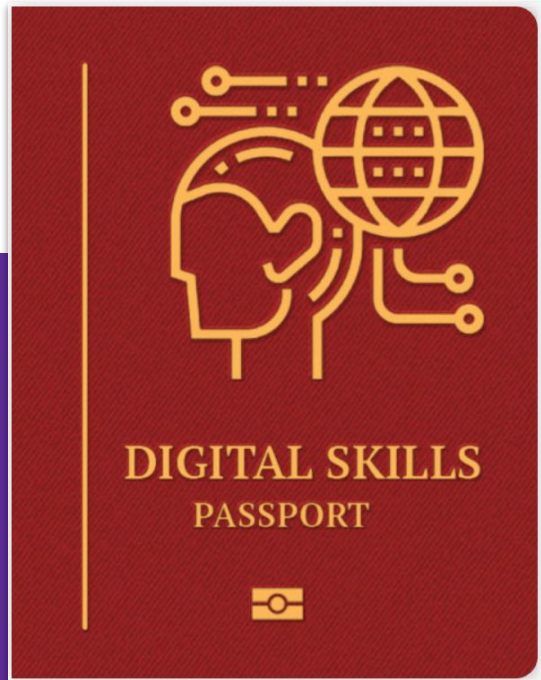


Digital Skills Passport



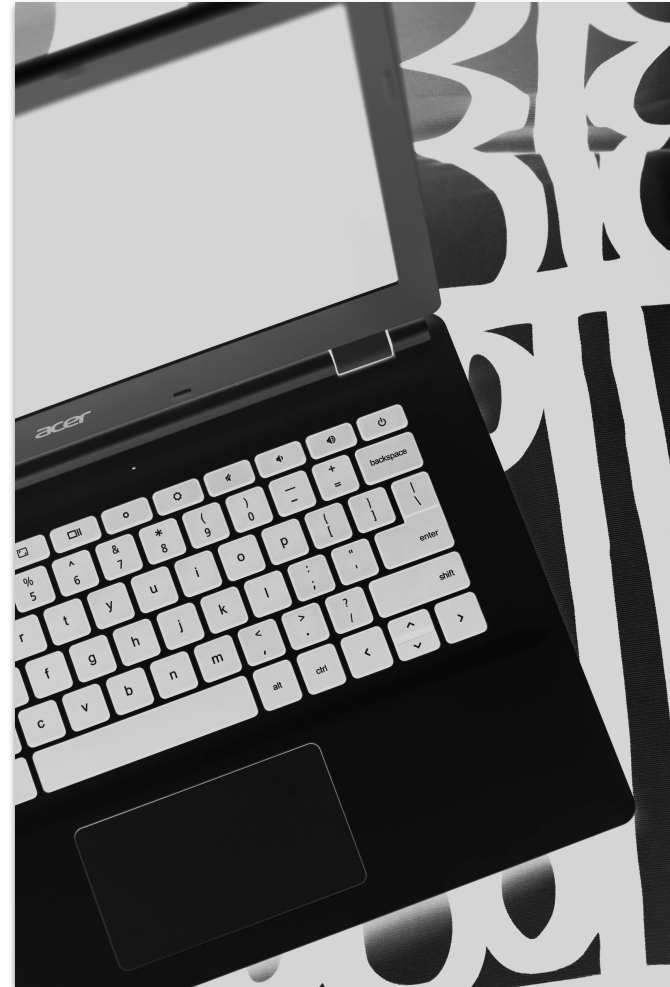
Why a Digital Skills Passport?

The use of 1:1 Chromebooks and G Suite at Grange Park has opened the possibilities of a whole new way of learning; one that is collaborative, creative and engaging.

However, effective use of these tools comes when children have the digital skills and confidence to utilise them efficiently and effectively in any context.

Knowing what to access, where to click and how to use an app or shortcut makes the process easier and quicker, so pupils spend more time learning and demonstrating their ingenuity.

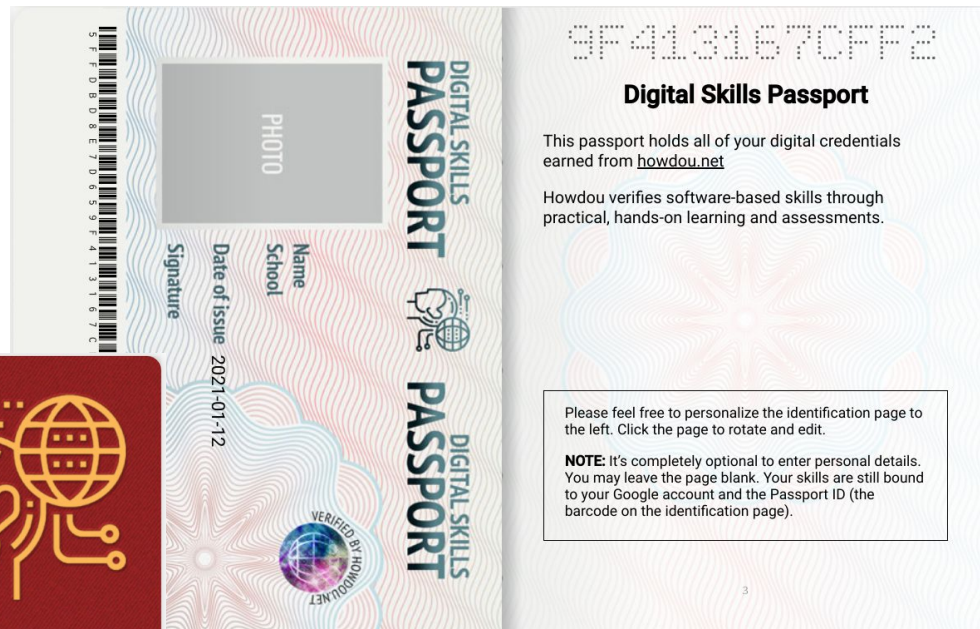
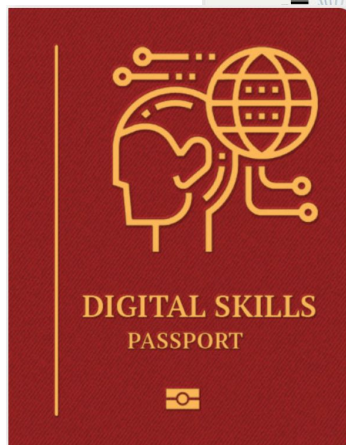
To support this, we are introducing the Digital Skills Passport to Google Classrooms.



What is the Digital Skills Passport?

The digital skills passport is designed for pupils to learn how to use G Suite using interactive tutorials to complete tasks.

As each skill is completed successfully, digital badges are earned with increasing levels of difficulty - bronze for beginner, silver for intermediate and gold for advanced.

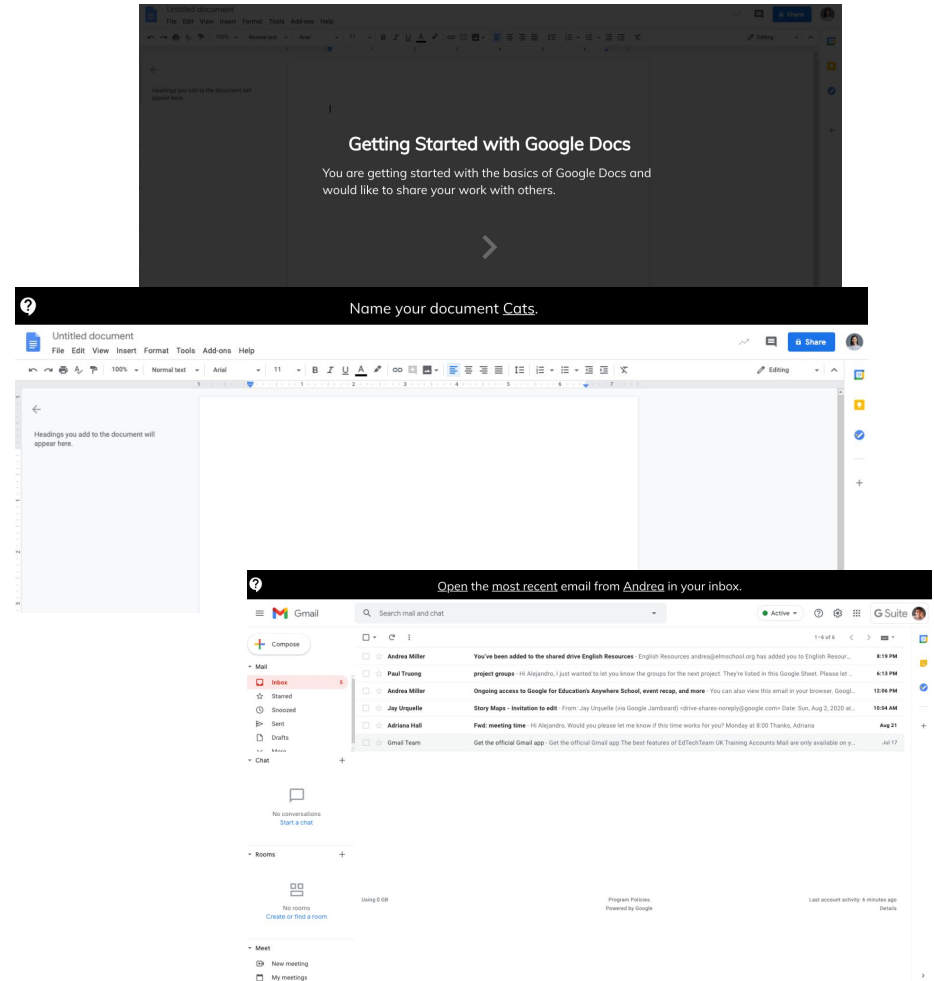


How does the Digital Skills Passport work?

Each skill badge will give pupils a number of tasks to complete related to the G Suite programme assigned.

All the tasks will be set in a computer generated guided workspace, a safe space for pupils to make mistakes, apply their skills and earn their badges.

The programme will guide the pupils through the task in a simulated programme, so other features cannot be accessed or even selected. This means pupils won't actually be creating Google meetings or sending actual emails.

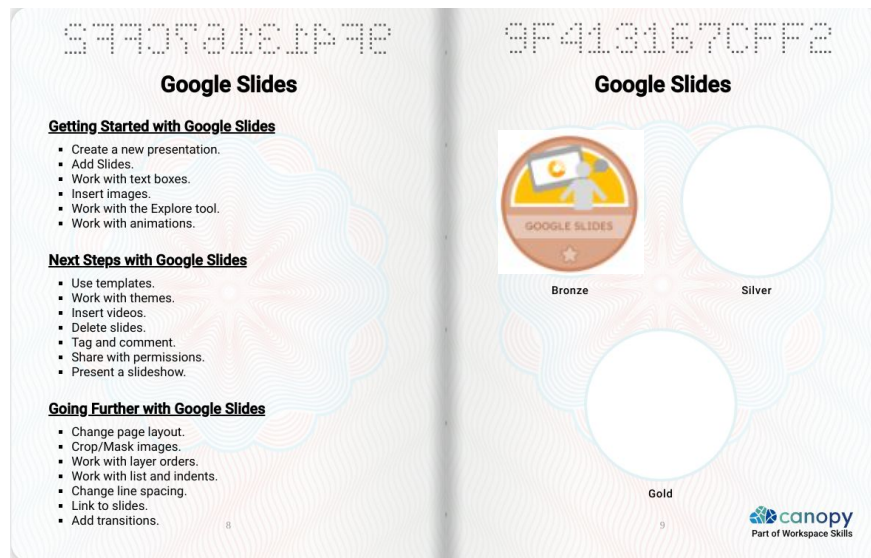


How does the Digital Skills Passport work?

Pupils will be provided with a link to see their passport and check on their own progress and achievements as they complete their badges.

All badges completed will be shown in the passport - along with overall badges (awarded when all Bronze, Silver and Gold Badges are completed).


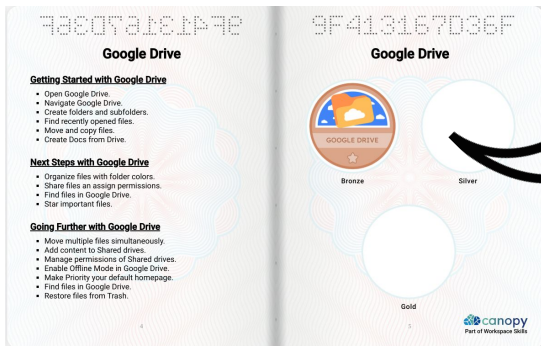
In Key Stage one, there will be a focus on all our pupils achieving all bronze badges before developing their skills in later years, allowing each child to develop skills that grow over time.



How does the Digital Skills Passport work?

Pupils can see a breakdown of the skills they have completed as part of their badge by selecting it on their digital passport.

These skills will continue to be developed as they move through the levels.



Getting Started with Google Drive

Learn how to open and navigate Drive, create folders and subfolders and make and move files.

Earning criteria

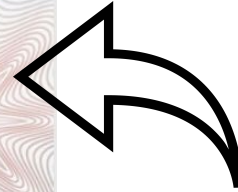
- Open Google Drive.
- Navigate Google Drive.
- Create folders and subfolders.
- Find recently opened files.
- Move and copy files.
- Create Docs from Drive.

Tags

drive folder file google open create folder subfolder move file recent navigate

How is the Digital Skills Passport set up?

Pupils will be asked to select an image for their passport.

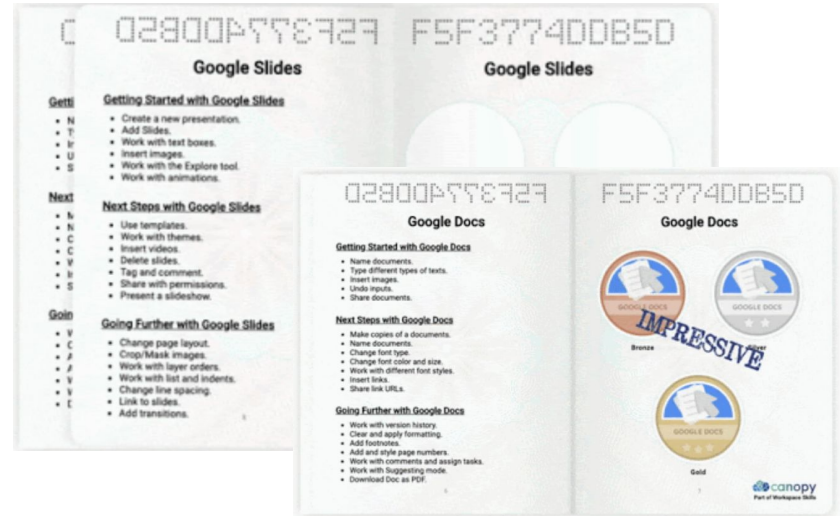
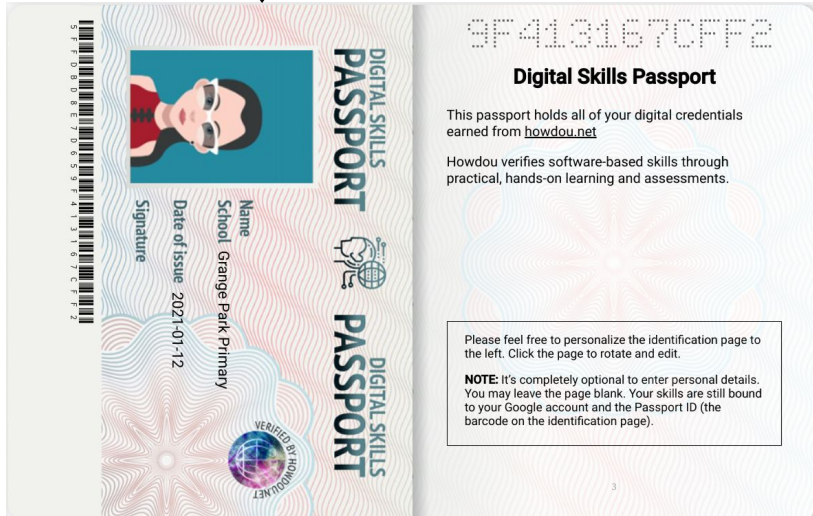
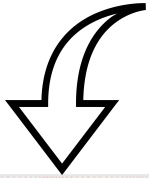


Pupils will be asked to write in their first name and school on their passport.

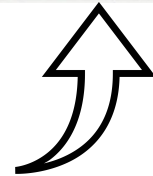


How is the Digital Skills Passport set up?

Each Digital Skills Passport has its own unique personalisation code and can be accessed by the pupil at any time.



The pages of the passport reflect the digital badges they have earned.

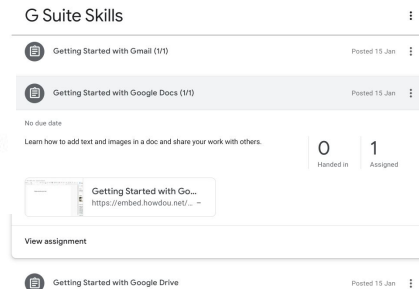


Which badge should be completed?

A badge task will be set for pupils each week. This will give them time to practice the skills and to complete the task as many times as they wish. The passport will record the highest score they have achieved for each badge and they can revisit any badge that has been assigned to them previously to practice and develop their speed.

Beginner

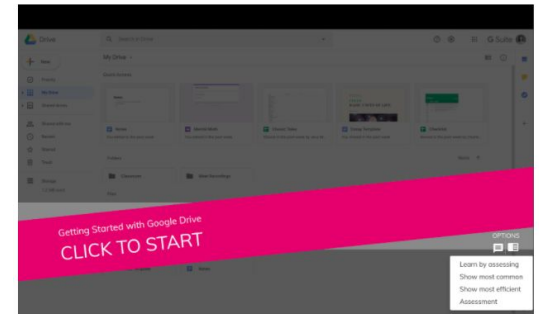
- Open Google Classroom
- Join a Specific Class
- Leave a comment in the stream
- View your To-do List
- Use Classwork



The screenshot shows a Google Classroom assignment stream for a class named 'G Suite Skills'. The stream contains three assignment cards, all posted on '15 Jan'. The first card is 'Getting Started with Gmail (1/1)'. The second card is 'Getting Started with Google Docs (1/1)', which includes a 'No due date' label and a progress bar showing '0' items 'Handed in' and '1' item 'Assigned'. Below this card is a 'View assignment' link and a thumbnail for 'Getting Started with Go...' with the URL 'https://embed.howdounet.com...'. The third card is 'Getting Started with Google Drive'.

Each task comes with instructional videos. Before starting an Interactive Tutorial they can choose to select:

- **Learn by Assessing** (Default Mode) - allows you to make errors and the system will offer guidance
- **Assessment** - No guidance is offered
- **Show Most Common** - shows the most common way of completing this Howdoun
- **Show Most Efficient** - shows the most efficient way of completing this Howdoun



The screenshot shows a video player interface for a tutorial titled 'Getting Started with Google Drive'. A large pink banner at the bottom of the video area says 'CLICK TO START'. In the bottom right corner, there is a control panel with three options: 'Learn by assessing', 'Show most common', and 'Show most efficient Assessment'.

How are Digital Skills badges achieved?

Pupils will complete and be assessed in a series of tasks related to each G Suite programme in order to complete a badge.

Each badge is scored in two parts:

Competence: The ability to solve the task.

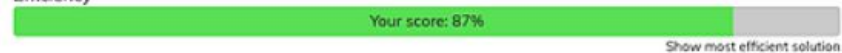
Efficiency: How efficient the solution method was. There might be an easier solution using different routes or shortcut keys.

Getting Started with Google Docs

Competence¹



Efficiency²



Breakdown

You have been awarded a Digital Badge
Getting Started with Google Docs



View all collected badges at passport.howdou.net



badgr Badges are issued in cooperation with Badgr³

Remember to Mark this assignment as Done in Classroom.

Back to Classroom

What happens when a badge is achieved?

howdoun™
KILLS, KNOWLEDGE AND LEARN

Getting Started with Google Docs

Competence¹ Your score: 100% The skill: Gain

Efficiency² Your score: 87% Show most efficient solution

Breakdown

You have been awarded a Digital Badge
Getting Started with Google Docs

badgr Badges are issued in cooperation with Badgr[®]

Remember to Mark this assignment as Done in Classroom.

Back to Classroom

Once pupils have completed a badge, their achievement will automatically be updated and shown in their Digital Passport.

Pupils can also access the passport at the end of each tutorial, when they are awarded a new badge, by selecting the icon shown on the results screen.

Your work Assigned

+ Add or create

Mark as Done

Pupils will also need to attach a screenshot and mark their assignment done in their Google Classroom, to ensure their badge is recorded.

	No due date Going Further...	No due date Next Steps wit...	No due date Getting Started...	No due date Next Steps wit...
Sort by first name ▾	out of 100	out of 100	out of 100	out of 100
Class average				
Example Pupil	___/100	___/100	___/100	

How do I take and attach a screenshot?

Pupils will need to attach a screenshot of their results screen when they have earned their badges. They can do this very easily using their Chromebooks.

By pressing CTRL and the 'Window Switcher' button at the same time they can take a screenshot of their screen.



After completing the Digital Skills assignment, pupils will need to attach their screenshot by uploading from their downloads folder (where their screenshot automatically saves).

Once attached, then the pupil will need to press the hand in button.

