

Digital Skills Checklist

Adapted from the [Digital Skill Sets for Diverse Users](#) research report

[City of Seattle Information Technology's Digital Equity Program](#)

[University of Washington Technology & Social Change Group](#)

Skills	Check off for your curriculum
Gateway Skills	
Accessibility tools on device	<input type="checkbox"/>
Basic internet searching	<input type="checkbox"/>
Basic mouse functionality	<input type="checkbox"/>
Browser skills [e.g. address bar, web navigation, favorites/bookmarks, forward/back, etc.]	<input type="checkbox"/>
Password basics: creation, safe storage, resetting	<input type="checkbox"/>
Sending and receiving an email including using attachments	<input type="checkbox"/>
Set up an email account	<input type="checkbox"/>
Understand how to protect privacy when using shared devices and public Internet (signing out of accounts, clearing search history, etc.)	<input type="checkbox"/>
Understand if my computer is connected to the Internet/Wi-Fi and how to connect/disconnect	<input type="checkbox"/>
Understanding computer and peripheral components; basic troubleshooting; using an OS	<input type="checkbox"/>
Understanding what the internet and web are	<input type="checkbox"/>
Communication	
Awareness and adaptation of communication strategies to meet behavioral norms and respect user diversity (Netiquette)	<input type="checkbox"/>
Digital collaboration, including participation in Zoom and video conferencing	<input type="checkbox"/>
Make Internet-based voice and video calls (using Skype, FaceTime etc.)	<input type="checkbox"/>
Post messages and media on social media	<input type="checkbox"/>
Understand and identify the purposes of different social media platforms and online communities	<input type="checkbox"/>
Understand and set privacy settings on social media	<input type="checkbox"/>
Understanding ways to share information with others	<input type="checkbox"/>
Use a messaging app to communicate with others (WhatsApp, Messenger)	<input type="checkbox"/>
Creation	

Beginning coding/programming (understanding concepts, writing basic code)	<input type="checkbox"/>
Computational thinking	<input type="checkbox"/>
Creating a new digital content based on existing digital material	<input type="checkbox"/>
Design	<input type="checkbox"/>
Increasing the amount of open content through creation, advocacy etc.	<input type="checkbox"/>
Multimedia production	<input type="checkbox"/>
Revising digital content to improve processes and product	<input type="checkbox"/>
Website creation basics - simple pages, HTML, WordPress	<input type="checkbox"/>
Device ownership	
Device basics (purchasing, disposal, recycling)	<input type="checkbox"/>
Finding technical support	<input type="checkbox"/>
Protect devices by managing risks & threats by applying safety & security measures (anti-malware software, avoiding possible attacks)	<input type="checkbox"/>
Troubleshooting more complex technical problems	<input type="checkbox"/>
Information skills	
Apply info [synthesize understanding and knowledge, draw conclusions]	<input type="checkbox"/>
Awareness and value of traditional info tools and "people networks" to supplement and support use of online tools	<input type="checkbox"/>
Evaluate info [credibility, compare]	<input type="checkbox"/>
Identify info needs and competence/knowledge gaps	<input type="checkbox"/>
Info search strategies [including search and browse skills]	<input type="checkbox"/>
Manage info [e.g. organize and store it in a reasonable manner, use agents and filters]	<input type="checkbox"/>
Understand that search engines use algorithms to display results	<input type="checkbox"/>
Lifelong learning	
Access and use of educational resources	<input type="checkbox"/>
Adaptability [e.g. open to learning new tech, reapply/build on tech experiences]	<input type="checkbox"/>
Self-reflection/lifelong learning	<input type="checkbox"/>
Mobile	
Buy goods or services using an app	<input type="checkbox"/>
Differences between Wi-Fi and cellular data	<input type="checkbox"/>
Manage money and transactions securely via an app (e.g. bank)	<input type="checkbox"/>
Mobile basics (basic functions, OS, layout etc.)	<input type="checkbox"/>
Privacy and security - mobile specific	<input type="checkbox"/>
Using mobile devices for online collaboration	<input type="checkbox"/>

Online life	
Access and use of social & consumer services (housing, child care, health/mental health, consumer/legal)	<input type="checkbox"/>
Accessing community resources (Gov't, Neighborhood groups, Schools, Libraries)	<input type="checkbox"/>
Awareness of technology's impact (environment, society)	<input type="checkbox"/>
Buy goods or services through a website	<input type="checkbox"/>
Copyright/open source	<input type="checkbox"/>
Engaging in civic life/ participating in society online	<input type="checkbox"/>
Finance (online banking, credit search and protection)	<input type="checkbox"/>
Legally access entertainment such as videos, books, and games	<input type="checkbox"/>
Transportation	<input type="checkbox"/>
Use local and cloud storage to manage information and access content from different devices	<input type="checkbox"/>
Use website help features to help solve problems	<input type="checkbox"/>
Privacy & Security	
Awareness of permanence of actions in digital environments	<input type="checkbox"/>
ID secure websites and transactions	<input type="checkbox"/>
Managing digital identity reputation & data creation (tools and behaviors to limit tracking)	<input type="checkbox"/>
Online safety for kids	<input type="checkbox"/>
Protect health & well-being; awareness of social inclusion technologies; managing interpersonal risks & threats in a digital environment (cyberbullying)	<input type="checkbox"/>
Recognize and avoid suspicious links and downloads (phishing, online scams)	<input type="checkbox"/>
Understand how a "privacy policy" informs the use of personal data	<input type="checkbox"/>
Workplace	
Employment search skills: resume, online forms for job applications, job search & applying	<input type="checkbox"/>
Follow workplace IT & social media policies and security rules	<input type="checkbox"/>
How to manage a project using computer/online tools	<input type="checkbox"/>
Understand, identify, and choose appropriate digital tools for work	<input type="checkbox"/>
Understanding and using databases	<input type="checkbox"/>
Use an online or PC-based presentation software to present information to others	<input type="checkbox"/>
Use an online or PC-based word processor to create a document	<input type="checkbox"/>
Use online or PC-based spreadsheet software to manipulate or analyze data	<input type="checkbox"/>
Using professional online networks and communities	<input type="checkbox"/>