|  |  |  |  |
| --- | --- | --- | --- |
| **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 settingsInstall updates | [ ]  | [ ]  |  [ ]  | [ ]  |  [ ]  |
| **Staying Safe online** | I can manage my online profileI 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.*