Digital and information literacy (DIL) skills cards

This set of cards has been created using the Open University's Digital & Information Literacy (DIL) Framework, which defines five areas by level of study for the skills and capabilities students will develop through an OU qualification. You can use the cards on their own, or together with the sets of cards for Employability and Academic study skills, to consider skills development across the curriculum.

Please see the separate document, 'Using the OU skills cards', for activity suggestions.

DIL: ‘Connect’ Level 1

DIGITAL PRACTICES

Be aware of own ‘digital footprint’. Make basic use of tools and websites for finding, recording, creating and sharing information.

DIL: ‘Connect’ Level 2

DIGITAL PRACTICES

Use digital tools and resources ethically and legally, to communicate, collaborate and produce knowledge.

DIL: ‘Connect’ Level 3

DIGITAL PRACTICES

Demonstrate leadership role in collaborative work.
Use online networks for personal and professional learning and development.

DIL: ‘Connect’ Level PG

DIGITAL PRACTICES

Use online tools, techniques and networks to conduct and share research and scholarship.

DIL: ‘Find’ Level 1

FIND INFORMATION

Identify types of info needed to fill a knowledge gap.
Search on a predefined topic using predefined sources of information.
Know sources for subject/discipline.

DIL: ‘Find’ Level 2

FIND INFORMATION

Carry out a simple search, and independently identify and select appropriate resources for a task.

DIL: ‘Find’ Level 3

FIND INFORMATION

Identify and frame problems/ questions and independently use online resources or people to find the information to address them.

DIL: ‘Find’ Level PG

FIND INFORMATION

Search fluently across a range of information sources, produce and disseminate research outputs, and systematically keep up to date.

DIL: ‘Evaluate’ Level 1

CRITICALLY EVALUATE

Broadly filter search results, evaluate the quality of pre-defined information and online tools, and demonstrate basic use of online tools for communication and collaboration.

DIL: ‘Evaluate’ Level 2

CRITICALLY EVALUATE

Filter search results, evaluate the quality of a range of online resources and tools, and give and receive feedback in an online environment.

DIL: ‘Evaluate’ Level 3

CRITICALLY EVALUATE

Filter search results, and critically evaluate online tools, interactions and information from any source.

DIL: ‘Evaluate’ Level PG

CRITICALLY EVALUATE

Filter large quantities of information, select appropriate sources to address a research question, and critically appraise own and others’ work, including online collaboration and tools.

DIL: ‘Communicate’ Level 1

MANAGE INFORMATION

Select and record useful material from searches, reference them accurately, identify stylistic aspects of writing in different contexts.

DIL: ‘Communicate’ Level 2

MANAGE INFORMATION

Record search results, use a system for managing references and write online for different audiences.

DIL: ‘Communicate’ Level 3

MANAGE INFORMATION

Export and manage references, appraise and acknowledge the contribution of others and communicate effectively in a variety of contexts using a variety of tools.

DIL: ‘Communicate’ Level PG

MANAGE INFORMATION

Manage a large volume of diverse information, review and synthesize it, construct a major bibliography, and communicate digital content.

DIL: ‘Collaborate’ Level 1

COLLABORATE AND SHARE

Contribute and share digital content on the VLE or an external site, following instructions, individually or collaboratively.

DIL: ‘Collaborate’ Level 2

COLLABORATE AND SHARE

Produce digital content, individually or collaboratively, successfully negotiating roles and reflecting on effectiveness of process.

DIL: ‘Collaborate’ Level 3

COLLABORATE AND SHARE

Produce and share digital output both individually and collaboratively, engaging with external networks, for an assessed piece of work or a wider online audience.

DIL: ‘Collaborate’ Level PG

COLLABORATE AND SHARE

Engage, manage and take a leadership role in online group interactions and collaboration.