

# Jisc Discovery tool - Introduction for staff

May 2024

## Transcript

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### Transcript begins 00:00

Welcome to the Jisc discovery tool,

which is designed to help you become more confident in your own digital skills and capabilities.

On the discovery tool for staff welcome page,

you can find out more about digital capabilities in general –

the skills and confidence we all need to develop if we are to thrive in today's digital world.

To start your personal self-assessment journey, click on discovery tool for staff

and then question sets and reports for staff.

The overall digital capabilities question set is general and can be completed by all staff.

But there are other question sets to choose from, applicable to your role.

Click on your chosen questionnaire

and then click on start questionnaire.

Take your time to answer each question

and confirm your confidence level.

Once a question set is complete, you can select to view your personalised feedback report,

which shows your response to all areas in the question set.

You'll be given a developing, capable or proficient measurement for each of the sections.

Next steps in each area offer advice

and clickable resources tailored to developing your knowledge and skills.

To view your report for a particular area again, return to its question set, click on the card and click on view report.

If you go to my content, and to the reports section, you can see an overview of your reports.

You can choose to view your report, resume a questionnaire or retake it.

The tool allows you to retake a question set as many times as you like.

An overlay function allows you to compare your current report with any of your previous reports, so that you can easily see your progress.

As well as the resources suggested in your report, you have access to hundreds of resources, located in the resource bank for staff.

Click on a resource bank to see what it contains.

A progress bar helps you keep track of the resources you've used within each category.

You can share resources with others, using the generated link.

You can save any resources you find useful.

Go to my content to see the things you have recently viewed and the things you have saved.

You can like individual resources, and a languages icon allows you to change the tool into Welsh.

For more tips, go to the homepage to access our guidance pages, or by visiting [digitalcapability.jisc.ac.uk](https://digitalcapability.jisc.ac.uk).

Please don't forget to give us your feedback on the discovery tool, using the survey on your welcome page.

We would love to hear from you!

If you need to get in touch, or for more support, please email [help@jisc.ac.uk](mailto:help@jisc.ac.uk) putting digital capability in the subject line.

**Transcript begins 04:25**