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Appendix G: Reading Level Improvements & Consolidated Questions

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Reading Level: 10.9

Word Count: 1000

Estimated Reading Time: 4 minutes

Module 04: Digital Skills

This section of the assessment explores four themes:

- **Broadband Adoption and Use:** Who is using the Internet? Are there digital divides?
- **Digital Inclusion:** How can we ensure that people are included?
- **Digital Skills:** Do residents have an opportunity to learn digital skills?
- **Device Ownership:** Do people have access to the devices they need to learn, create and participate?

Digital literacy training – scale

Is digital literacy training available to residents? This training is usually available at a library or school.

1 = Poor 5 = Excellent N/A or Don't Know

1 2 3 4 5 N/A

Digital literacy training – scope

Is digital literacy training available to residents? This training is usually available at a library or school.

Please check all that apply:

- ☐ We have programs to offer one-on-one technical support.
- ☐ We have programs to offer instructor-led digital skills classes.
- ☐ We have programs to offer online classes in digital basics.
- ☐ Digital literacy classes are conducted in the language(s) of the target audience.
- ☐ Digital literacy classes are accessible to people with disabilities.
- ☐ The targeted audiences contribute to the training/program and can take leadership roles.
- ☐ Staff has the opportunity to improve their own digital skills.
- ☐ I don't know.
- ☐ Other (please specify)

Directory of local digital literacy programs

If you have a directory of local digital literacy programs, please provide a link.

Resource name and URL

Training in job search and work skills – scale

Does your community provide training in job search and work skills such as research, word processing, productivity software, and the professional use of social media?

1 = Poor 5 = Excellent N/A or Don't Know

1 2 3 4 5 N/A

Training in job search and work skills – scope

Does your community provide training in job search and work skills such as research, word processing, productivity software, and the professional use of social media?

Please check all that apply:

- ☐ Digital skills training is offered through our employment, one-stop center, or similar center.
- ☐ Colleges and universities in our community teach digital skills.
- ☐ Schools in our community teach digital skills.
- ☐ University extension services offer work-related digital skills training.
- ☐ People have opportunities to learn work-related digital skills.
- ☐ People have opportunities to learn word processing and productivity software such as Microsoft Office or Google docs.
- ☐ Community organizations help farmers, entrepreneurs, and makers use online tools for business and marketing.
- ☐ Community organizations provide support new businesses and entrepreneurs.
- ☐ Community organizations provide makerspaces or fab labs for business startups and entrepreneurs.

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- ☐ I don't know.
 - ☐ Other (please specify)

Directory of work related digital skills programs

If you have a directory of work-related digital skills programs, please provide a link.

Resource name and URL

Training in online content creation – scale

Does your community provide opportunities for students and adults to learn how to create online content?

1 = Poor 5 = Excellent N/A or Don't Know

1 2 3 4 5 N/A

Training in online content creation – scope

Does your community provide opportunities for people to learn how to create online content?

Please check all that apply:

- ☐ Schools teach lessons on creating content and publishing it on the web.
- ☐ Schools encourage students to learn from and contribute to online communities.
- ☐ Community organizations teach content creation and digital participation skills.
- ☐ Content creation and digital participation training or collaborative workspaces are available to residents.
- ☐ Government websites and applications encourage engagement.
- ☐ Online engagement informs policy, programs, and investment.
- ☐ Other local entities support individuals, business, and nonprofits who want to create websites or apps.
- ☐ I don't know.
- ☐ Other (please specify)

Training in coding and computer science – scale

Do students and adults have opportunities to learn coding, computer science, app development, and related skills?

1 = Poor 5 = Excellent N/A or Don't Know

1 2 3 4 5 N/A

Training in coding and computer science – scope

Do students and adults have opportunities to learn coding, computer science, app development, and related skills?

Please check all that apply:

- ☐ Students can learn coding and computer science in high school.
- ☐ Students can learn coding and computer science in middle school.
- ☐ Students can learn coding and computer science in elementary school.
- ☐ School or after-school programs encourage tech innovation and skill-building.
- ☐ Community organizations offer in-person classes in computing and IT.
- ☐ Community organizations offer online classes in computing and IT.
- ☐ Businesses in the community offer in-person classes in computing and IT.
- ☐ Businesses in the community offer online classes in computing and IT.
- ☐ People meet to discuss technology IT. We support a tech culture.
- ☐ We leverage crowd-sourced solutions to improve lives, spur innovation, and address community challenges.
- ☐ Staff is has opportunities to learn and increase their own digital proficiencies.
- ☐ I don't know.
- ☐ Other (please specify)

Training in privacy and online safety – scale

Does your community take steps to address privacy, security, and online safety?

1 = Poor 5 = Excellent N/A or Don't Know

1 2 3 4 5 N/A

Training in privacy and online safety – scope

Does your community take steps to address privacy, security, and online safety?

Please check all that apply:

- ☐ Our schools integrate privacy, security, and online safety into classes. Training includes the awareness of risks and benefits, best practices, and guidelines.
- ☐ Students learn to make informed decisions about privacy, security, and online safety.
- ☐ Community organizations consider privacy, security, and online safety in their classes and programs.
- ☐ Government agencies are aware of consumer-facing privacy and security protocols.
- ☐ Privacy and security are discussion topics in our community.
- ☐ I don't know.
- ☐ Other (please specify)

Assessment on local information and technology skills

Are you building an information-savvy and tech-aware culture?

1 = Initial states 5 = Info and tech savvy N/A or Don't Know

1	2	3	4	5	N/A
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Aspirations for local information and technology skills

What changes would you like to see over the next one to two years in the way that your community invests in digital skills?

Please describe:

Links to local resources

Links to resources that you'd like to record in your plan.

Resource name and URL
