Digital competences - Self-assessment grid

	Basic User	Independent user	Proficient user
Information processing	I can look for information online using a search engine. I know not all online information is reliable. I can save or store files or content (e.g. text, pictures, music, videos, web pages) and retrieve them once saved or stored.	I can use different search engines to find information. I use some filters when searching (e.g. searching only images, videos, maps). I compare different sources to assess the reliability of the information I find. I classify the information in a methodical way using files and folders to locate these easier. I do backups of information or files I have stored.	I can use advanced search strategies (e.g. using search operators) to find reliable information on the internet. I can use web feeds (like RSS) to be updated with content I am interested in. I can assess the validity and credibility of information using a range of criteria. I am aware of new advances in information search, storage and retrieval. I can save information found on the internet in different formats. I can use cloud information storage services.
Communication	I can communicate with others using mobile phone, Voice over IP (e.g. Skype) e-mail or chat – using basic features (e.g. voice messaging, SMS, send and receive e-mails, text exchange). I can share files and content using simple tools. I know I can use digital technologies to interact with services (as governments, banks, hospitals). I am aware of social networking sites and online collaboration tools. I am aware that when using digital tools, certain communication rules apply (e.g. when commenting, sharing personal information).	I can use advanced features of several communication tools (e.g. using Voice over IP and sharing files). I can use collaboration tools and contribute to e.g. shared documents/files someone else has created. I can use some features of online services (e.g. public services, e-banking, online shopping). I pass on or share knowledge with others online (e.g. through social networking tools or in online communities). I am aware of and use the rules of online communication ("netiquette").	I actively use a wide range of communication tools (e-mail, chat, SMS, instant messaging, blogs, micro-blogs, social networks) for online communication. I can create and manage content with collaboration tools (e.g. electronic calendars, project management systems, online proofing, online spreadsheets). I actively participate in online spaces and use several online services (e.g. public services, e-banking, online shopping). I can use advanced features of communication tools (e.g. video conferencing, data sharing, application sharing).
Content creation	I can produce simple digital content (e.g. text, tables, images, audio files) in at least one format using digital tools. I can make basic editing to content produced by others. I know that content can be covered by copyright. I can apply and modify simple functions and settings of software and applications that I use (e.g. change default settings).	I can produce complex digital content in different formats (e.g. text, tables, images, audio files). I can use tools/editors for creating web page or blog using templates (e.g. WordPress). I can apply basic formatting (e.g. insert footnotes, charts, tables) to the content I or others have produced. I know how to reference and reuse content covered by copyright. I know the basics of one programming language.	I can produce or modify complex, multimedia content in different formats, using a variety of digital platforms, tools and environments. I can create a website using a programming language. I can use advanced formatting functions of different tools (e.g. mail merge, merging documents of different formats, using advanced formulas, macros). I know how to apply licences and copyrights. I can use several programming languages. I know how to design, create and modify databases with a computer tool.
Safety	I can take basic steps to protect my devices (e.g. using anti-viruses and passwords). I know that not all online information is reliable. I am aware that my credentials (username and password) can be stolen. I know I should not reveal private information online. I know that using digital technology too extensively can affect my health. I take basic measures to save energy.	I have installed security programmes on the device(s) that I use to access the Internet (e.g. antivirus, firewall). I run these programmes on a regular basis and I update them regularly. I use different passwords to access equipment, devices and digital services and I modify them on a periodic basis. I can identify the websites or e-mail messages which might be used to scam. I can identify a phishing e-mail. I can shape my online digital identity and keep track of my digital footprint. I understand the health risks associated with the use of digital technology (e.g. ergonomy, risk of addiction). I understand the positive and negative impact of technology on the environment.	I frequently check the security configuration and systems of my devices and/or of the applications I use. I know how to react if my computer is infected by a virus. I can configure or modify the firewall and security settings of my digital devices. I know how to encrypt e-mails or files. I can apply filters to spam e-mails. To avoid health problems (physical and psychological), I make reasonable use of information and communication technology. I have an informed stance on the impact of digital technologies on everyday life, online consumption, and the environment.
Problem solving	I can find support and assistance when a technical problem occurs or when using a new device, program or application. I know how to solve some routine problems (e.g. close program, re-start computer, re-install/update program, check internet connection). I know that digital tools can help me in solving problems. I am also aware that they have their limitations. When confronted with a technological or non-technological problem, I can use the digital tools I know to solve it. I am aware that I need to update my digital skills regularly.	I can solve most of the more frequent problems that arise when using digital technologies. I can use digital technologies to solve (non-technical) problems. I can select a digital tool that suits my needs and assess its effectiveness. I can solve technological problems by exploring the settings and options of programmes or tools. I regularly update my digital skills. I am aware of my limits and try to fill my gaps.	I can solve almost all problems that arise when using digital technology. I can choose the right tool, device, application, software or service to solve (non-technical) problems. I am aware of new technological developments. I understand how new tools work. I frequently update my digital skills.