DIGIT-updater Step-by-Step Plan

With DIGIT-updater, every teacher can learn, refresh, or update digital skills. Depending on prior knowledge, one or more modules can be reviewed.

To assess prior knowledge, a baseline assessment can be conducted. A baseline assessment is available for each module and consists of a digital test with an average of 15 to 20 questions.

Additionally, each module has a VIT Skills Inventory Test available. A VIT is a spreadsheet that lists all the learning objectives of a module. For each objective, the teacher can indicate their level of knowledge.

The VITs are available as Excel sheets and PDFs. In the Excel sheet, a chart shows how many learning objectives are not yet, moderately, or well mastered. Please contact us to receive a spreadsheet.

Based on the baseline assessment and the VITs, a course plan can be developed. After completing the course, learning objectives can be checked off in the VITs. A certificate can be obtained after completing a module or at the end of the entire program through a final test.

Course Guidance

As a mentor, you can map out a pathway for each participant. First, determine the training needs together. Then the participant proceeds independently. As a mentor, you monitor progress and provide support. A course can conclude with a certificate. The steps below serve as a guide:

Step 1: Determine together which modules the participant will work on.
Step 2: The participant completes the VIT of the starting module.
Step 3: The participant takes the baseline test of the starting module.
Step 4: Based on the results, determine which topics need to be covered.
Step 5: Repeat steps 2 through 4 for other modules.
Step 5: The participant takes a final test at the end of each module or at the end of the entire course.

Modules and Average Study Load

Domain	Module	Duration
Basic ICT Knowledge	• Using a computer	2.5 hrs
	• Basic word processing*	4 hrs
	• Basic presentations*	4 hrs
	• Basic spreadsheets*	4 hrs
Information Skills	• Searching and assessing information	4 hrs
Media Literacy	• Social media, online profile, and safe internet use	4 hrs
Computational Thinking	• What is computational thinking	2 hrs
	• Working with HTML**	
Online Teaching	• Tips & Tools	2 hrs
	• Teams at school	4 hrs
	• OneNote	4 hrs
	• Google Classroom	4 hrs
	• Other useful Google Apps	4 hrs

* Choose between Office 2019, Office 365 (online), or Google

** Choose between HTML with Notepad or Google & Sites

Example Implementation Paths

The mentor's role differs per school or foundation. DIGIT-updater can therefore be implemented in various ways.

Below are examples for rolling out an implementation plan. By choosing an approach from each column, a suitable course can be designed. We are happy to assist and co-create a custom solution with your school or foundation.

Determine Starting Level	Select Offer	Role of the Mentor	Time Investment
• Baseline tests	• Based on results of baseline tests	• Minimal	• Free choice
• VIT	• Priority-based selection	• Moderate	• Monthly
• Free selection	• Mandatory & optional components	• Intensive	• Weekly

Determine Starting Level

Each teacher has a different starting level. DIGIT-updater offers baseline tests to assess digital skills. Based on the results, a learning path can be developed.

The VITs are completed independently. They include all learning objectives found in the course material. The teacher fills out the spreadsheet according to their own judgment. A chart will indicate which domains or modules still need attention. The VIT can be used on its own, before, or after a baseline test.

With free selection, the teacher decides which topics and learning goals are important for their development and chooses the modules they want to work on.

Select Offer

The offer can be selected by the mentor in three ways:

1. **Based on baseline results**: Each test provides results per chapter/module. These results guide the selection of course material.

2. **Based on priorities**: If a school or foundation prioritizes specific topics (e.g., a recent migration to Google or Microsoft tools), these modules can be offered regardless of test results.

3. **Mix of mandatory and optional modules**: Schools/foundations can designate certain modules as required, while others remain optional.

Mentor's Role

The role of the mentor can vary from a minimal task to full coaching of teachers.

- **Minimal**: Preparing the baseline test and materials, checking progress periodically.

- **Moderate to Intensive**:
  • Collaborate with teachers to design the learning path
  • Monitor and adjust progress
  • Develop a final test to assess end level
  • Issue certificates

Time Investment

Time investment varies per teacher depending on prior knowledge and course path. Good mentoring generally speeds up the process.

It is recommended to set a timeline, which supports motivation and monitoring. Weekly sessions of a few hours are ideal. Skills can be immediately applied in practice where relevant.

Tips!

From educational practice, here are some extra tips for mentors to help improve motivation and meet goals:

- Add your own materials and make them available to teachers.

Subject Integration Assignments/Mentoring

If the school/foundation wants to integrate digital literacy with regular subjects, the mentor can support this by providing assignments that encourage a "hybrid" integration approach.

This helps teachers apply digital skills from modules directly into their subject lessons, thus connecting theory with practice.

Promoting Domains/Modules

If the mentor notices that certain topics are underutilized, they can introduce a challenge or competition using custom materials, such as a contest.

Sharing Assignments

Mentors can also facilitate the exchange of assignments created by teachers themselves, allowing everyone to benefit from shared knowledge.