

Digital Literacy Self-Assessment for K-12 Educators

This checklist is designed to support Canadian K-12 educators in assessing and developing their digital literacy skills. It includes basic-level examples and practical indicators across key areas of digital competence.

1. Basic Digital Skills

- ☐ Use school email to communicate with students and parents (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Navigate a Learning Management System (e.g., Google Classroom, Microsoft Teams) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Create basic presentations (e.g., PowerPoint, Google Slides) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Safely browse the internet and avoid suspicious links (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Organize files in cloud storage (e.g., Google Drive, OneDrive) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

2. Digital Citizenship

- ☐ Teach students about privacy and protecting personal data (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Encourage respectful communication online (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Understand and apply school policies for responsible tech use (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Address cyberbullying and promote online safety (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

3. Critical Thinking and Information Evaluation

- ☐ Teach students how to identify trustworthy sources (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Encourage fact-checking and verification (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Discuss bias in digital media (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Use tools to detect plagiarism or AI-generated content (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

4. Digital Creation and Communication

- [] Use basic tools to edit text, images, audio or video (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Encourage students to work on collaborative digital projects (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Teach about copyright and Creative Commons licenses (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Share educational content using school-approved platforms (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

5. Inclusion and Accessibility

- [] Use accessibility tools (e.g., screen readers, captions) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Adapt digital content for different learning styles (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Promote equitable access to devices and internet (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Understand strategies to reduce the digital divide (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

6. Artificial Intelligence in Education

- [] Understand basic functions of AI tools (e.g., ChatGPT, Copilot) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Encourage critical and ethical use of AI among students (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Use AI to personalize learning or generate teaching materials (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Reflect on risks and biases of AI in school settings (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Participate in discussions about AI policies in your school (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

7. Professional Development

- [] Explore content creation tools (e.g., Canva, Book Creator) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Explore formative assessment platforms (e.g., Kahoot, Quizizz) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Explore collaboration tools (e.g., Jamboard, Padlet) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Explore audio/video editing tools (e.g., Clipchamp, Audacity) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- [] Explore interactive simulations (e.g., PhET, Tinkercad) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

- ☐ Explore accessibility tools (e.g., Immersive Reader) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Explore augmented/virtual reality tools (e.g., Merge Cube) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Explore AI tools for education (e.g., MagicSchool, Diffit) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Attend workshops or webinars on educational technology (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Join online educator communities (e.g., OpenETC, Edutopia, TeachOntario) (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Subscribe to edtech newsletters or blogs (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Share digital learning strategies with colleagues (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Understand ethical principles for AI in education (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Discuss AI's impact on learning and assessment (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Promote critical thinking about AI-generated content (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)
- ☐ Make informed decisions about using AI in the classroom (Rate: 1–Not yet, 2–Emerging, 3–Proficient, 4–Confident)

Scoring Guide and Interpretation

Rate each item in the checklist using the following scale:

1 = Not yet → I don't practice this yet

2 = Emerging → I'm beginning to use this

3 = Proficient → I use this regularly with basic confidence

4 = Confident → I master this and could teach others

Total Score: _____

Interpret your score using this guide:

Total Score Range	Competency Level
0–50	Developing
51–100	Competent
101–140+	Advanced / Digital Leader

Reflection and Action Plan

Use this space to record your strengths, areas for growth, and next steps: