

## Introduction

### Digital Literacy Staff Survey

As explained in the Plain Language Statement (available for download [here](#)), the aims of this survey are two-fold: to explore academic staff self-perceptions of their digital literacy capabilities, and to identify academic staff expectations of their students digital literacy skills on entry into higher education institutions.

The survey should take approximately 15 minutes to complete. The data collected is non-identifiable and your participation is voluntary and anonymous. Your consent to participate is implied through completion of the survey.

Although this survey is mobile compatible, some questions may display incorrectly on small screens.

### Personal skills

Thinking about digital tools, I use ...

	Daily	Weekly	Monthly	I have used this	I have not used this	I don't know what this is
Audio-visual equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cloud storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desktop computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electronic calendar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laptop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Management System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online video conferencing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project management tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reference management tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smart phone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spreadsheet software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet/iPad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time management tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word processing software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual Meeting Points	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual Private Network	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other digital tools I use regularly are (list up to 3) ...

### Personal capabilities

Regarding my skills in a digital environment, I can ...

	No	Yes but not confidently	Yes, confidently	Yes, very confidently	I do not know what this is
Collaborate in an online space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicate using email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicate using social media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create a computer program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Curate digital information and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate digital information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Find relevant information online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make electronic resources available for students to download	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage my digital files effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Navigate the Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem solve technical issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Touch type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use electronic signatures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use keyboard shortcuts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use online data securely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a password manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use qualitative research tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use statistical software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other skills related to technology that I draw on regularly are (list up to 3) ...

### **Personal practices**

Practices I apply in a digital environment include ...

	No	Yes, but not confidently	Yes, confidently	Yes, very confidently
I am able to choose the right digital tools to use in a given situation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage student groups online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage boundaries between work and personal time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage online submission of assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can engage with technology to benefit my work practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am active in online professional networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to manage online identities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I use digital resources and means to maintain contact with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I use technologies to work more efficiently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can use technology innovatively and creatively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage my privacy online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage my security online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can assess submissions and provide feedback online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other practices that I use regularly in a digital technology context are (list up to 3) ...

## Personal attributes

Attributes I have related to digital technology are ...

	No	Yes, but not confidently	Yes, confidently	Yes, very confidently
I am proactive and open to new technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My colleagues approach me if they need help using technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am proficient using technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I recognize and address gaps in my digital skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I contribute to online research groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to translate my digital skills to new environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to evaluate appropriate technologies and approaches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am responsible in my activities and behaviours online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am aware of the lasting nature of digital material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can adapt/personalise technologies to suit my specific purposes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I actively manage my privacy online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I actively manage my security online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other attributes related to digital technology I consider important are (list up to 3) ...

How digitally literate do you consider yourself?

- |   |  |  |   |  |
|---|--|--|---|--|
| I find it difficult to learn and apply digital skills | I am able to learn digital skills at a slow pace | I am able to learn digital skills quickly and easily | I have exceptional skills with digital technology and tools | I am not interested in learning digital skills |
| <input type="radio"/>                                 | <input type="radio"/>                            | <input type="radio"/>                                | <input type="radio"/>                                       | <input type="radio"/>                          |

### Students' Digital Skills and Capabilities

Thinking about a particular unit/subject that you teach in a semester/trimester:  
At what level is this unit/subject?

What year level is this unit/subject offered?

Is this a unit/subject likely to be taken by students in their first semester/trimester of study at your institution?

- Yes  
 No

In week 1 of my unit/subject ...

	I expect my students to be able to ...	... of my students can ...
Send me an email	<input type="checkbox"/>	<input type="checkbox"/>
Attach a document to an email	<input type="checkbox"/>	<input type="checkbox"/>
Locate unit resources online	<input type="checkbox"/>	<input type="checkbox"/>
Submit an assignment online	<input type="checkbox"/>	<input type="checkbox"/>
Manage their online storage	<input type="checkbox"/>	<input type="checkbox"/>
Word-process a document	<input type="checkbox"/>	<input type="checkbox"/>
Understand file types	<input type="checkbox"/>	<input type="checkbox"/>
Locate resources online in the library	<input type="checkbox"/>	<input type="checkbox"/>
Use search engines effectively	<input type="checkbox"/>	<input type="checkbox"/>
Understand data privacy and security	<input type="checkbox"/>	<input type="checkbox"/>
Understand digital copyright	<input type="checkbox"/>	<input type="checkbox"/>
Be able to use a discussion board	<input type="checkbox"/>	<input type="checkbox"/>
Manage their online identity	<input type="checkbox"/>	<input type="checkbox"/>
Have proficient keyboarding skills	<input type="checkbox"/>	<input type="checkbox"/>
Use social media to support their learning	<input type="checkbox"/>	<input type="checkbox"/>

In my unit, my students ...

find it difficult to learn and apply digital skills



are able to learn digital skills at a slow pace



are able to learn digital skills quickly and easily



have exceptional skills with digital technology and tools



Explain why you rank your students at this level ...

Do you feel your students commence their studies with the digital skills required to be successful learners in a digital environment?

Yes

No



Briefly explain why you think this ...

Do you feel your students graduate with the digital skills required to successfully enter the workforce?

- Yes  
 No

Briefly explain why you think this ...

### **Institutional Approach to Digital Literacy**

Does your institution have a statement with respect to digital literacy learning outcomes?

- Yes  
 No  
 I don't know

Does your institution provide any services to assist students to improve their digital literacy skills and capabilities?

- Yes  
 No  
 I don't know

If yes, what?

Are you encouraged to include development of digital literacy skills and capabilities in your teaching?

- Yes  
 No  
 I don't know

Does your institution provide any services to assist you to improve your digital literacy skills and capabilities?

- Yes  
 No  
 I don't know

If yes, what?

What support or services would you like your institution to provide to help you improve your digital literacy skills and capabilities?

What support or services would you like your institution to provide your students to help them improve their digital literacy skills and capabilities?

### Other comments

Any other comments you would like to make?

### Demographics

Please select your Institution from the list below:

State

Institution

If you cannot find your institution listed, please type it below:

Please select the Faculty in which you are primarily based:

What discipline to you teach?

Gender

- Male
- Female
- Other
- Prefer not to specify

Age

**Finish**

Thank you for completing this survey and providing valuable research data. Information about the activities, resources and outcomes of this research will be made available via the Decoding Digital Literacy website at <http://www.decodingdigitalliteracy.org>.