

Digital Literacy Self-Evaluation

Know Where You Stand • Find Your Next Step • Build Your Skills

How to use this checklist:

Read each statement below and check the box ☐ if it describes something you can do confidently and independently. Be honest — this is for **you**, not a grade. At the end of each section, count your checked boxes and circle your proficiency level. Then transfer your scores to the summary table on the last page to see your full digital literacy profile.

Name: _____

Date: _____

Section 1: Technical Skills

Technical skills are the foundation of digital literacy. They allow you to use, maintain, and troubleshoot the devices and software you rely on every day.

☐	I know how to... troubleshoot basic technical problems, such as internet connection issues.
☐	I know how to... use software like word processors and spreadsheets.
☐	I know how to... install and maintain software as needed.
☐	I know how to... secure and update my digital devices to the latest versions.
☐	I know how to... navigate cloud storage systems and manage my files.

1	2	3	4	5
Novice	Basic	Intermediate	Advanced	Expert

My score for this section: Circle the number above that matches how many boxes you checked.

Section 2: Information Literacy

Information literacy means knowing how to find, evaluate, and use information effectively — a critical skill for academic research and everyday decision-making.

☐	I know how to... use academic databases for research.
☐	I know how to... use Boolean search operators (AND, OR, NOT) to narrow search results.
☐	I know how to... locate information from credible sources.
☐	I know how to... manage and organize digital information.
☐	I know how to... properly cite references in different citation styles (APA, MLA).

1	2	3	4	5
<i>Novice</i>	<i>Basic</i>	<i>Intermediate</i>	<i>Advanced</i>	<i>Expert</i>

My score for this section: Circle the number above that matches how many boxes you checked.

Section 3: Media Literacy

Media literacy is the ability to think critically about the content you consume — evaluating sources, recognizing bias, and understanding how algorithms shape what you see.

☐	I know how to... check and assess the credibility of a piece of media.
☐	I know how to... identify scholarly from non-scholarly sources.
☐	I know how to... gauge how social media and search algorithms affect the content I see.
☐	I know how to... recognize potential biases in different types of media.
☐	I know how to... assess an author's credibility.

1	2	3	4	5
<i>Novice</i>	<i>Basic</i>	<i>Intermediate</i>	<i>Advanced</i>	<i>Expert</i>

My score for this section:
checked.

Circle the number above that matches how many boxes you

Section 4: Digital Communication

Digital communication skills help you interact professionally, collaboratively, and respectfully across platforms — from email to shared documents to social media.

☐	I know how to... adapt my communication to different contexts (e.g., email, text, professional messages).
☐	I know how to... practice appropriate digital etiquette, such as treating others with respect online.
☐	I know how to... collaborate effectively using tools like shared documents.
☐	I know how to... maintain a professional digital presence.
☐	I know how to... provide constructive feedback to others in digital environments.

1	2	3	4	5
<i>Novice</i>	<i>Basic</i>	<i>Intermediate</i>	<i>Advanced</i>	<i>Expert</i>

My score for this section: Circle the number above that matches how many boxes you checked.

Section 5: Digital Safety

Digital safety means protecting yourself, your data, and others online. These skills help you navigate the internet securely and responsibly.

☐	I know how to... identify phishing attempts and other security threats.
☐	I know how to... find out how platforms access and use my personal data.
☐	I know how to... use strong passwords and multi-factor authentication to protect my accounts.
☐	I know how to... update my devices to protect against vulnerabilities.
☐	I know how to... be careful and intentional about what I post and share online.

1	2	3	4	5
<i>Novice</i>	<i>Basic</i>	<i>Intermediate</i>	<i>Advanced</i>	<i>Expert</i>

My score for this section: Circle the number above that matches how many boxes you checked.

My Digital Literacy Profile: Summary

Transfer your section scores from above. Count your total and use the key below to see your overall digital literacy level.

Skill Area	Boxes Checked (0–5)	My Level
★ Technical Skills	/ 5	
★ Information Literacy	/ 5	
★ Media Literacy	/ 5	
★ Digital Communication	/ 5	
★ Digital Safety	/ 5	
TOTAL SCORE	/ 25	

1	2	3	4	5	Score Key (count across all 5 sections)
1–5	6–10	11–15	16–20	21–25	Novice • Basic • Intermediate • Advanced • Expert

Reflect: What Do Your Results Tell You?

Use the space below to think through your results. Honest reflection here is more valuable than any score.

My strongest area is...	
My area most in need of growth is...	
One specific skill I want to improve is...	
A concrete step I will take to improve it is...	
I will check my progress again by (date)...	

Next steps: Focus your growth on areas where you scored 1 or 2. Use your college library databases, ask a librarian or instructor for guidance, or explore free resources like Google's Digital Garage, Common Sense Media, and your campus Learning Resource Center.

Source

This checklist is adapted from the following source:

Capella University. (n.d.). *Digital literacy in education*. Capella University.
<https://www.capella.edu/blog/education/digital-literacy-in-education/>