

# digi.concept assistant tool manual

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 [comet.edustandards.org](https://comet.edustandards.org).

Login first. Then select My Digitalization Concept > for organizations or > for educational institutions in the top menu.

The screenshot displays the COMET website interface. At the top left is the logo for COMET, labeled 'Competence grid entry tool'. The top navigation bar includes links for 'Self-assessment', 'My Digitalization concept', 'Competence grids', 'Apps', and 'English'. A dropdown menu is open under 'My Digitalization concept', showing two options: 'for organizations' and 'for educational institutions'. The main content area features a large green and blue background with the text: 'Create and manage competence grids for your organization at edustandards.org using the Creative Commons principle'. Below this text is a paragraph: 'Digital competence grids allow for a presentation of a processual development. This can be used in a generalizing way for organizations or individualized for learners.' At the bottom of the main content area, there are two buttons: a green 'COMET DASHBOARD' button and an orange 'TO COMET COMMUNITY VERSION' button. An illustration of a woman sitting on a laptop and a man standing next to it is also visible.

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

Concept for digital school development  
Process assistant

START →    ← EXTERNAL EDIT ACCESS

Digital organizational development requires the support of all people involved. Achieving this can take some time. You should therefore plan your implementation period generously.

For the beginning take your time to answer these questions:

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, planning, implementation, review and conclusion.  
The basis for this is provided by the DigCompEdu competency model, the European framework model for digital competencies for teachers.

You can temporarily save and revise your data at any time.

START

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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.

The screenshot shows the 'Concept for digital school development Process assistant' interface. At the top right, there are two green buttons: 'START →' and '← EXTERNAL EDIT ACCESS'. The 'EXTERNAL EDIT ACCESS' button is active, opening a modal window titled 'Share digitalization concept for external editing:'. Inside the modal, it says 'You can share a link with someone to work on your digitalization concept via email or copy the link.' Below this is a light blue warning box: 'The user must be logged in for using this access!'. There is a checkbox with the text: '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.' Below the checkbox is an input field labeled 'Email' and two buttons: 'SEND VIA EMAIL' and 'LINK TO CLIPBOARD'. At the bottom right of the modal is a red button labeled 'REMOVE ACCESS FOR OTHER EDITORS'. In the background, the main interface has a light green box with text: 'Digital organizational development requires the support of all people involved period generously. For the beginning take your time to answer these questions:'. Below this is a question: 'What is your motivation to implement a concept for the further development of digital skills in your organization?' with an input field.

Click **Start**.

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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).

The screenshot displays the 'digi.concept assistant tool' interface. At the top, the title 'Concept for digital school development' is followed by 'Process assistant'. Three green buttons are visible: 'DOWNLOAD DIGITALIZATION CONCEPT', 'DOWNLOAD JSON DATA', and 'LTI'. Below this, a horizontal progress bar shows four stages: 'Plan' (Quality matrix), 'Do' (Timeline), 'Check' (Evaluation), and 'Act' (Digitalization Concept). The 'Plan' stage is active, showing 'Self-Assessment' and 'Actions' buttons. At the bottom, a navigation bar includes a 'BACK' button, a dropdown menu showing 'DigCompEdu - 1 | Professional engagement', and a 'NEXT' button. A progress indicator below the dropdown shows a sequence of numbers 1 through 6, with '1' highlighted in green.

Click **Next** to go to the next available grid.

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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.

Self-Assessment

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DigCompEdu level assessment (A/B/C)

Select the level which you feel comfortable with to do the self assessment.

<p><b>A</b></p> <p>Newcomer &amp; Explorer</p> <p>I rarely use digital technologies and I am not aware how to enhance my skills.</p> <p>I use digital technologies for basic activities, such as internet search, e-mail and office programmes.</p>	<p><b>B</b></p> <p>Integrator &amp; Expert</p> <p>I use digital technologies in many of my practices.</p> <p>I use a range of digital technologies confidently, creatively and critically.</p>	<p><b>C</b></p> <p>Leader &amp; Pioneer</p> <p>I use digital technologies to enhance pedagogic and professional practices and know how to choose appropriate digital strategies.</p> <p>I experiment with highly innovative and complex digital technologies and/or develop novel pedagogical approaches.</p>
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**NEXT →**

Go through the questions one by one and answer them.

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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.

The screenshot shows a form titled "Action" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Title \***: A text input field.
- Description**: A larger text input field with a small icon in the bottom right corner.
- Number**: A text input field.
- Partner**: A text input field.
- ADD**: A button located below the Partner field.
- Priorities \***: A list of priority areas, each with an unchecked checkbox:
  - Apps, Software & Hardware
  - Assessment
  - Awareness rising
  - Communication; Peer Support
  - Continuous Professional Development
  - Digital Technologies
  - Educational Model
  - Managing people

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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**.

The screenshot displays the 'Actions' section of the digi.concept assistant tool. At the top, there is a header 'Actions' and a white button labeled '+ DEFINE ACTION'. To the right, there is a turquoise button labeled 'OPEN ALL SUBJECTS'. Below this, a dropdown menu shows 'DigCompEdu - 1 | Professional engagement' with a downward arrow. Underneath the dropdown, there is a blue button labeled '+ DEFINE ACTION'. The main content area is divided into two sections: 'Target state' and 'Action'. The 'Target state' section shows the text 'To contribute to collaboratively developing and improving organisational communication strategies.' and a turquoise button labeled '1'. The 'Action' section contains a blue button labeled 'ACTION EXAMPLE', a green toggle switch labeled 'Activate Action', and a grey toggle switch labeled 'Publish'. To the right of the 'Action' section, there are three icons: a blue pencil icon, a grey trash icon, and a blue circular icon. At the bottom of the 'Action' section, there is a turquoise button labeled '+ DEFINE NEW ACTION' and a turquoise button labeled '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).

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

The screenshot shows the 'Do' (Timeline) step of the digi.concept assistant tool. The interface includes a navigation bar with four stages: Plan (Quality matrix), Do (Timeline), Check (Evaluation), and Act (Digitalization Concept). Below the navigation bar, there are two buttons: 'Self-Assessment' and 'Actions'. The main content is a table showing a timeline of actions from May to August 2022.

Action	Start date	Duration	May, 2022			June, 2022				July, 2022			August, 2022	
			#19	#20	#21	#22	#23	#24	#25	#26	#27	#28	#29	#30
DigCompEdu - 1   Profess	17.05.2022	10		DigCompEdu - 1   Professional engagement										
Action example	17.05.2022	10		Action example: person 2										



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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			
<b>Action example</b>	To contribute to collaboratively developing and improving organisational communication strategies.	<div>Result of the evaluation</div> <div>SAVE</div> <div><u>DETAILED EVALUATION</u> </div>	
The Story behind this Concept	Implementation of the action plan	Evaluation of this action	Media and materials
<div></div> <div>SAVE</div>	<div></div> <div>SAVE</div>	<div></div> <div>SAVE</div>	<div></div> <div>SAVE</div>

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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 engagement			
<b>Action example</b>	To contribute to collaboratively developing and improving organisational communication strategies.		<input type="text" value="Comment"/> <input type="button" value="SAVE"/> <a href="#">DETAILED EVALUATION</a>
<b>General conclusions</b> <input type="text"/>			
<input type="button" value="SAVE"/>			

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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.

The screenshot displays the 'digi.concept assistant tool' interface. At the top left, the text reads 'Concept for digital school development' and 'Process assistant'. On the top right, there are three green buttons: 'DOWNLOAD DIGITALIZATION CONCEPT', 'DOWNLOAD JSON DATA', and 'LTI'. Below this, a horizontal process flow is shown with four stages: 'Plan' (Quality matrix), 'Do' (Timeline), 'Check' (Evaluation), and 'Act' (Digitalization Concept). The 'Plan' stage is active, showing sub-options for 'Self-Assessment' and 'Actions'. At the bottom, a navigation bar includes a 'BACK' button, a dropdown menu currently showing 'DigCompEdu - 1 | Professional engagement', and a 'NEXT' button. Below the dropdown is a progress indicator with six numbered steps, where step 1 is highlighted in green.