# Succeeding in a digital world

# Digital plan

## Contents

[Week 1: Your digital life 3](#_Toc45541555)

[Activity 1 Starting your digital journey 3](#_Toc45541556)

[Activity 2 What type of digital user are you? 3](#_Toc45541557)

[Activity 6 Reflecting 3](#_Toc45541558)

[Personal notes (optional) 3](#_Toc45541559)

[Week 2: Getting up and running 4](#_Toc45541560)

[Activity 1 Your digital environment 4](#_Toc45541561)

[Activity 2 Identifying skills 4](#_Toc45541562)

[Activity 3 Understanding and engaging in an online environment 4](#_Toc45541563)

[Activity 4 Finding information and people online 5](#_Toc45541564)

[Activity 5 Knowing who and what to trust online 5](#_Toc45541565)

[Activity 6 Managing and organising 5](#_Toc45541566)

[Activity 7 Collaborating and sharing in digital environments 5](#_Toc45541567)

[Activity 8 Reflection 6](#_Toc45541568)

[Personal notes (optional) 6](#_Toc45541569)

[Week 3: Making your mark online 7](#_Toc45541570)

[Activity 3 Shaping your digital identity 7](#_Toc45541571)

[Activity 4 Developing your digital footprint 7](#_Toc45541572)

[Reflection 7](#_Toc45541573)

[Personal notes (optional) 7](#_Toc45541574)

[Week 4: Staying safe and legal 8](#_Toc45541575)

[Activity 2 Improving your cyber security 8](#_Toc45541576)

[Activity 4 Improving your digital well-being 8](#_Toc45541577)

[Activity 8 Next steps 8](#_Toc45541578)

[Personal notes (optional) 8](#_Toc45541579)

[Week 5: Critical consumption 9](#_Toc45541580)

[Activity 2 Mapping your information landscape 9](#_Toc45541581)

[Activity 2 Mapping your information landscape 10](#_Toc45541582)

[Activity 5 Tackling information overload 10](#_Toc45541583)

[Activity 6 Evaluating resources 11](#_Toc45541584)

[Activity 8 Asking the right questions 11](#_Toc45541585)

[Personal notes (optional) 11](#_Toc45541586)

[Week 6: The right tool for the job 12](#_Toc45541587)

[Activity 2 Thinking about your own use of apps 12](#_Toc45541588)

[Activity 6 Evaluating apps 13](#_Toc45541589)

[Personal notes (optional) 14](#_Toc45541590)

[Week 7: Being digital: making it work for you 15](#_Toc45541591)

[Useful resources 15](#_Toc45541592)

[Personal notes (optional) 15](#_Toc45541593)

[Week 8: Continuing your digital journey 16](#_Toc45541594)

[Activity 1 Your digital skills: progress so far 16](#_Toc45541595)

[Activity 2 Digital identity and digital footprint 16](#_Toc45541596)

[Activity 3 Creative use of others’ resources 16](#_Toc45541597)

[Activity 4 Developing discernment and expanding your information landscape 16](#_Toc45541598)

[Activity 5 Using apps 17](#_Toc45541599)

[Personal notes (optional) 17](#_Toc45541600)

## Week 1: Your digital life

| Activity 1 Starting your digital journey What 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 Reflecting Make 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 environment Pick two online activities and provide details on what you were doing, why you were doing it, how it helped and any issues it raised. | | | |
| --- | --- | --- | --- |
| What I did | Why I did it | How it helped | Issues raised |
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| Activity 2 Identifying skills Choose 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 environment Make 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 online Make 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 online Make 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 organising Make 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 environments Make 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 Reflection Note 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 identity Make 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 footprint Make a note of three things you can do to develop your digital footprint. |
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| Reflection Make 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 security Make 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-being As 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 steps Reflect 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 landscape As you listen to Manuela, John and Michael, make some notes on the kinds of areas their information landscape covers. | |
| --- | --- |
| **Manuela** |  |
| **John** |  |
| **Michael** |  |

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

| Activity 5 Tackling information overload As 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 resources How 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 questions Make 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 apps Make 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 apps Critically 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 resources Use 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 far Work 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 footprint Make 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’ resources Make 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 landscape Have a go at creating your own set of evaluation questions, with a suitable abbreviation you will remember. |
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| Activity 5 Using apps Take 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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