# Succeeding in a digital world

# Digital plan

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## Week 1: Your digital life

| Activity 1 Starting your digital journeyWhat aspects of Manuela’s Michael’s or John’s stories reflect your own experience? Note your own aspirations and goals. |
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| Activity 2 What type of digital user are you?Make a note of anything you have come across so far that you want to learn more about. |
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| Activity 6 ReflectingMake a note of your starting point at the beginning of the week, and the most useful thing you’ve learned. Identify one thing you’d like to learn more about. |
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| Personal notes (optional)Record any additional thoughts on the learning this week and note down anything you want to follow up at a later date. |
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## Week 2: Getting up and running

| Activity 1 Your digital environmentPick two online activities and provide details on what you were doing, why you were doing it, how it helped and any issues it raised. |
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| What I did | Why I did it | How it helped | Issues raised |
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| Activity 2 Identifying skillsChoose one of the environments either home, work or studying, and make a note of what skills you think you might need to do things effectively online. |
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| At home I might need to know … | At work, I might need to know … | While I’m studying, I might need to know ... |
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| Activity 3 Understanding and engaging in an online environmentMake a note of any resources you think will be useful to help you to develop your skills in this area. Remember to include the links to those resources. |
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| Activity 4 Finding information and people onlineMake a note of any resources you think will be useful to help you to develop your skills in this area. Remember to include the links to those resources. |
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| Activity 5 Knowing who and what to trust onlineMake a note of any resources you think will be useful to help you to develop your skills in this area. Remember to include the links to those resources. |
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| Activity 6 Managing and organisingMake a note of any resources you think will be useful to help you to develop your skills in this area. Remember to include the links to those resources. |
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| Activity 7 Collaborating and sharing in digital environmentsMake a note of any resources you think will be useful to help you to develop your skills in this area. Remember to include the links to those resources. |
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| Activity 8 ReflectionNote down how the skills presented this week might be helpful in the future.Identify three resources to try out over the next month. |
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| Personal notes (optional)Record any additional thoughts on the learning this week, and note down anything you want to follow up at a later date. |
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## Week 3: Making your mark online

| Activity 3 Shaping your digital identityMake a note of ways you can create a positive footprint, and actions you can take if you have a negative footprint. |
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| Activity 4 Developing your digital footprintMake a note of three things you can do to develop your digital footprint. |
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| ReflectionMake a note of any actions you would like to take as a result of your learning this week. |
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| Personal notes (optional)Record any additional thoughts on the learning this week, and note down anything you want to follow up at a later date. |
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## Week 4: Staying safe and legal

| Activity 2 Improving your cyber securityMake a note of the techniques you can use to make a strong password, or other ways to improve your online security. |
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| Activity 4 Improving your digital well-beingAs you watch the video on how to improve your digital well-being, make a note of three tips you want to try out. |
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| Activity 8 Next stepsReflect on the lessons you’ve learned about how to protect yourself online, and note down three steps you can take within the next month to improve your online safety. |
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| Personal notes (optional)Record any additional thoughts on the learning this week, and note down anything you want to follow up at a later date. |
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## Week 5: Critical consumption

| Activity 2 Mapping your information landscapeAs you listen to Manuela, John and Michael, make some notes on the kinds of areas their information landscape covers. |
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| **Manuela** |  |
| **John** |  |
| **Michael** |  |

| Activity 2 Mapping your information landscapeMake a note of the key features of your own information landscape. |
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| Timescale | Me | My local community | My workplace, college or university | My world view |
| **Six months ago** |  |  |  |  |
| **Now** |  |  |  |  |

| Activity 5 Tackling information overloadAs you watch the video, make a note of any useful tips on how to deal with information overload. |
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| Activity 6 Evaluating resourcesHow do you decide what to trust online? What is the process you go through, and what questions do you ask? How does this reflect the CAN and PROMPT criteria? Make a note of any points you want to remember for the future. |
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| Activity 8 Asking the right questionsMake a note of one or two tips for evaluating information that you would like to remember.Make a note of ways in which your information landscape has changed as a result of your learning so far (e.g. useful sources or networks you have discovered). |
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| Personal notes (optional)Record any additional thoughts on the learning this week, and note down anything you want to follow up at a later date. |
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## Week 6: The right tool for the job

| Activity 2 Thinking about your own use of appsMake notes about the apps you use for different areas of your life. |
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| Function: what are you doing online? | App and device | Work/study/daily life (all that apply) | How often | What do you like / dislike about the app? |
| **Managing money** |  |  |  |  |
| **Leisure: music, video, games** |  |  |  |  |
| **Saving documents/tracking references** |  |  |  |  |
| **Accessing news** |  |  |  |  |
| **Communicating and collaborating** |  |  |  |  |
| **Organising things** |  |  |  |  |
| **Managing photos** |  |  |  |  |

| Activity 6 Evaluating appsCritically evaluate the three apps/tool you have picked according to the ACCEPTS mnemonic in the table below.  |
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| **ACCEPTS criteria** | **Application 1****[Add title/link]** | **Application 2****[Add title/link]** | **Application 3****[Add title/link]** |
| **Access**How will you access this tool; iPad, tablet, smart phone, desktop or laptop?Will you use it across different devices? |  |  |  |
| **Collaboration**How collaborative is this tool? How easy is it to share information, or control privacy? |  |  |  |
| **Cost**Is this tool free, or does it require payment after a period of use? Does it provide additional functionality for a fee? Is the (extra) functionality worth paying for? |  |  |  |
| **Ease of use**How long are you willing to spend learning how to use this tool? Will it be intuitive? |  |  |  |
| **Purpose**How much functionality do you need? Is it fit for purpose? |  |  |  |
| **Trust**Does the app look trustworthy? Who produced it? Who else is using it?What personal data is it harvesting? |  |  |  |
| **Shelf-life** Is it important that it's still there in three, six, or 12 months? What would happen if it disappeared? |  |  |  |

| Make some notes on which of the ACCEPTS criteria were the most useful. Would you have used different criteria? If so, make a note of what criteria you would have used. |
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| Personal notes (optional)Record any additional thoughts on the learning this week, and note down anything you want to follow up at a later date. |
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## Week 7: Being digital: making it work for you

| Useful resourcesUse this space to make a note of any useful resources you find, as you work through the activities this week. |
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| Personal notes (optional)Record any additional thoughts on the learning this week, and note down anything you want to follow up at a later date. |
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## Week 8: Continuing your digital journey

| Activity 1 Your digital skills: progress so farWork through the activities you identified in Week 2. Think about how what you have learned will help you in specific situations in your life. Make a notes here. |
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| Activity 2 Digital identity and digital footprintMake a note of anything you plan to do to continue developing your digital identity or to improve your digital footprint. |
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| Activity 3 Creative use of others’ resourcesMake a note of anything you plan to do to help you develop your skills in using other people’s resources creatively. |
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| Activity 4 Developing discernment and expanding your information landscapeHave a go at creating your own set of evaluation questions, with a suitable abbreviation you will remember. |
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| Activity 5 Using appsTake a moment to review how useful the apps you chose at the end of Week 6 are. Make a note of where they have made a positive difference in the area of life you identified. |
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| Personal notes (optional)Record any additional thoughts on the learning this week, and note down anything you want to follow up at a later date. |
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