library Databases






# Digital and Information Literacy



Home > My courses > DIL Turn editing off

Topic outline

**Overview** | DILSAF: 3 Levels | DILSAF: 2 Levels | Google Form and Data-Base | Moodle Questionnaire | Wintec

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

 News forum    





 Add a resource...  Add an activity...

Jump to... Choose...



**NAVIGATION**

**COURSE CONTACTS**



**Project Leaders**

-  Philip Baker 
-  John Clayton 

**Theme Leader**

-  Philip Baker 

**SETTINGS**

- Course administration**
  -  Turn editing off
  -  Edit settings
    - Users
    - Grades
    - Outcomes
    - Backup
    - Restore
    - Import
    - Publish
    - Reset
    - Question bank
  - Switch role to...
  - My profile settings

ADD A BLOCK

Windows taskbar: Internet Explorer, Firefox, VLC, OpenOffice, Google Chrome, Wintec, Word

System tray: 1:54 p.m., 6/07/2012

Technology self-assessment4 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Table Tools Design Layout

Print Layout Full Screen Reading Web Layout Outline Draft Document Views

Ruler Gridlines Navigation Pane Show

Zoom 100% One Page Two Pages Page Width

View Side by Side Synchronous Scrolling Reset Window Position Window

Switch Windows Macros

## Self-Assessment 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 navigate	I understand how to connect to a wireless network
I know how to start and exit applications	I can connect media devices (speakers, microphone, camera) to the ports of the computer
I can move between different windows using the toolbar or keyboard	I can view file properties to determine memory size

#### 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 know how to view file properties to determine memory size
I am able to use right- and left-click mouse options	I can recognize and save files in various formats (.bmp, .jpg, .pdf, .html, etc.)

#### The Element: Computer Security

Essential	Proficient
I understand and practise strategies for keeping a	I understand about backing up my data and

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200%

4:23 p.m. 6/07/2012



FileHomeInsertPage LayoutReferencesMailingsReviewView

Print LayoutFull Screen ReadingWeb LayoutOutline DraftDocument Views

RulerGridlinesNavigation PaneShow

Zoom100%Page WidthZoom

Table ToolsDesignLayout

View Side by SideSynchronous ScrollingReset Window PositionWindow

Switch WindowsMacros

up my files on my SkyDrive

The Element: Moodle – Learning Management System

Essential	Proficient
I know how to login to Moodle and access my course and resources and calendar	I am able to contribute to group activities such as chat or discussion forums
I know how to interact with my tutor	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 can use the tools available in Moodle (e.g. Assignments and Forums) to upload my assignments


Heading: Enrolment Process

The Element: Computer Use

Essential	Proficient
I know how to update my contact details through <a href="https://enrol.wintec.ac.nz/ArionMain/Admissions/AOL/Introduction.aspx">https://enrol.wintec.ac.nz/ArionMain/Admissions/AOL/Introduction.aspx</a>	I have visited the student access portal and know how to reset my Wintec password by pressing Ctrl-Alt-Del and choosing “Change a Password”
I am aware of how to get help during my enrolment process	I am aware of how to find a Wintec campus map and how to get help from student services (e.g. Enrolment Centre, Student Helpdesk, Health Centre, Library, Student Learning

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PLE Conference 2012 - Melbourne, 13 July


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 

**File Management** Essential  Proficient 

**Understanding and using common applications**

**Office Applications** Essential  Proficient 

**Internet Applications** Essential  Proficient 

**Understanding and using Institutional Systems**

**Institutional e-Mail** Essential  Proficient 

**Moodle: Learning Management System** Essential  Proficient 

**Library Systems** Essential  Proficient 



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Essential ☒ Proficient ☒

**The DILSAF**  
**Understanding and using digital technologies**

**Computer Competence**

Essential ☒ Proficient ☒

Essential	
I know how to use a username and password to log-on and can use a mouse to launch, navigate and close applications.	Select ▼
I know how to connect a computer to an external printer	Select ▼
Proficient	
I understand how to connect to a wireless network	Select ▼
I can connect media devices (speakers microphone: camera) to the ports of the computer.	Select ▼





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Essential  Proficient 

## The DILSAF

### Understanding and using digital technologies

#### Computer Competence

Essential  Proficient 

##### Essential

I know how to use a username and password to log-on and can use a mouse to launch, navigate and close applications.

Partially agree ▼

I know how to connect a computer to an external printer

Agree ▼

##### Proficient

I understand how to connect to a wireless network

Strongly agree ▼

I can connect media devices (speakers microphone: camera) to the ports of the computer.

Partially agree ▼



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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 ▼



# Current phase

Assessing capture and reporting software

Need to interface with existing systems  
infrastructure



Have you created self-assessment instruments?

In which areas?

What is the result?