## INSTRUMENT NUMBER 23

**Technical literacy** - Entry level technical skills that allow a non-computer user to begin using technology effectively and that serve as a starting point for the development of more advanced skills.

The knowledge needed to use technology responsibly, effectively and efficiently; to access, create, manage and communicate information.

**Examination of technical literacy - part one**

**Self-diagnosis – technical literacy**

Answer by entering the X in the appropriate field.

| | Behavior | Definitely not | No | I don't know | Yes | Definitely Yes |
|---|---|---|---|---|---|---|
| 1 | I run the new device using the instructions | | | | | |
| 2 | When buying new equipment (e.g. washing machine, fridge, etc.), I check its parameters, e.g. electricity consumption, etc. | | | | | |
| 3 | I can communicate with others using basic communication tools, e.g. a mobile phone (Skype, WhatsApp, etc.), e-mail | | | | | |
| 4 | I can search information on the Internet using a search engine | | | | | |
| 5 | I can save or store files (e.g. text, photos, music, videos, websites) and then return to the saved content. | | | | | |
| 6 | I check the reliability of information from the Internet, before forwarding it to others | | | | | |
| 7 | I can create simple digital content (e.g. text, tables, images, sound files, etc.) | | | | | |
| 8 | I can share files and content using digital tools | | | | | |
| 9 | I can do basic activities to protect my devices (e.g. using anti-virus programs and passwords) | | | | | |
| 10 | I know that on the Internet I can share only a certain type of information about myself and others. And I follow this rule. | | | | | |

Connect each of the marked answer points with a solid line. This will give you a graph of your technical literacy. The more the chart line approaches the right side of the table, the higher your level of technical literacy is.

**PART TWO: - expert assessment**

**Case study – simulation**

The second part of the diagnosis is a task in the form of a case study analysis. The adult receives a description of a particular situation. The task is to analyze

the content and perform the task. At the same time, the investigator observes

the behavior of the examinee and records the observations by assessing the level of the competence tested.

A. Your task is to buy a dishwasher.

   a) What information do you need to make a purchase?

   b) Where and how will you look for this information?

   c)Offer specific solutions and justify your answer.

Access the Internet.

1. The 80th birthday of your grandfather is approaching. You organize an event for this occasion. Prepare in- formation about the event. You have access to a computer and the Internet. Decide what tools you will use to inform family members. Most of ther family lives in your country, but also in the EU. Several people live outside the EU.

You read on the Internet forum:

a) "It is foolish to publish photos of social events in social media, especially of events with individuals holding alcoholic beverages.
b) Take part in the discussion, giving arguments justifying the thesis

c) "I have an anti-virus program installed that slows down my computer. Can I uninstall it?

d) Answer the question, justifying why the person can't do this.

During the observation, the expert evaluates individual indicators and then sums up the points.

| Indicator | Very weak (1 point) | Good (3 points) | Very good (5 points) |
|---|---|---|---|
| **Searching for information and using the instructions** | Has difficulty in finding information independently, needs guidance | Can search for information and use instructions | Can find the necessary information in several sources, can follow instructions |
| **The ability to create content in the appropriate program and to share it** | Has difficulty in working with programs and communication tools, needs guidance | Can create content in the appropriate program and share it. | Can prepare the content in a manner adequate to the media, which one wants to use, using appropriate software. Selects the appropriate media for sharing information. |
| **Knowledge of the principles of proper behavior in the digital world and knowledge of how information about digital identity can be used by third parties** | Has little knowledge of the principles of proper behavior in the digital world and how information about their digital identity can be used by third parties. Searches for basic information on the Internet with given tips. | Has a general idea of the principles of proper behavior in the digital world and how information about their digital identity can be used by third parties. Can search for information on the Internet. | Knows the principles of proper behavior in the digital world and knows how information about their. digital identity can be used by third parties. |

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