

Proposed self-assessment checklist: Basic digital skills for teaching staff

<https://www.pil.gu.se/competence>

1. Learning management platform

Can I independently create and update a course page?	<input type="checkbox"/>
Can I organise course materials so that they are easy for students to find?	<input type="checkbox"/>
Can I share assignments, materials, and information with the right audience at the right time?	<input type="checkbox"/>
Can I use the learning management platform's communication features to reach my students?	<input type="checkbox"/>
Can I select and use features in the learning management platform based on the pedagogical needs of the teaching?	<input type="checkbox"/>

2. AV technology

Can I start up and use the projector and screen in the classroom without assistance?	<input type="checkbox"/>
Can I use microphones so that all students can hear?	<input type="checkbox"/>
Can I deal with common technical problems in the lecture theatre?	<input type="checkbox"/>
Do I know where to get help if the technology isn't working?	<input type="checkbox"/>

3. Presentation tools

Are my presentations clearly structured and pedagogically well thought out?	<input type="checkbox"/>
Can I adapt presentations for different teaching situations?	<input type="checkbox"/>

4. AI-based tools

Do I understand what AI and generative AI are at a basic level?	<input type="checkbox"/>
Do I have a realistic understanding of the potential of AI tools in higher education?	<input type="checkbox"/>
Am I aware of the limitations and risks of using AI tools in my teaching?	<input type="checkbox"/>
Can I decide whether and how AI tools can be used in my teaching?	<input type="checkbox"/>

5. Video tools

Can I deliver digital lectures and seminars without technical difficulties?	<input type="checkbox"/>
Can I use breakout rooms and interaction features in digital meetings?	<input type="checkbox"/>
Can I record lessons and publish videos for students?	<input type="checkbox"/>

6. Examination tools

Can I use digital tools to conduct examinations?	<input type="checkbox"/>
Can I manage submissions, assessments, and feedback digitally?	<input type="checkbox"/>

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7. Student administration systems	
Can I report grades in Ladok correctly?	<input type="checkbox"/>
Do I understand my responsibilities in student administration processes?	<input type="checkbox"/>
Can I handle basic student administration tasks digitally?	<input type="checkbox"/>
8. Document management	
Can I create and store documents in a structured way?	<input type="checkbox"/>
Can I share documents with the right people and with the correct permissions?	<input type="checkbox"/>
Do I have a working system for digital documents?	<input type="checkbox"/>
9. Email	
Do I use email in an appropriate and professional manner?	<input type="checkbox"/>
Do I know how to respond if I suspect phishing?	<input type="checkbox"/>
10. Digital calendar	
Do I know how to use my digital calendar to plan and organise my work?	<input type="checkbox"/>
Can I book and manage meetings digitally?	<input type="checkbox"/>

Please get in touch if you have any feedback, comments, or ideas!

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