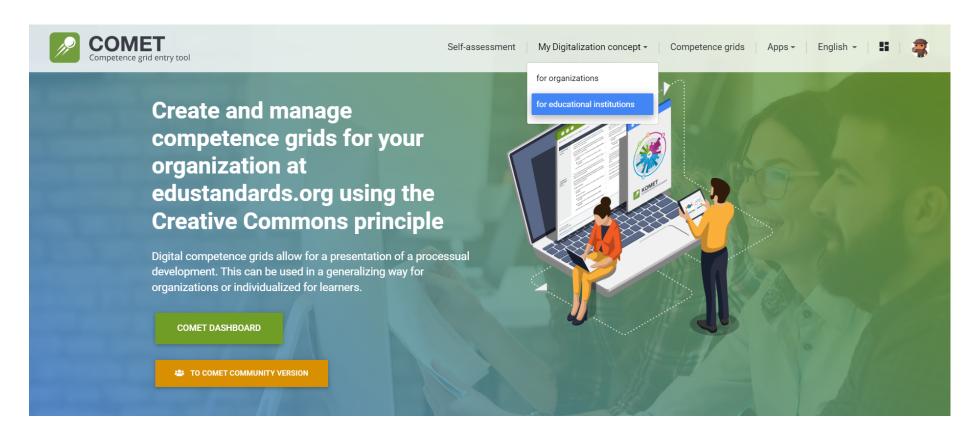
Digitalize your educational institution or organisation.

The **digi.concept assistant** guides you through the steps to the **digitalization concept for your educational institution or organization**.

This is how it works: Visit the website <u>comet.edustandards.org</u>. Login first. Then select My Digitalization Concept > for organizations or > for educational institutions in the top menu.



First, you will be taken to an **introductory page**. Here you can enter some key data about your digitalization concept.

Concept for digital school develop Process assistant	ment start >	< EXTERNAL EDIT ACCESS
	rt of all people involved. Achieving this can take some time. You should therefore p	lan your implementation
period generously. For the beginning take your time to answer these ques	tions:	
What is your motivation to implement a concept for the further development of digital skills in your organization?		
In what period of time should the concept be implemented?		
Who will support you in creating the concept and then implementing it?		
Choose optional Grids	 DigCompOrg - all English DigCompEdu English all-in-one DigCompEdu English 1-6 with activities 	
You will be guided through the 4 phases of your concept, The basis for this is provided by the DigCompEdu compet	planning, implementation, review and conclusion. ency model, the European framework model for digital competencies for teachers.	
You can temporarily save and revise your data at any time	h.	
	START	

If you wish to add **additional editors**, you can do this here via the button "external edit access" and enter the editor's email-address to invite them.

Process assistant	Share digitalization concept for external editing:							
	You can share a link with someone to work on your digitalization concept via email or copy the link.							
Digital organizational development requires the support of all poople in	The user must be logged in for using this access!							
Digital organizational development requires the support of all people inv period generously.	I agree to sharing my work under a CC0 1.0 Universal (CC0 1.0) Public Domain Dedication license. With this I am waiving any copyrights and am making my work available to the general public.							
For the beginning take your time to answer these questions:								
	Email SEND VIA EMAIL LINK TO CLIPB							
What is your motivation to implement a concept for								
he further development of digital skills in your								
organization?	REMOVE ACCESS FOR OTHER ED							

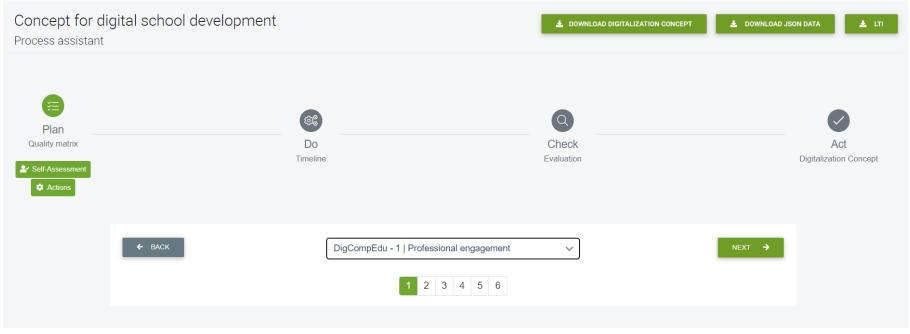
Click Start.

Now we are already in the middle of the concept.

We'll go through the points of planning, doing, checking and acting (concluding) in order.

In the **planning phase**, you record the goals you pursue with the digitization concept. You also set characteristics that you can use later to measure progress.

Competence grids of the six areas of **DigCompEdu European Competence Grids** serve as a basis for setting objectives. To do this, mark the competences in the grid that you would like to achieve in your institution's development (these are called target states).

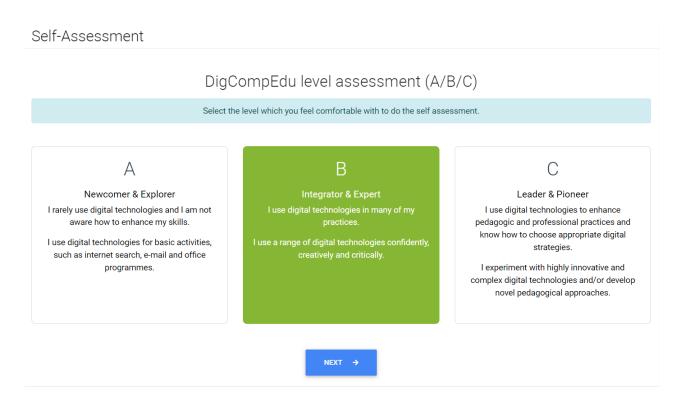


Click Next to go to the next available grid.

Use the button Help to gain more insight into the process you are working on with the digi.concept assistant.

The **Self-Assessment** allows you to assess yourself in the area of digital competences. Here, too, **DigCompEdu digital competence grids** serve as a basis.

For the DigCompEdu level assessment, you will be asked to classify yourself to one of the expertise levels.



Go through the questions one by one and answer them.

It is also possible to **invite other participants for self-assessment** in order to get a broader picture of the digital competences of your employees and teachers.

Click **Result** to see the results of everyone's self-assessment or your own.

The Actions are at the heart of the digi.concept:

Here you describe what measures you will take to achieve your goals in the selected competency areas.

You enter more information about each action, such as when and with whom you will carry it out.

Action	×
Title *	
Description	
	li
Number	
Partner	
ADD Priorities *	
Apps, Software & Hardware Assessment Awareness rising Communication; Peer Support Continuous Professional Development Digital Technologies Educational Model Managing people	

Activate the action to display it in the timeline in the next step.

You can also publish the action and make it available to other institutions who can reuse it.

Click the white button **Define Action** on top to create a new action. Alternatively, if you want to add an action to a specific competence grid/area, click **Define Action** beneath the name of the respective competence grid (blue button). If you wish to add a new action to a specific target state (competence), click the turquoise button **Define Action**.

Actions				
+ DEFINE ACTION				OPEN ALL SUBJECTS
DigCompEdu - 1 Professio	nal engagement			~
+ DEFINE ACTION				
Target state	To contribute to collaboratively developing and improving organisationa	al communication strategies.		1 ~
Action				
ACTION EXAMPLE				2 🖻 🖸
		Activate Action 😯	Publish 😯	
+ DEFINE NEW ACTION				EXAMPLES (8)

Once you created an action, you can **Activate** the action, which is necessary in order to display the action in the following steps of the concept. If you activate the **Publish** option, your action will be visible and usable for other users of the digi.concept assistant via the button **Examples**, where you can see examples of other users' actions they created for the respective competence. You can **edit**, **delete** the action or **add additional target states** (competences).

In the next step **Do** you see an overview of all previously defined measures on the timeline.

Plan				(\$)					Q							
Quality matrix				Do					Check						ŀ	Act
Self-Assessment				Timeline					Evaluation					I	Digitalizat	ion Concept
Action	Start date	Duration		May, 2022				June, 2022					2022			August, 2022
		Duration	#19	#20	#21	#22	#23	#24	#25	#26	#27	#28	#29		#30	#31
🖃 📇 DigCompEdu - 1 Profe	ss 17.05.2022	10						DigCompEdu	- 1 Professional	engagement						
Action example	17.05.2022	10						Acti	on example: perso	n 2						

The step **Evaluation** allows you to evaluate each action. There is a possibility to upload additional files, such as PDF and click the button below the comment field for a more detailed evaluation.

Remember to click **Save** if you added any comments in order to secure your input.

Action	Target state		Result of the evaluation
DigCompEdu - 1 Professional engagement			
Action example	To contribute to collaboratively developing and improving organisa	tional communication strategies.	Result of the evaluation
The Story behind this Concept	Implementation of the action plan	 Evaluation of this action 	SAVE DETAILED EVALUATION
6			
SAVE	SAVE	SAVE	SAVE

In the last and final step **Act**, you have the possibility to add comments to each action as well as a general conclusion. For a more detailed evaluation for each action, click the respective button in order to add a comment field.

Action	Target state	Result of the evaluation	Act Comments
DigCompEdu - 1 Professional e	engagement		
Action example	To contribute to collaboratively developing and improving organisational communication strategies.		Comment SAVE DETAILED EVALUATION
General conclusions			8

You can **download your digitalization concept as a PDF** or **download it as a .json-file**. Choose the option for **LTI-integration** in order to smoothly integrate the tool into your learning management system. For LTI-Integration, please check the separate manual.

