



**Information,
data and
media literacies**



**Discuss which browser
you prefer to use and why?
Does the browser make it
easy to save and organise
useful links as favourites/
bookmarks?**

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



Find the Team Snippet for:

- Tell others the team name.
- Find and read the snippet.
- Discuss which digital capabilities this team might be using, and explore content provided on any links.




**Do you know where the data
you have entered goes and
was it your data in the first
place? Do you know which
business processes are
dependent on that data?**

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**How could we better support
entertainment devices eg
games consoles & smart
TVs in halls of residences?**

**A link for discussion:
[https://ieeexplore.ieee.org/
document/8279002](https://ieeexplore.ieee.org/document/8279002)**

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How many types of Creative Commons licenses are there? What is the most and least flexible licence available?

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What kind of data analytics do you need to assist you in your role? What tools could you use to provide that analysis?

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**Where can you easily find
your preferred train times
and hotels for your next
conference?**

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**You need to look back at the
Staff Development courses
and events you've been on
– where can you find this
information?**

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Digital learning
and development



**Ask everyone to share their
top-tips for getting the most
from Outlook.**

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**Discuss your experiences
of adjusting settings in
applications and browsers to
suit your accessibility needs.**

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How confident do you feel about setting up your digital environment (devices, apps, resources and web services) to suit your learning needs? What actions could you take to improve that confidence level?

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Discuss your experiences of using digital tools to help you plan and organise your learning, such as OneNote, to-do lists, using different devices at different times, etc.

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**Ask everyone to share their
top-tips for getting the most
from Word.**

- Read out the question and have a conversation around the table.
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**How do you best help
staff widen their digital
capabilities whilst still
delivering demanding
projects?**

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**Which key digital skills
would you like to develop
either as a result of doing
your Jisc Discovery profile or
in response to specific work
requirements?**

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ICT Proficiency



Are you sharing your Outlook calendar to help schedule activity, cover work and plan meetings? What do you need to do to share your calendar?

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Discuss your experience of using note-taking software such as EverNote or OneNote. How have these tools helped you to organise your thoughts/ reflections/ plans?

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**How can the XXXX team
help me improve my digital
capabilities when using the
AV kit within the classroom?**

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I need to make an urgent purchase; who do I need to speak to and which system would they use to rush an order through?

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**I'm a member of staff;
how can I get access to
XXXX on my personal PC?**

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



What are some of the differences between the full Office applications and their web-based equivalents?

- Read out the question and have a conversation around the table.
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**Which tool works best for
you to help manage your
workload?**

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Digital creation,
problem solving
and innovation



Discuss your experiences of creating digital content, such as editing pictures, creating videos, or generating an infographic. How creative do you think you are in your use of digital tools and media?

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Visit [Lynda.com](https://www.lynda.com) Which course allows you to learn Outlook in the least amount of time? Locate a course which could help you develop skills you need in another software application.

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Discuss your experiences of using digital information or evidence to solve problems, such as conducting an online survey or poll.

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**You want to update some
content on your intranet –
who are you going to
contact?**

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



Discuss your experiences of digital creativity such as specialist 2D or 3D software, producing a 'how-to' video, mind-mapping or coding. What Lynda course might be a helpful start in developing some of these skills?

- Read out the question and have a conversation around the table.
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Discuss situations where you have had to research a topic or analyse data to produce a report or solve a problem. How confident are you finding and using online evidence or data to solve work related problems?

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



**Discuss your experiences
of learning to use a new
software tool; what did you
find helped you most in
becoming confident in your
use of that tool?**

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



Digital
communication,
collaboration and
participation



Discuss your experiences of configuring privacy settings on social media platforms as part of managing your online identity and profile.

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Share your thoughts on the need to arrange items on your physical desk, adjusting your chair and taking screen-breaks to use digital technologies in a safe way.

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What are the key signs that help you identify a phishing email? What should you NOT do if you have any suspicions about the email?

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**Where would I find
information on my intranet
to help me manage my
'digital identity' and email
overload?**

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



Where would you look to find out about the different types of service memberships?

- Read out the question and have a conversation around the table.
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Discuss your experiences of using multi-factor authentication (such as on a banking app) and explore the security benefits in contrast with the user experience.

- Read out the question and have a conversation around the table.
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How secure are your passwords on different online services and how do you manage to maintain different passwords on each service? Do you find particular tools helpful in this regard?

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Digital identity
and wellbeing



Discuss the benefits of using Yammer or a similar tool for sharing project work more broadly across the organisation. How would you encourage your team to increase uptake of such a tool?

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What are the different sharing options in Office365 and which option should I use when it is ok to share widely?

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**Discuss your experience
of using real-time
communication tools such as
Skype/ Facetime/ WhatsApp/
Slack. What do people feel
are the relative merits of
each tool?**

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How does moving systems to the cloud and providing users with access to systems on mobile devices help us provide a better service to the students?

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- Use your devices to research the topic and share with others what you have discovered.



**Discuss your experiences
of contributing to an online
discussion forum/ blog site/
wiki. How confident are you
about collaborating digitally?**

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



What are the different sharing options in Office365 and which option should I use when the information is confidential?

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.

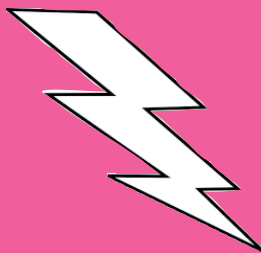


**Which social media platforms
are you familiar with using?
What are the relative merits
of each platform?**

- Read out the question and have a conversation around the table.
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Wildcard!





**Ask everyone to share their
top-tips for getting the most
from Excel.**

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How can I easily find the next available time-slot when a group of staff are available for a meeting?

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When searching for information using Google, for example, what tips can you share for filtering the results by date range/ location (e.g. UK)/ media format/ etc?

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When sending an attachment containing personal information, what must I do to prevent it being accessed by an unintended recipient?

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



**Ask everyone to share their
top-tips for getting the most
from Powerpoint.**

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



How can I use Office365 to collaborate on putting together a document or presentation?

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.



How does being able to see in someone's diary that they are 'Working elsewhere' help with scheduling a meeting? Discuss other tips for managing your diary for effective collaboration.

- Read out the question and have a conversation around the table.
- Use your devices to research the topic and share with others what you have discovered.