



Digital Learning Survey – Schools Staff

Task/Activity	I know this	I need more practice	I don't know how
Personal Information			
Do you know how to access mandatory training online?			
Do you know how to access your pension information?			
Do you know how to access your payslip?			
Communications			
Do you know how to access your work email account?			
Do you know how to engage with the schools social media accounts?			
Can you use a work WhatsApp group?			
Can you use the school intranet?			
Do you know how to transfer/share/delete information? E.g. photos of projects from a digital camera or phone			
Security			
Do you know how to create a strong password?			
Do you know how to lock your computer if you step away from it?			
Using School Systems			
Do you know how to upload pupils evidence of learning?			
Can you use an interactive whiteboard?			
Do you know how to take a digital register?			
Do you know how to use the schools digital behavioural management system?			

DIGITAL CHAMPIONS



Can you use the schools shared drive to find and save documents?			
Do you know how to make safeguarding and other referrals/monitoring online?			
Do you know how to use the homework platform in your school?			
Do you know how to appropriately use your schools various databases?			
Can you use your schools office software? E.g. word, Excel			