STUDENT'S GUIDE

ProDisk

Cofinanciado por
la Unión Europea

Progressing on Digital Skills

PRODISK. DIGITAL COMPETENCES

Dear student:

With this document we present an instruction guide with which you can check all the information regarding the aspects of your interest related to this training course. The course is one of the products of PRODISK, a project funded by the Erasmus+ Programme of the European Commission under the agreement number 2021-1-ES01-KA220-VET-000034729.

This course aims at self-assessing, training and guide the students for the certification of digital skills following the DIGCOMP 2.2 reference framework of the European Commission. (as established in March, 2022). https://publications.jrc.ec.europa.eu/repository/handle/JRC128415

We recommend that you download this document and read it carefully to understand the characteristics of the training that you are now starting.

The list of topics that you can see in this document is the following:

INDEX OF MATTERS

1. PRODISK Objectives

The main objective of PRODISK project is to provide self-assessment tools to measure the achievement of digital skills to be used in VET schools. In particular, PRODISK provides a training course in some of the skills indicated in DIGCOMP 2.2. in order to contribute to professional development, the acquisition of digital competences and its applicability in professional and work environments for VET students. Specifically, 10 of the 21 competencies offered by DIGCOMP 2.2 have been chosen, as the more adequate for the target group. Each of these 10 competencies is developed in a different teaching unit throughout the training modules of the course. The training program consists of an e-learning course for two levels of proficiency (one for foundation level and another for intermediate level) in self-assessed modality.

2. Course Requirements

2.1. Profile of students to whom the training action is addressed, with indication of the training and professional requirements

To access the PRODISK training programme, no specific requirements are needed; any student interested in developing their digital skills can take part in it. The course fulfils criteria of accessibility by being available in four languages, and it is completed with multimedia resources.

2.2. Technical requirements (hardware and software) needed to follow the training action in e-learning modality

To carry out this training course through the chosen platform, you must have a PC or similar computer equipment in terms of functionality, with a Windows, Android, Linux or Mac operating system, internet connection and a browser such as Microsoft Edge, Mozilla Firefox or Google Chrome.

Speakers are required for the audio of the multimedia elements, as well as the installation of typical plugins in the Adobe Acrobat Reader-type browser for reviewing documents in ".pdf" format.

Access to content of the course is also possible through a mobile device (smartphone or tablet) with Android or iOS operating system.

3. General organisation of the training action

The course (at its basic level or intermediate proficiency level) is developed in e-learning modality, hence, the courses have been programmed on a Moodle compliant platform.

The training you will receive is organized according to the following structure for each proficiency level:

 5 Training Modules that develop the content of the training action (one for each DIGCOMP area).

- Each module consists of one or more didactic units (see course outline below) until completing a total of 10 units per course (basic and intermediate).
- All units begin with an initial evaluation, followed by the development of contents and activities and concluding with a final evaluation.
- Students must complete the evaluations and exercises that are offered in each teaching unit to verify that the training skills have been acquired.

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The entire training process is self-directed, each student can progress in the course at the pace they wish and without a set schedule.

## 3.1. Contents

The contents of this training are as follows:

Training Module	*Didactic Units*
Competence Area 1: Information and data literacy	*It includes 3 didactic units:* o *Competence 1: Browsing, searching and filtering data, information and digital content* o *Competence 2: Evaluating data, information and digital content* o *Competence 3: Managing data, information and digital content*
Competence Area 2: Communication and collaboration	*It includes 4 didactic units:* o *Competence 4: Interacting through digital technologies* o *Competence 5: Sharing through digital technologies* o *Competence 6: Engaging citizenship through digital technologies* o *Competence 7: Collaborating through digital technologies*
Competence Area 3: Digital content creation	*It includes 1 didactic unit:* o *Competence 8: Developing digital content*
Competence Area 4: Safety	*It includes 1 didactic unit:* o *Competence 9: Protecting health and well-being*
Competence Area 5: Problem Solving	*It includes 1 didactic unit:* o *Competence 10: Identifying needs and technological responses*

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4. Operation of the Training Action

Access to the training modules proceeds from the main page of the platform https://elearning.ki-works.es/login/index.php . You must enter the username and password provided to access training environment in the web.

When you have logged in, in the central area you will see a highlighted section called MY COURSES, where the list of courses in which you are enrolled will appear. You may want to select the language of your choice in the upper banner on the left. Then click on the name of the course you want to open.

After clicking on this link with the name of the course, you will have accessed its main page, where you will find all the teaching resources and tools necessary to develop your training.
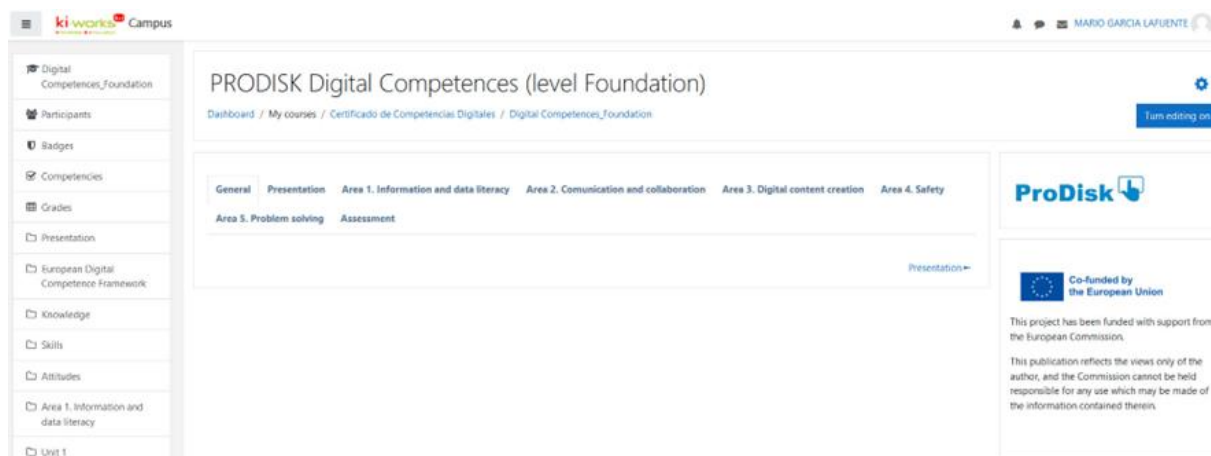
Overview of the main page of the course

In each area you will find the didactic units corresponding to the course. They always begin with an initial evaluation test (checking your prior knowledge) and conclude with a final evaluation test that you must complete. All the sections that make up the didactic unit are highlighted in bold. Each topic concludes with an interactive checking activity for you to self-assess the acquisition of the related knowledge/ competence(s). To the right of each topic, you can see the mark indicating whether that topic is completed or not.

Overview of a didactic unit

Regarding the navigation through the content of each unit, you can move forward and backward in the sections thanks to the functionality of the PREVIOUS/NEXT buttons (Indicated at the bottom of the screen by the name of the corresponding section of the unit).

5. Structure of the course

The platform has two large areas or main sections, where the different tools and resources are located: the CENTRAL AREA and the RIGHT and LEFT SIDES. Likewise, it has a CONTROL PANEL in the upper-right part of the platform.

In the following image you can see the different areas and their different tools

Overview of the home page of each module

Remember that the CENTRAL AREA is where the most important elements of your course are located, since both the CONTENTS and the different ACTIVITIES that you must carry out are placed there. The menus offered at the sides of this central area allow you to navigate through the different sections that make up the course.

Each of the topics included in each didactic unit contains an interactive activity in test format with questions of different types (true/false, pairing, simple or multiple choice, etc.). In some cases, you are invited to read/ watch/ visit additional resources before taking these tests. You can complete this activity as many times as you want.
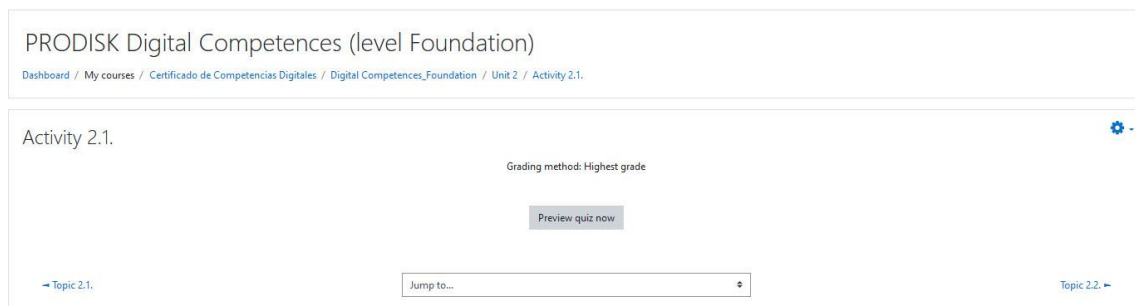
Overview of a page at the start of an interactive activity
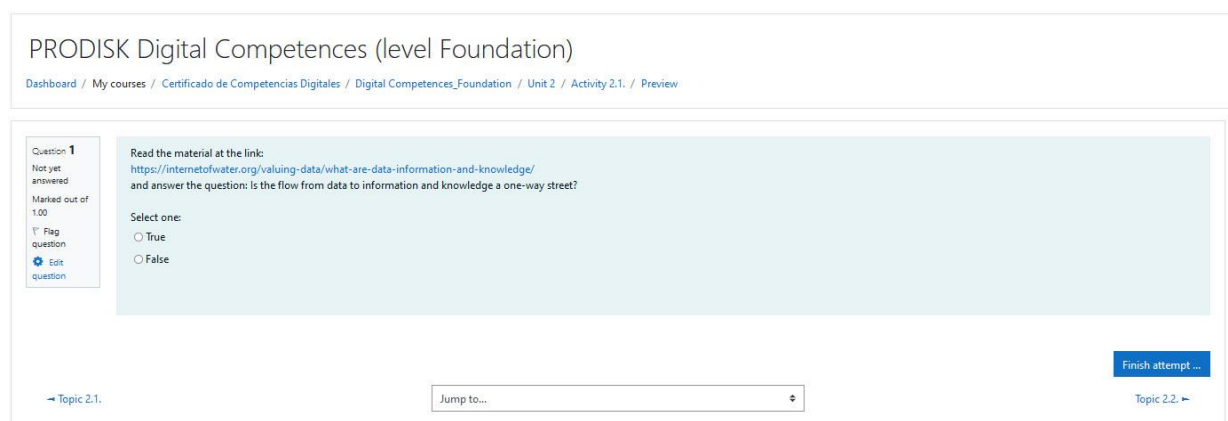
Overview of an interactive activity.

To submit the answer to the proposed activity you must click on "**finish attempt**"

You are then offered the possibility of reviewing the answers or submitting all and finish, you can click on the chosen option. **If you decide to conclude the activity, click on "submit all and finish"**

Screen view of submitting an answer in an interactive activity

You will then receive a final confirmation message, if you are sure of your answers, click on "**submit all and finish**"

Screen view of the confirmation of an answer in an interactive activity

Once the activity has been sent, you will receive the correction and feedback of the correct answers for your self-study. Remember that you can repeat the activities if you wish. In the right side menu a green mark will appear indicating that the activity was carried out correctly.

Overview of the marks and feedback in an interactive activity

6. Initial and final evaluation for each module

The initial and final evaluation of each unit consists of a **10-question test in form format**. The questions can be of different types (multiple choice, true/false, pairing, etc.). You will find them at the beginning and end of each teaching unit.

Overview of a didactic unit with the location of the self-evaluation activities

To access the desired evaluation, click on it and the test will open.

Overview of the test opening screen at the beginning or the end of a didactic unit

For the initial evaluation test you have a single attempt, for the final evaluation you have two attempts. To start the evaluation test, click on "preview quiz now" and the test with the 10 questions will appear.

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Overview of initial and final evaluation of a didactic unit

Tick the answers that you consider correct. If you are not sure about an answer, before submitting the form, you can click on "clear my choice" that appears at the end of each question and modify the answer. When you finish all the answers to the test, click on "finish attempt". You have a maximum of two attempts in the final evaluation of each module and a single attempt in the initial evaluation test.

Once you have submitted your answers, a final confirmation screen will appear. You can still try again if you are unsure of an answer or submit everything and finish by clicking on "return to attempt". The questions you have answered are shown in the right-hand side menu.

Screen view of the confirmation of the submission for initial and final evaluation

Once you click on "submit all and finish" the platform will return a confirmation message
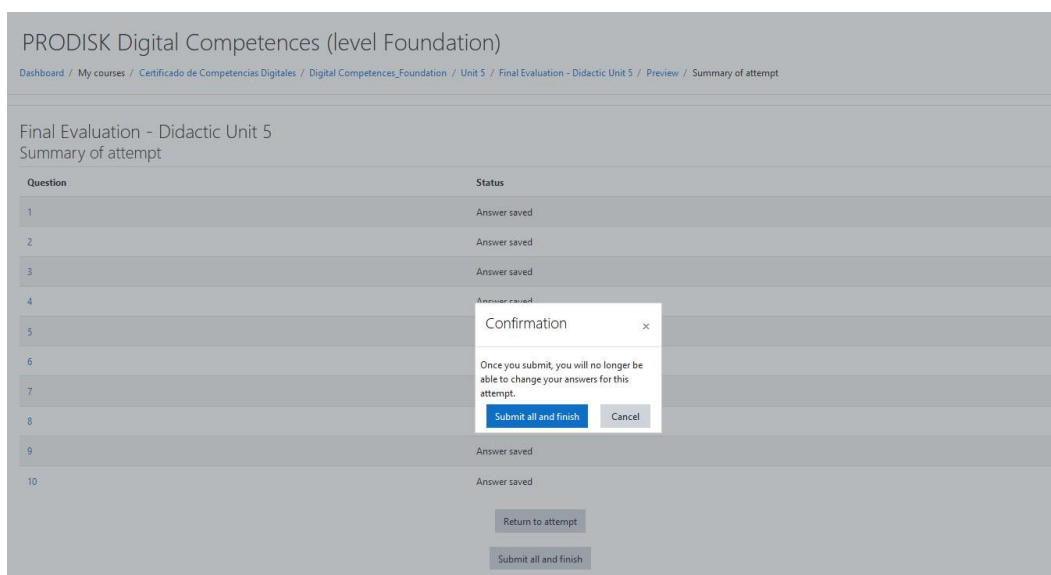
Screen view of the confirmation message after submission of the initial and final evaluation

Click on "submit all and finish" if you are sure about the marked answers, otherwise you can still cancel and modify any of the answers again if you wish.

In the case of the final evaluation of the didactic unit, the platform will return a grade and feedback for each answer with an explanation of whether it is correct, incorrect or incomplete. In the right-hand side menu you can see the result of your answers with coloured marks. In the case of the initial evaluation, no feedback is offered, only the correct or incorrect answers will be marked.
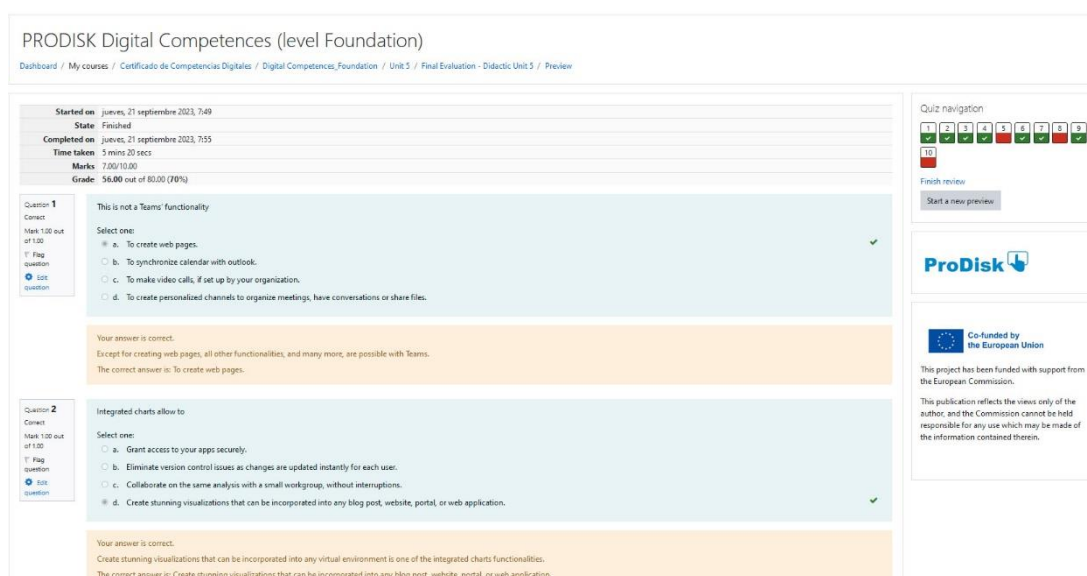
Screen view with the grade and the feedback after final evaluation of a didactic unit

We recommend that you carry out the final evaluation once you have completed the study and the activities of the training module. The course offers you the possibility to self-assess how prepared you are to address a certification in digital competences. You have a table of correspondences between your final grade and your level for certification purposes in the tab: "Evaluation".

We take this opportunity to wish you a beneficial training time in this virtual environment and that the effort and commitment will be useful to achieve the set professional objectives and goals.