

ProFuturo



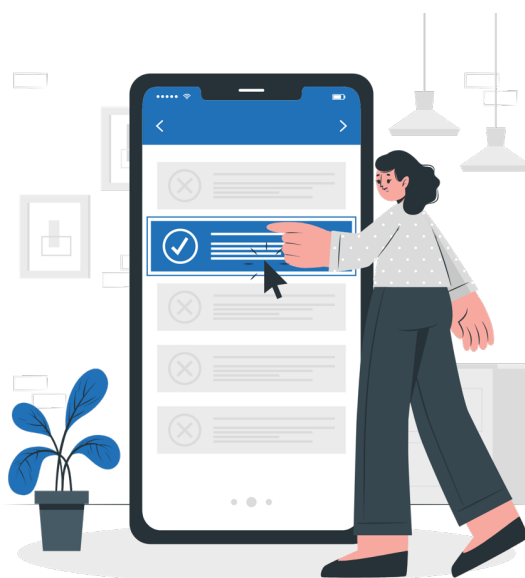
Teachers' Digital Skills Self-Assessment User Manual

A PROGRAMME OF:



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Digital Skills Self-Assessment Tool for Teachers

1 Introduction

The Digital Skills Self-Assessment for Teachers is a free, self-administered tool that allows you to identify your level of digital skills and provides you with guidelines and instructions for you to work on your professional development. In addition, it contributes to the effective design of training strategies that help improve the digital skills of teachers in a school or in a region's educational network.

In this document we present you with the organisation and main functionalities that this tool offers its users, teachers like you, in order to facilitate or clarify possible doubts about its use.



How the Self-Assessment for Teachers works

The Digital Skills Self-Assessment gives you the opportunity to learn about your digital skills through a questionnaire composed of 23 questions organised in three areas: Pedagogy, Digital Citizenship and Professional Development. Each area is assessed based on 4 skills.

The results of the self-assessment build your profile in each area and skill, based on 5 levels of development: exposition, familiarisation, adaptation, integration and transformation.

You will receive a report with your results after finishing the assessment, as well as guidance and specific suggestions about training materials and resources to help you continue to progress in your professional development.

Here is a quick guide to the main resources of the Digital Skills Self-Assessment for Teachers:

- **Start**
- **Register**
- **Access**
- **I forgot my password**
- **Edit your registration**
- **I want to delete my account**
- **Change your password**
- **Answer the questionnaire**
- **See Results Report**



2 Start

On the homepage you will find a brief explanation of what the Digital Skills Self-Assessment for Teachers is, the number of teachers who have taken it, why use it and how it works, as you can see in picture 1.

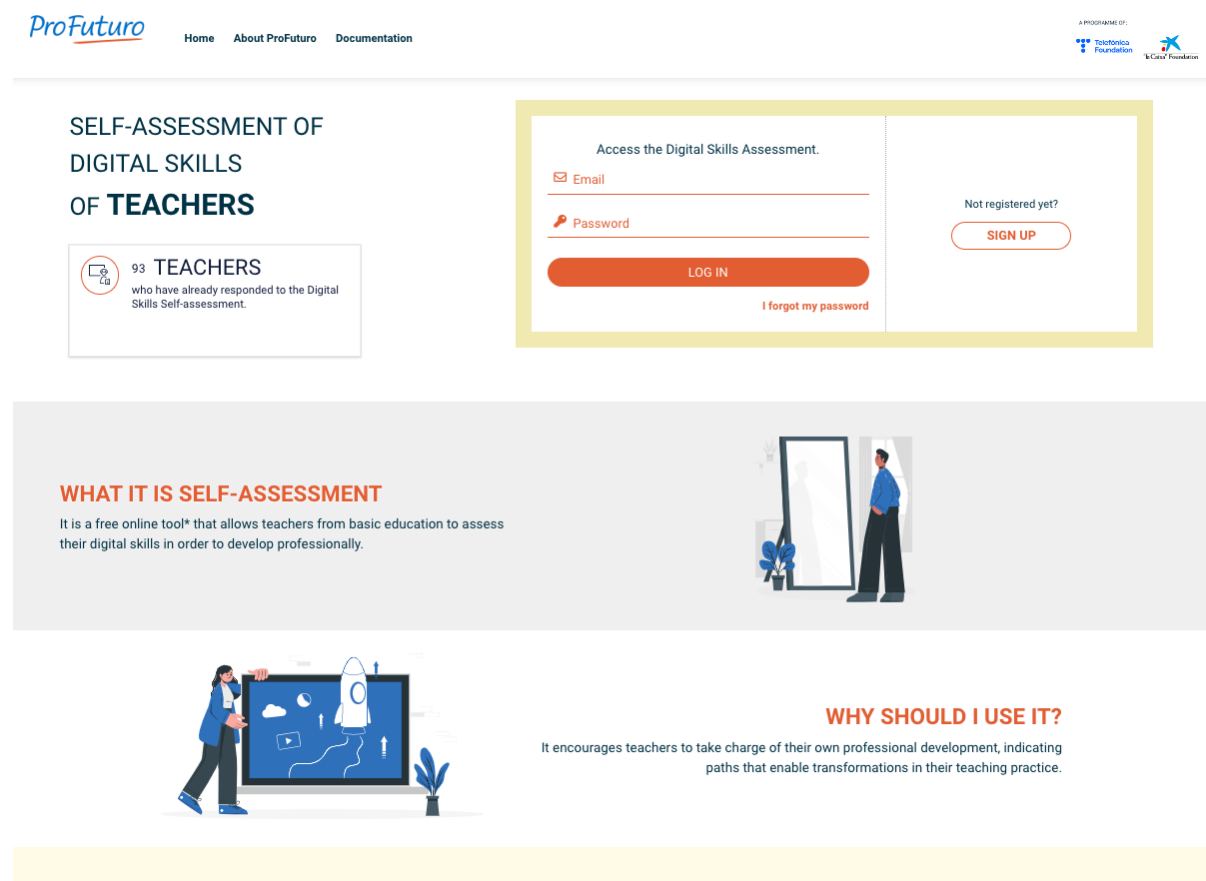


Image 1 - Home page

3 Register

In order to answer the Digital Skills Self-Assessment Questionnaire for Teachers, the first thing you need to do is to register by filling in the form with your personal and professional details and the level of education you have achieved.

There are two ways to access the form: click on either of the two "**Register**" buttons on the home page. There is one at the top right side and another at the bottom, as shown in images 2 and 3 below:

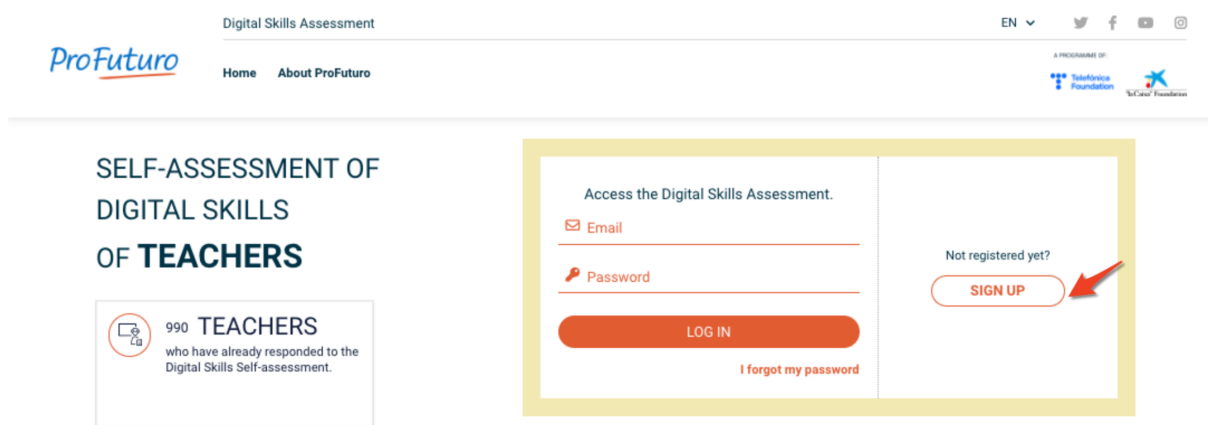


Image 2 - Register (top right of the home page)

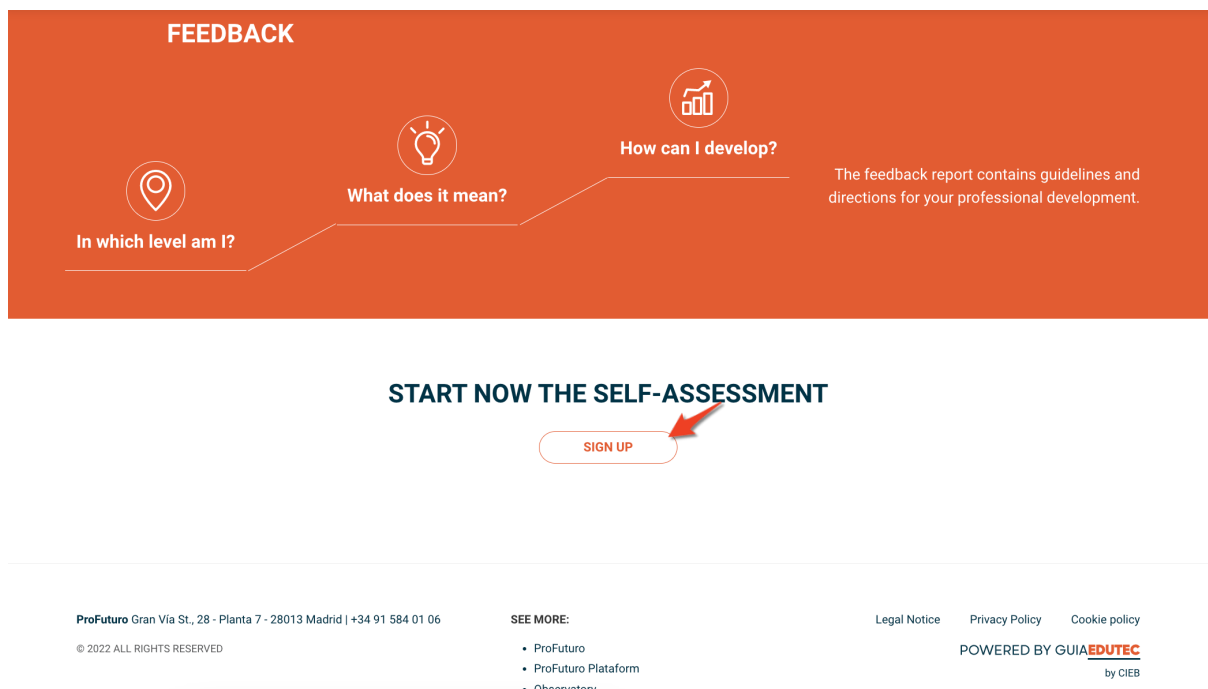


Image 3 - Register (bottom of the home page)

Attention: All fields in the registration form must be filled in.

3.1 Personal data

Start by entering your **full name** (1), then select a **gender** option (2) (if you do not wish to declare your gender, choose "**I prefer not to say**") and your **date of birth** (3), as shown in image 4.

FIRST ACCESS: TEACHER

The Teachers' Digital Skills Self-assessment tool was made to be answered by **teachers of basic education (primary and secondary education)**.

PERSONAL DATA

Name

Gender

Select one of the following options

Date of birth

Correct format DD/MM/YYYY

07/04/2008

Email

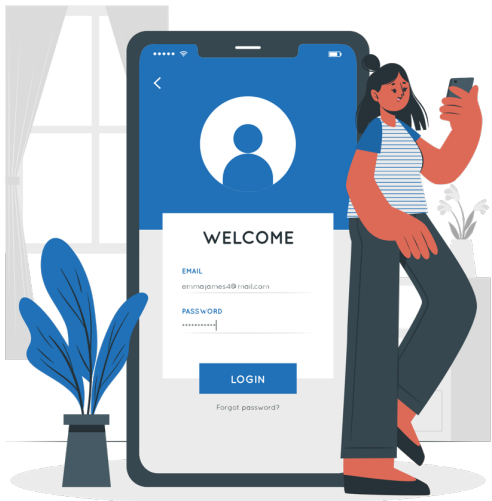
Enter a valid e-mail

Confirm your email

Password

Confirm password

Image 4 - Teacher's first login page (Registration form)



3.2 E-mail

It is necessary that you indicate a valid email address and that you make a single registration with this email address in the Digital Skills Self-Assessment Tool for Teachers.

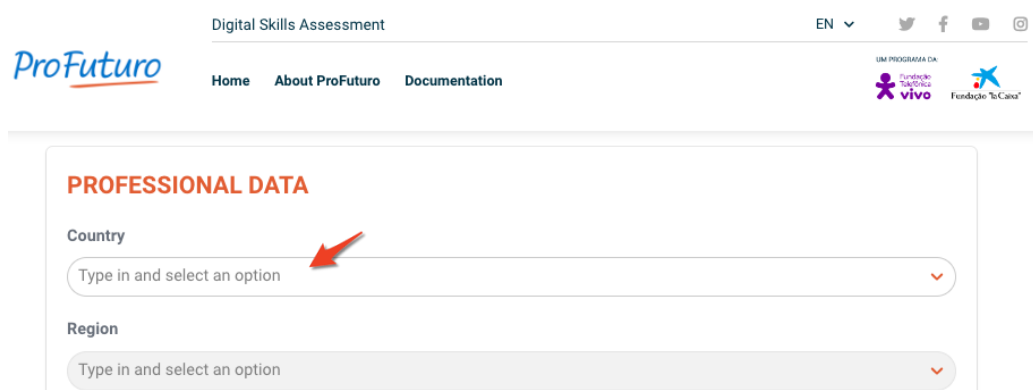
3.3 Password

The password must not be the same as the one used in the e-mail and must be at least 6 characters long.

To prevent unwanted access to your account, we recommend that you create a password that contains numbers, upper and lower case letters and special characters.

3.4 Location and school

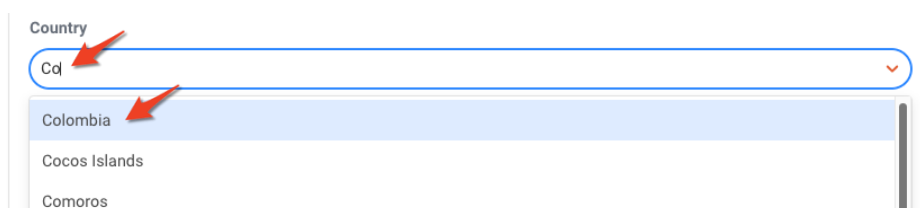
In the “Professional Data” section, you will find the “Country” field (Image 5).



The screenshot shows the ProFuturo Digital Skills Assessment interface. At the top, there is a navigation bar with the ProFuturo logo, links for Home, About ProFuturo, and Documentation, and social media icons. Below the navigation bar, the 'PROFESSIONAL DATA' section is highlighted. It contains two dropdown menus: 'Country' and 'Region'. The 'Country' dropdown menu is currently open, showing a list of options. A red arrow points to the 'Country' dropdown menu.

Image 5 - Teacher's first login page (Professional data)

As you begin to type the name of your country, a list of options will appear. Select your country (Image 6) by clicking on its name to confirm your choice.



The screenshot shows the 'Country' dropdown menu from the previous image. The dropdown menu is open, displaying a list of countries. The first option, 'Col', is highlighted. A red arrow points to the 'Col' option, and another red arrow points to the 'Colombia' option in the list below it.

Image 6 - Teacher's first login page (Country)

After selecting the country, the fields **"Region"**, **"Area"**, and **"Localidad"** will become available in sequence. You can type the name of the desired locality into each field and select it from the list that will appear (image 7).

The screenshot shows the 'PROFESSIONAL DATA' section of the ProFuturo Digital Skills Assessment form. The 'Country' dropdown is set to 'Colombia'. The 'Region' dropdown is set to 'ATLÁNTICO'. The 'Area' dropdown is set to 'BARRANQUILLA', and a red arrow points to it. Below the 'Area' dropdown, a list of localities is displayed: BARANOA, BARRANQUILLA (highlighted), and CAMPO DE LA CRUZ. The top of the page includes the ProFuturo logo, navigation links (Home, About ProFuturo, Documentation), and social media icons.

Image 7 - Teacher's first login page (Localidad)

Finally, upon completing the locality fields, the **"School"** field will display a list of all available schools in the specified region. Use the search function to find and select your school more easily, as illustrated in image 8.

The screenshot shows the 'Locality' and 'School' fields of the ProFuturo Digital Skills Assessment form. The 'Locality' dropdown is set to 'BARRANQUILLA'. The 'School' dropdown is set to 'IED JOSE RAIMUNDO SOJO', and a red arrow points to it. Below the 'School' dropdown, a list of schools is displayed: IED JOSE RAIMUNDO SOJO (highlighted), IE DISTRITAL HOGAR MARIANO, and IE DIST DEL BARRIO MONTES.

Image 8 - Teacher's first login page (School)

3.5 Sharing data with the educational network

During registration you have the option to decide whether or not to authorise the display of your personal data (full name and email) to the educational network manager, as shown in image 9.

If you choose "**I agree to share my personal data**", your identification data will be visible and able to be linked to your results of the Digital Skills Self-Assessment. If you choose "**I prefer to share my data anonymously**", the educational network manager will have access to your self-assessment results, but will not know that they are yours.

Sharing data with the educational network

- ☐ I agree to share my personal data
- ☐ I prefer to share my data anonymously

Image 9 - First page of teacher's access (Professional data - Data authorisation)

In making this decision, it is important to bear in mind that if those responsible for the educational network to which you belong have access to teachers' personal data, it is possible for them to identify their demands and interests and thus to design targeted and meaningful training.

3.6 Training

The final part of the registration form **is divided into two questions**. To answer the first question, "What is your last level of education attained", you must choose the option from the menu that corresponds to **the last level of education you managed to complete, in any field of knowledge**.

While in the second one, you have to tick Yes or No "Have you done or are you doing any training in innovation and technology". Then, if you ticked Yes, you must choose the option from the menu that corresponds with **the last educational level you are currently studying or have managed to complete, in the area of Innovation and Technology specifically**, as shown in image 10.

EDUCATIONAL BACKGROUND

What is your current highest level of education?

Select an option

During your career, have you done or are you doing any courses on innovation and technology?

☒ Yes ☐ No

Level of training in innovation and technology

Select an option

Image 10- Teacher's first login page (Training)

3.7 Legal notice

To complete the registration and access the Digital Skills Self-Assessment Questionnaire for Teachers, you need to read and accept the **legal notice** (image 11). To complete the registration, click on the **"Register"** button.

LEGAL NOTICE REGISTRATION TEACHER SELF-EVALUATION

The ProFuturo Foundation informs you that it will process your personal data in order to manage your access to the teacher self-evaluation tool. As a non-profit organisation, ProFuturo Foundation will keep you informed of its activities. Similarly, your data may be transferred to collaborating entities which require it for management, logistics, accreditation and other matters related to their participation in the self-evaluation. For further information, and to be able to exercise your rights, you can view our privacy terms and conditions in the following link: [Terms of use](#)

☐ I have read and accept the EduTec Guide [Terms of use](#).

☐ I agree to receive communications to be informed about the activities of ProFuturo Foundation.

SIGN UP

Image 11 - Teacher's first login page (Legal notice)

4 Access

When you register, you will automatically be taken to the main page of the Digital Skills Self-Assessment for Teachers, where you can access the questionnaire, as shown in picture 12.

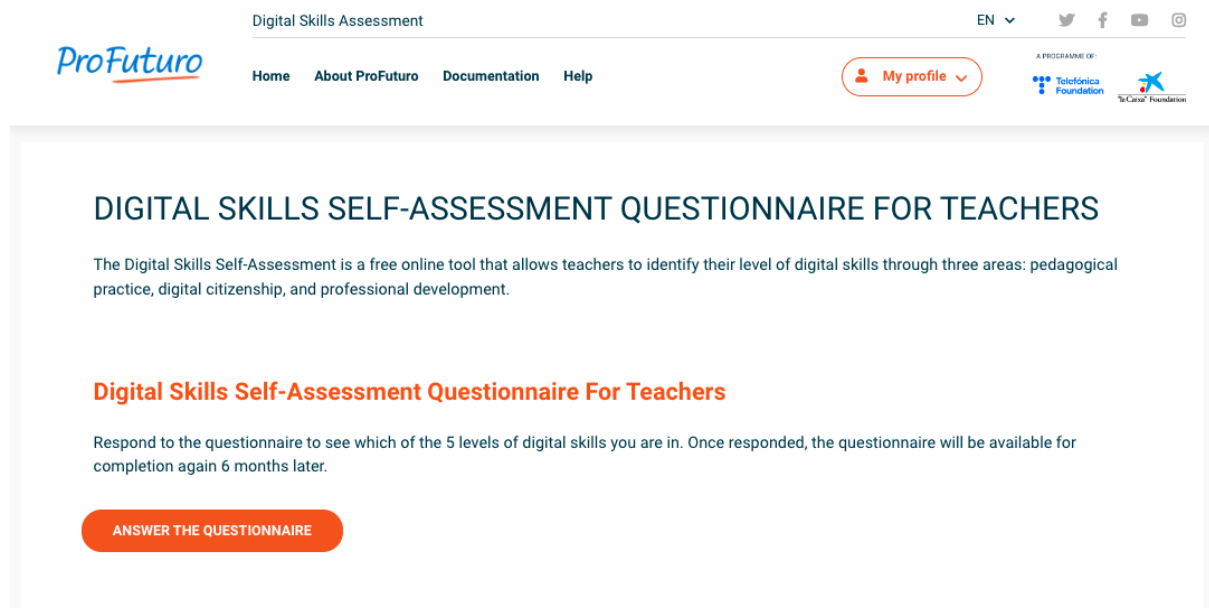


Image 12 - Digital Skills Self-Assessment for Teachers home page

If for some reason you cannot answer the questionnaire immediately after you have registered, you can exit and do it at another time.

To log in again, simply log in using the e-mail address and password you chose at registration and click on the "**Log in**" button (image 13). After successfully logging in, you will automatically be taken to the main page of the Digital Skills Self-Assessment for Teachers.

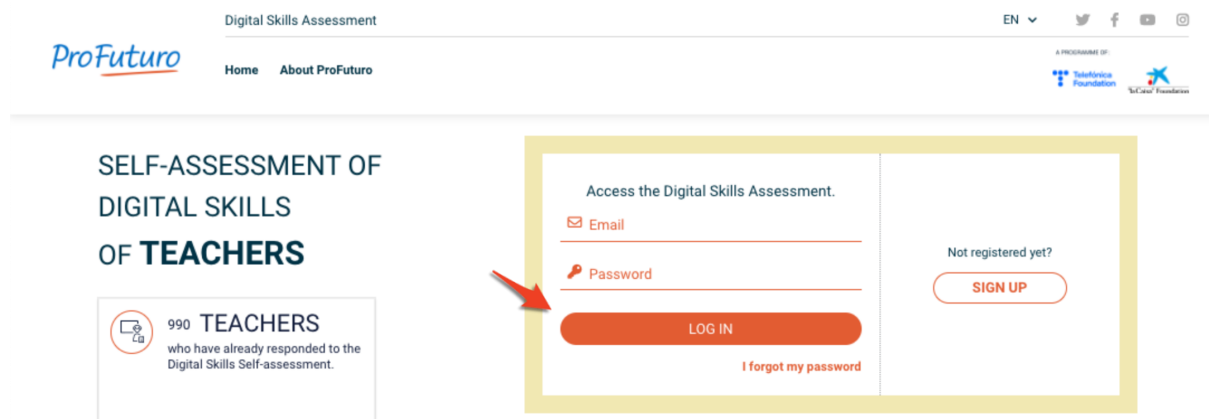


Image 13- Login (Access to the Self-Assessment when you have already registered)

5 I forgot my password

If you do not remember the password you used when you registered, it is possible to recover it by clicking on the option "**I forgot my password**" (image 14), located under the "**Log in**" button (the button used to access the Self-Assessment when already registered).

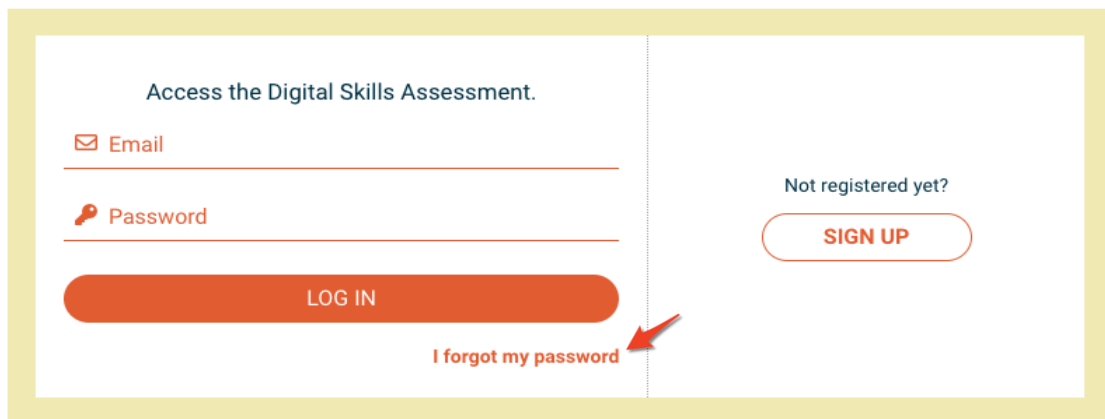


Image 14 - Password recovery

Then, enter the e-mail address you used to register and click on the "**Recover your password**" button, as shown in image 15.

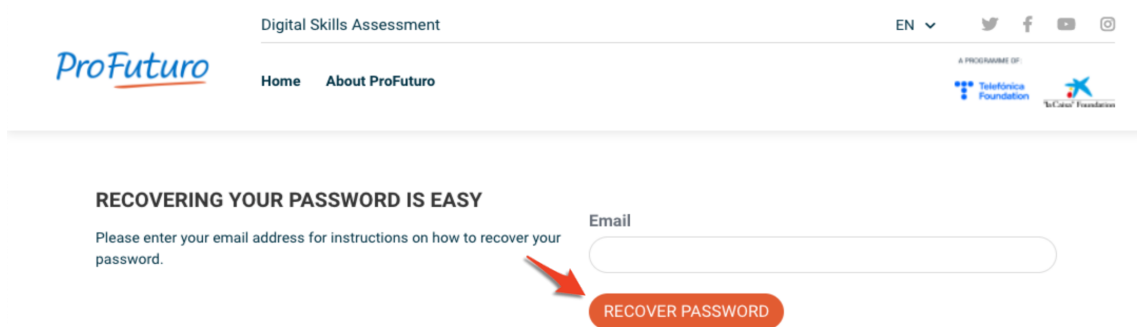


Image 15 - Recover your password page

Upon requesting the recovery of your password, you will receive an email with guidelines on how to create a new password.

In addition, this email will send you a link to the password page, where you can choose a new password (image 16). This link is valid for one (1) use only. If you do not complete the process of creating the new password, it will expire and you will need to repeat the process.

If you don't find the email in your inbox, check your spam folder because it might be there.

Digital Skills Assessment

EN

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My profile

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"La Caixa" Foundation

YOUR NEW PASSWORD

Enter your new password next to recover your account. If you have further questions please contact us at profuturo@telefonica.com

New Password

Confirm your new password

RESET PASSWORD

Image 16 - Page to choose the new password

6 Edit your registration

The Digital Skills Self-Assessment for Teachers allows you to change some of your registration data. To do this, simply hover your mouse over the **"My profile"** button (the one with a person icon) in the top right corner and a menu will pop up. Click on the **"Edit your registration"** option, as shown in image 17.

Digital Skills Assessment

EN

ProFuturo

Home About ProFuturo Documentation Help

My profile

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"La Caixa" Foundation

DIGITAL SKILLS SELF-ASSESSMENT QUESTIONNAIRE FOR TEACHERS

The Digital Skills Self-Assessment is a free online tool that allows teachers to identify their level of digital skills through three areas: pedagogical practice, digital citizenship, and professional development.

Digital Skills Self-Assessment Questionnaire For Teachers

Respond to the questionnaire to see which of the 5 levels of digital skills you are in. Once responded, the questionnaire will be available for completion again 6 months later.

ANSWER THE QUESTIONNAIRE

- Edit registration
- Change your password
- Leave

Image 17 - Drop-down menu with the Edit your registration option

As shown in image 18, the field below cannot be modified:

- Professional Data

Digital Skills Assessment

EN

ProFuturo

Home About ProFuturo Help

My profile

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Fundación Telefónica

Attention! Keep your data up to date.

PERSONAL DATA

Name
Teacher

Gender
Male

Email
Enter a valid e-mail
user@youreemail.com

Confirm your email

PROFESSIONAL DATA

Educational stage
Primary education x

Knowledge Area/Curricular Components
Bachelor's or equivalent level x

EDUCATIONAL BACKGROUND

What is your current highest level of education?
Primary education

During your career, have you done or are you doing any courses on innovation and technology?
☒ Yes ☐ No

Level of training in innovation and technology
Short-cycle tertiary education - In progress

Image 18 - Page to edit your registration details

Attention: In case you want to change any of these details, it is necessary to delete your account and make a new registration. Please note that if you delete your account from the Digital Skills Self-Assessment Tool for Teachers, you will not be able to recover the deleted data.

7 I want to delete my account

To delete your account, you must go to the **"My profile"** button (the one with a person icon in the top right corner) and click on the **"Edit your registration"** option on the menu, as shown in image 19.

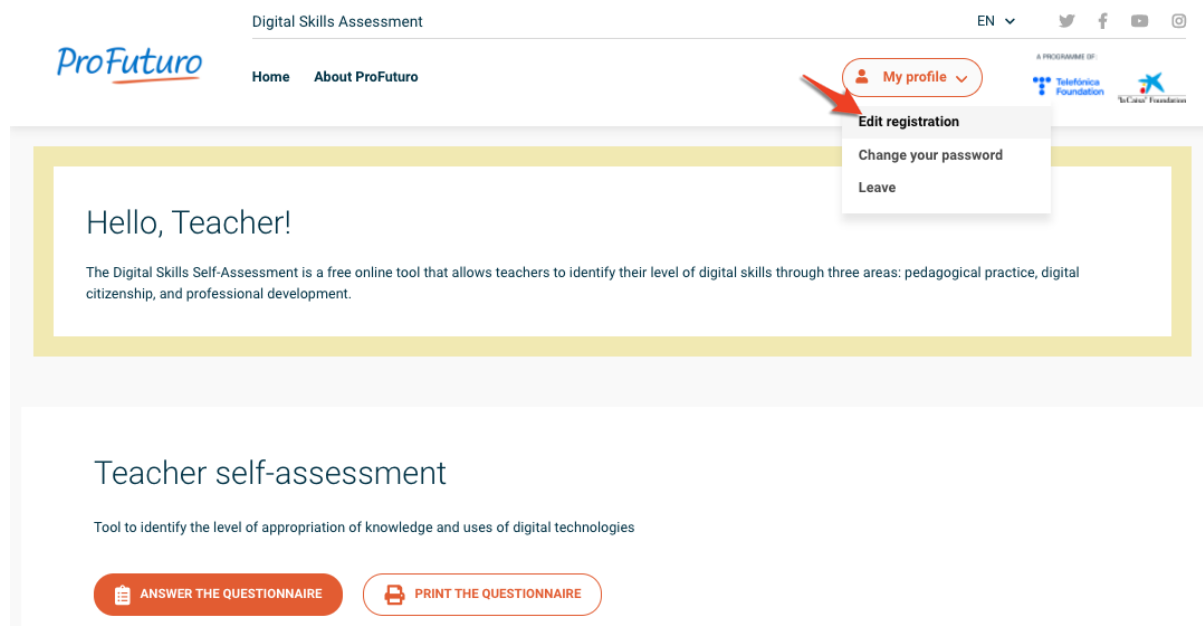


Image 19 - My profile: drop-down menu with the Edit your registration option

Once you are on the edit page of your registration, you must click on the button "**I want to delete my account**", which is located in the bottom right corner of the page, as shown in image 20.

 This screenshot shows the 'Edit registration' page on the ProFuturo website. The page is divided into two main columns. The left column contains the 'EDUCATIONAL BACKGROUND' section with a dropdown for 'What is your current highest level of education?' and radio buttons for 'Yes' and 'No' regarding courses on innovation and technology. The right column has three dropdown menus for 'Unidad Pedagógica Rio Celeste', 'Educational stage', and 'Knowledge Area/Curricular Components'. Below these is the 'TERMS OF USE AND DATA SHARING' section, which includes a heading 'Sharing data with the educational network' and two radio buttons: 'I agree to share my personal data' (selected) and 'I prefer to share my data anonymously'. At the bottom left is a 'SAVE' button, and at the bottom right is a red button labeled 'X I WISH TO DELETE MY ACCOUNT', which is pointed to by a red arrow.

Image 20 - I want to delete my account option, register edit page

8 Change your password

You can also change your password on the same menu that pops up when you hover your mouse over the **"My profile"** button (which has a person icon) in the top right corner of the page. There, you must click on the option **"Change your password"**, as shown in image 21.

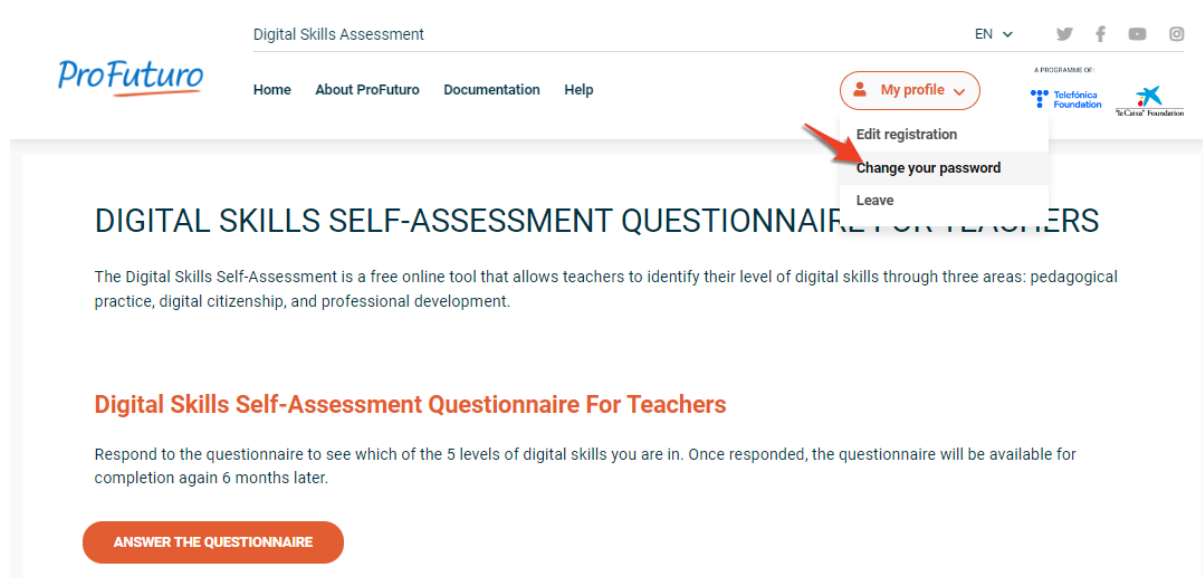


Image 21 - My profile: pop-up menu with the option Change your password

When you access the password change page, you must register your new password by following the rules presented in the Password segment of the Register section of this manual (image 22).

The image shows the 'CHANGE PASSWORD' page on the ProFuturo website. The header is identical to the previous image. The main content area has the title 'CHANGE PASSWORD' and a sub-header 'New password'. Below this, there are two input fields: 'New password' and 'Confirm new password'. A large orange button labeled 'CHANGE PASSWORD' is at the bottom. The page also includes a footer with contact information: 'Please enter your new password below. If you have any further questions, please contact us at profuturo@telefonica.com'.

Image 22 - Password change page

9 Answer the questionnaire

Once your registration is complete, you will be able to access the Teachers' Digital Skills Self-Assessment Questionnaire.

On the Self-Assessment main page, you will see the button: "Respond to the questionnaire". You can start responding to it by clicking on this button (image 23).

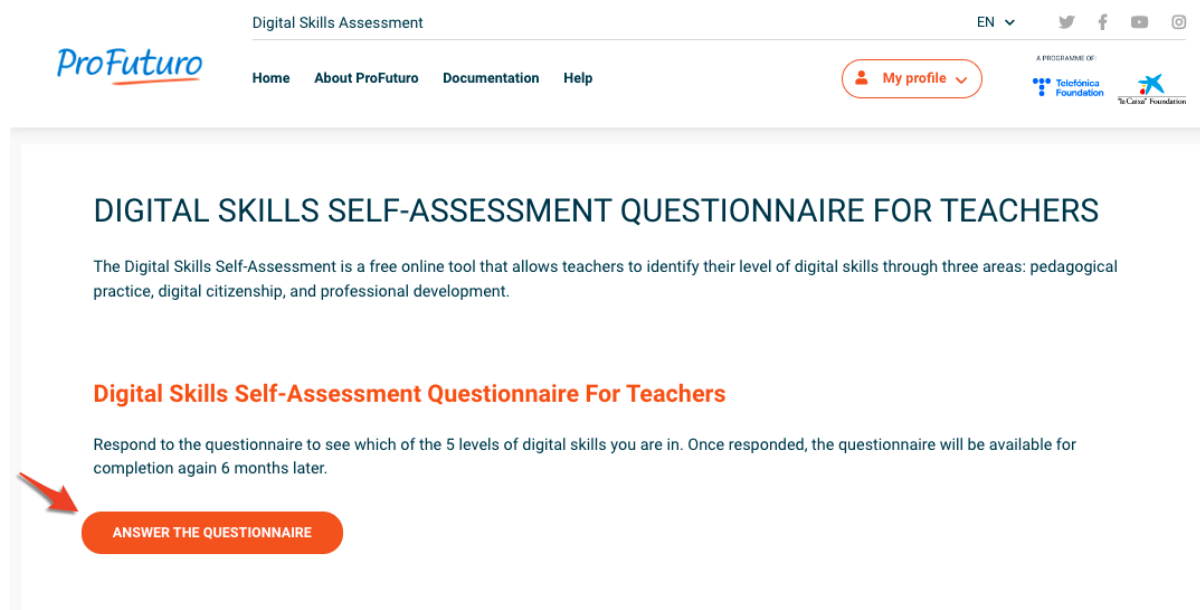


Image 23 - Digital Skills Self-Assessment for Teachers home page

The questionnaire starts with some important instructions to guide you through the self-assessment process, as shown in Image 24.

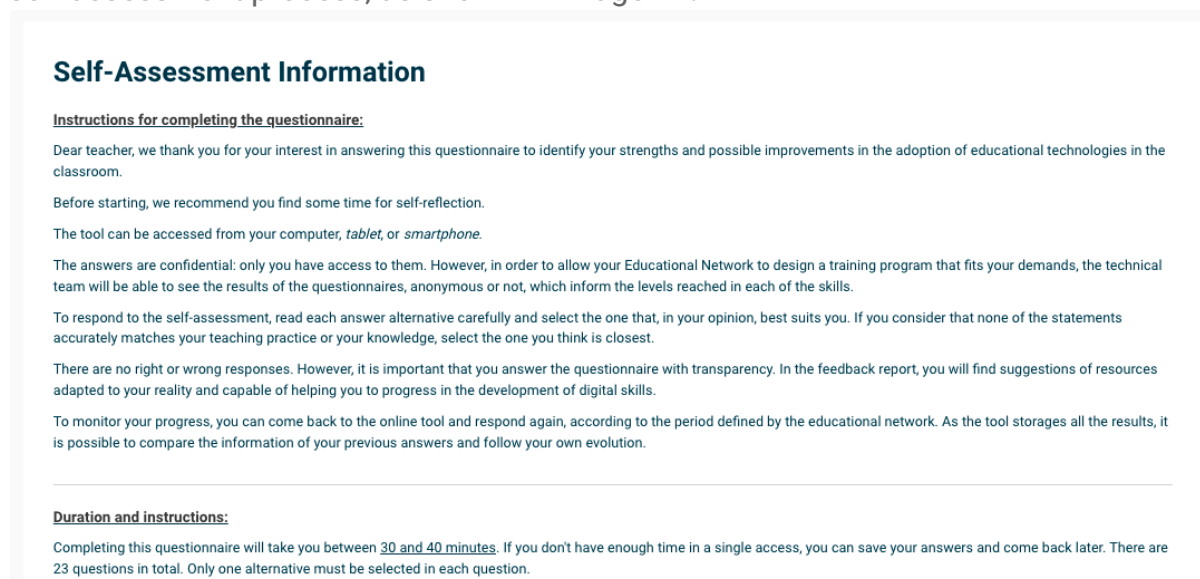
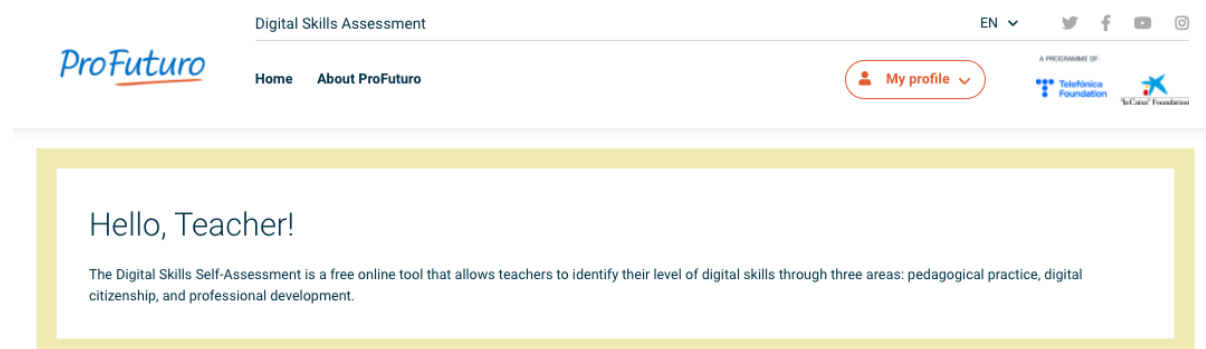


Image 24 - Questionnaire homepage (Self-assessment information)

At the top you will find a coloured bar (images 25 and 26) that will indicate your questionnaire progress and the area of digital skills you are assessing in each question. Remember that the questions are grouped into three areas: Pedagogy, Digital Citizenship and Professional Development.



ASSESSMENT

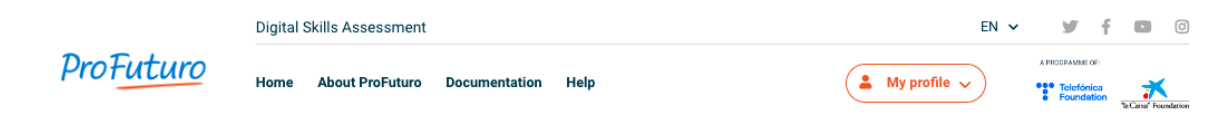
To be able to use digital technologies to assess and guide the learning process and student performance.

03

03. To what extent do I use digital technologies to assess the performance of my students?

**This question is mandatory*

Image 25 - Progress bar in the first questions of the questionnaire



COMMUNICATION

To be able to use technologies to maintain active, systematic and effective communication with relevant actors in the educational community.

23

23. How do I use digital technologies to communicate with relevant actors in the educational community?

**This question is mandatory*

Image 26 - Progress bar on the last question of the questionnaire

You can answer the questionnaire at different times and the system will store the answers you select. This will allow you to start with a few questions that you feel are quicker to answer and come back to the others at a later time.

10 See Results Report

Once you have completed the Digital Skills Self-Assessment Questionnaire for Teachers, you will automatically receive a personalised report with the results of your digital skills and guidance for further progress in this field.

There are two ways to access your Results Report:

- At the end of the Questionnaire.
- From the main page of the Digital Skills Self-Assessment for Teachers.

10.1 At the end of the Questionnaire

When you finish answering the Self-Assessment Questionnaire, you will be directed to a page where the button "Know your results report" will be activated (image 27), just click on this button and a window will open with your results report in .pdf version so that you can save and/or print it.

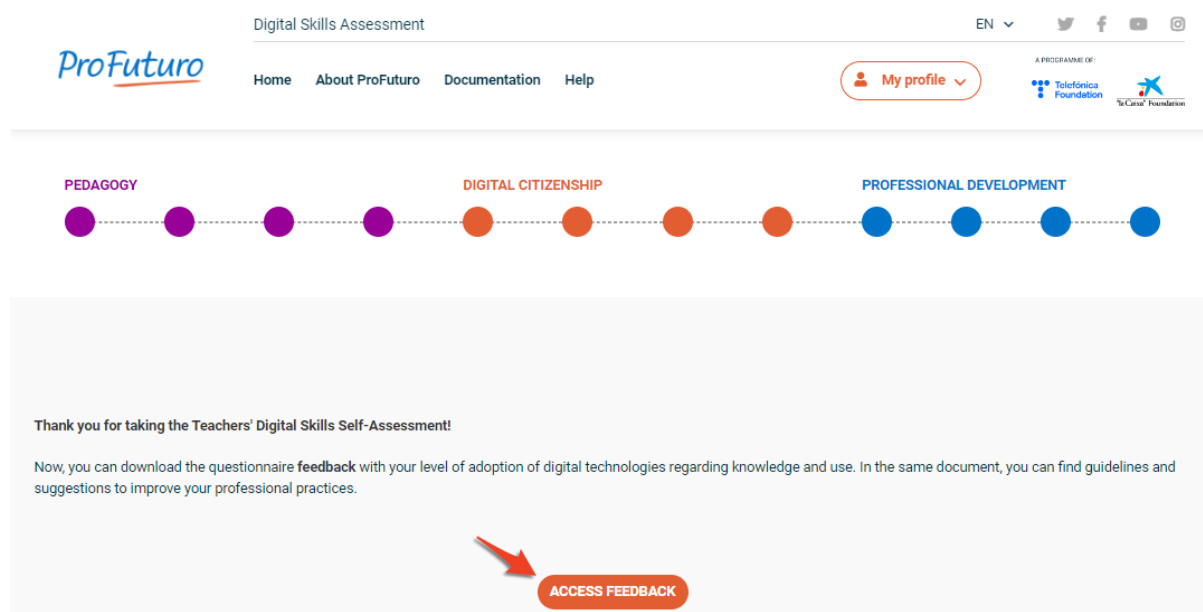
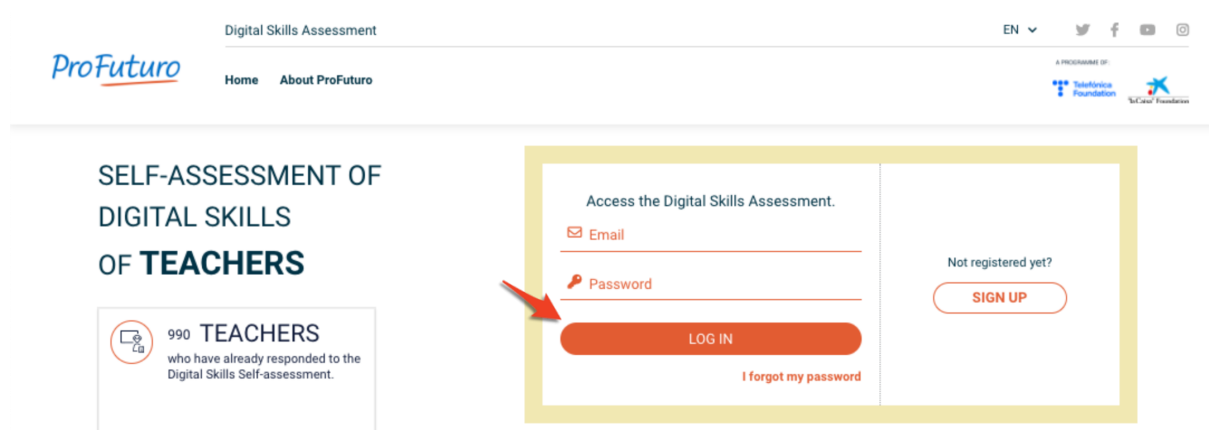


Image 27 - Final page of the questionnaire

10.2 From the Digital Skills Self-Assessment for Teachers Homepage

You can also access your Results Report as many times as you wish after completing the Self-Assessment Questionnaire. To do this, simply log in to the Digital Skills Self-Assessment for Teachers page using the e-mail address and the password you entered in the registration and click on the "**Log in**" button (picture 28).



The screenshot shows the homepage of the Digital Skills Self-Assessment for Teachers. The header includes the 'ProFuturo' logo, navigation links for 'Home' and 'About ProFuturo', and social media icons. The main content area is titled 'SELF-ASSESSMENT OF DIGITAL SKILLS OF TEACHERS'. On the left, a box states '990 TEACHERS who have already responded to the Digital Skills Self-assessment.' On the right, a login form is highlighted with a yellow border. The form contains the text 'Access the Digital Skills Assessment.', input fields for 'Email' and 'Password', a 'LOG IN' button, and a link for 'I forgot my password'. To the right of the login form, there is a 'SIGN UP' button for users who are 'Not registered yet?'.

Image 28 - Login (Access to the Digital Skills Self-Assessment for Teachers)

After successfully logging in, you will be automatically taken to a page that informs you of your questionnaire history and results reports. There you have to click on the option "**View results report**" (image 29).

DIGITAL SKILLS SELF-ASSESSMENT QUESTIONNAIRE FOR TEACHERS

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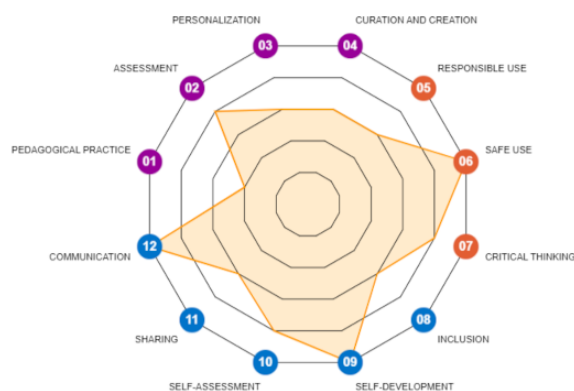
YOU HAVE COMPLETED THE QUESTIONNAIRE ALREADY. IT WILL BE AVAILABLE AGAIN FROM 28/03/2023.

Access your results

COMPARE YOUR RESULTS ON THE CHART

The chart below represents the levels of development that you obtained in each of the 12 skills assessed. Compare your current results with previous ones and check out your evolution.

Result of 29/09/2022



View full results by date

Date

29/09/2022

Assessment

[VIEW FEEDBACK](#)

Image 29 - Questionnaire history and results report page

Attention: By default, you can only re-take the questionnaire twelve (12) months after the last self-assessment. Those responsible for the educational network to which you belong could manage this period - between one self-assessment and another - at the least every 12 months and at the most every 24 months.

10.3 Teachers' Digital Skills Self-Assessment comparative chart

The comparative chart is a representation of the levels of development achieved in each of the 12 skills. From the second time you respond to the questionnaire, you can compare your current result with previous ones and follow your progress (image 30).

Select which results you would like to compare on the chart:

First and last results

Last two results

Result of 29/09/2021

Result of 29/09/2022

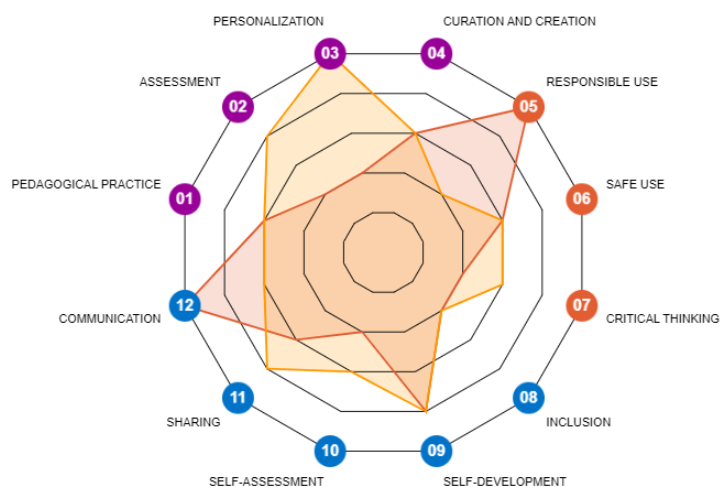


Image 30 - Comparative chart with two results.

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