|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Basic Digital Skills category** | **Action** | **Could you do this?** | | | **Have you done this in the last 3 months?** | |
|  |  | I have no idea what you’re talking about | I could do this if I was asked to | I couldn’t do this if I was asked to | I have done this in the last 3 months | I haven’t done this in the last 3 months |
| **Managing Information** | Use a search engine to look for information online\* |  |  |  |  |  |
| Download/save a photo you found online |  |  |  |  |  |
| Find a website you have visited before\* |  |  |  |  |  |
| **Communicating** | Send a personal message to another person via email or online messaging service\* |  |  |  |  |  |
| Carefully make comments and share information online |  |  |  |  |  |
| **Transacting** | Buy items or services from a website\* |  |  |  |  |  |
| Buy and install apps on a device |  |  |  |  |  |
| **Problem Solving** | Solve a problem you have with a device or digital service using online help |  |  |  |  |  |
| Verify sources of information you found online |  |  |  |  |  |
| **Creating** | Complete online application forms which include personal details\* |  |  |  |  |  |
| Create something new from existing online images, music or video |  |  |  |  |  |
| **Managing Devices** | Change settings  Install updates |  |  |  |  |  |
| **Staying Safe online** | I can manage my online profile  I can report abuse/bullying/anything I’m uncomfortable with.  I know what happens to my pictures I put online (geotagging, privacy settings)  I can manage without my device/wi-fi if needed. |  |  |  |  |  |

*Questions with the \* indicate a legacy question that can be used to measure the previous Basic Online Skills levels to benchmark against previous research.*