Digital literacy planning tool

Incorporating digital literacy into everyday teaching

This tool will help you incorporate digital literacy into your teaching – for any subject, at any level. You can use it as a planning tool for everything from a small problem-solving task to a larger project.

[Click here to create your plan]

There are five key aspects:

1 **DEFINING**

2 **FINDING**

3 **EVALUATING**

4 **CREATING**

5 **COMMUNICATING**

You can adapt the order to suit your teaching. You may not need to incorporate all five, or you may want to repeat stages.

Throughout the task or project encourage students to refine and improve their work, and when they have finished reflect on what went well and not so well. This includes their use of technology. They can then decide what they would do differently next time.

The questions for each aspect are those that learners should consider. Use them as a handy reminder.

FIND
- Do they know how to search safely and effectively online?
- Should they use Google or another search method?
- Can they download, store and retrieve data efficiently?
- Do they understand issues around copyright and plagiarism?

EVALUATE
- Which information types are best for the task and audience (e.g. words, pictures, data)?
- How will they make judgements about accuracy and reliability?
- How are they developing and refining information, rather than just cutting and pasting?

DEFINE
- Can the students clarify the task?
- What do they know already, and what do they need to find out?
- Who is the intended audience, and what are their needs?
- What digital/traditional resources are available for them to use?

REFLECT AND PROGRESS

CREATE
- What technology skills do they have/need to develop?
- Who can support them?
- What formats could they use to present their work and are they appropriate for the audience?
- Can they justify their choice of technologies?
- Are they refining and improving their work?

COMMUNICATE
- Can they choose the most appropriate digital tools to:
  - exchange information and ideas
  - develop work in collaboration with others
  - publish their work?
- Do they know how to act safely and responsibly online and who to ask for help if something upsets them?

Digital literacy = technology use + critical thinking + social awareness