The ePotential Survey

The ePotential Teacher ICT Capabilities Survey was developed to address the need for teachers and schools to have a benchmark of their ICT capabilities and to provide teachers with resources for their ongoing professional learning in ICT. The survey facilitates self-assessment of your current ICT capabilities by analysing your results to place you on the ePotential Continuum.

What survey should I take?

There are currently three versions of the ICT Capabilities Survey available. School leaders should determine in consultation with their staff which survey is appropriate for each individual. School leaders should then update the School’s Recipient Report so that the school response rate will be correct (see the ePotential User Guides: Survey Recipient Report for further information).

Please respond only to the version that is relevant to your role.

Teacher ICT Capabilities Survey

The Teacher ICT Capabilities Survey is a key component of the ePotential ICT Capabilities Resource for teachers. The survey facilitates self-assessment of your current ICT capabilities in a teaching and learning context.

If you spend any of your time teaching then this survey will be relevant to your role.

The objectives of the Teacher ICT Capabilities Survey are to:

- Enable you to ascertain your position in the key areas of the ePotential Continuum
- Establish your current ePotential profile to make links to the resources relevant to support your professional learning
- Provide you with a benchmark to assist in setting professional learning goals
- Provide ideas for strategies to enable powerful learning through ICT.

The following Key Areas are covered in this survey:

- Learning & Teaching
- Assessment & Reporting
- Classroom Organisation
- Safe & Responsible Use
- Resources
- ICT Professional Learning
- ICT Leadership

![Image of students using technology in a classroom.](image)
Special Settings Teacher Survey
The Special Settings Teacher ICT Capabilities Survey is a modified version of the survey to accommodate teachers of students for whom some ICT learning and teaching activities are not applicable.

Non-Teaching ICT Capabilities Survey
The Non-Teaching ICT Capabilities Survey questions have been designed to be undertaken by DEECD staff in non-teaching roles, such as regional and central office employees, and ES in schools. Practicing teachers should not undertake this version of the survey.

The following Key Areas are covered in this order in this survey:
- Using ICT in the Workplace
- Safe & Responsible Use
- Resources/ICT Professional Learning
- ICT Leadership in the Workplace
- ICT Leadership in Learning and Teaching (not mandatory)

Note: The final Key Area is designed to be completed by DEECD staff with roles or responsibilities that support schools and teachers. If this is not a component of your role, submit your survey responses without responding to these questions.
Privacy
Identification of individuals will only occur in accordance with DEECD privacy principles.

Please note that individual results are available immediately but are only visible to that individual. Principals, Regional Directors and/or nominees have access to view their cohort of results and can drill down to find out about subsets within the cohort; however they can never drill down to view an individual result. In order to create data reports there needs to be three or more responses to the survey in a cohort.

Accessing the survey

   ![Login Page](image)

   To access ePotential you will need to log in using your edumail account username and password.
   
   2. Enter your edumail Username.
   3. Enter your edumail Password.
   4. Click on Submit.

   ![Login Page](image)

   Note: Your access to ePotential is based upon your edumail details. It is very important that you update your edumail details when your circumstances change so that your personal information in ePotential is correct. Log in issues, e.g. invalid passwords, are often due to password changes to edumail accounts.
Taking the ICT Capabilities Survey
You will need to allow 10-20 minutes to complete the survey. You can save and exit the survey at any time and come back and complete it at a later date. The current status of your survey will be displayed when you log into the ePotential home page.

5. In the Survey box you will be able to see if you are up to date with your survey. The date you last completed the survey will be displayed.
6. To access your surveys, click on the Take Survey Now link in the Survey box on the ePotential home page.
7. You will be taken to the ePotential Survey Welcome page.

8. Click on the My Surveys tab.

9. The three ICT Capabilities surveys appear in the Surveys available to be taken table.

<table>
<thead>
<tr>
<th>Surveys available to be taken</th>
<th>Expires</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher ICT Capabilities 2011</td>
<td>Dec 31, 2011</td>
<td>Complete Response</td>
</tr>
<tr>
<td>Non-Teaching ICT Capabilities 2011</td>
<td>Dec 31, 2011</td>
<td>Respond</td>
</tr>
<tr>
<td>Special Settings Teacher ICT Capabilities 2011</td>
<td>Dec 31, 2011</td>
<td>Respond</td>
</tr>
</tbody>
</table>

Note: To ensure the validity of the survey results for all surveys, please only respond to the survey relevant to your role.

10. Click the Complete Response link to start the survey relevant to your role.

Key Areas of the Teacher ICT Capabilities Survey

Demographics

Prior to commencing the survey, participants are asked to complete a series of demographic questions. These demographics provide classification data for Principals, Regional Directors and/or nominees to query sub sets of participant responses. For example, School Leaders may want to just look at the data of teachers who teach English in year 9.

11. Answer all the questions in the Demographics section.
12. Once completed click on the **Continue to Survey** button to progress to the survey.

**Welcome Page**
The Welcome page introduces you to the survey.

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Welcome to the ePotential Survey:

**Teacher ICT Capabilities 2011**

The Teacher ICT Capabilities 2011 survey provides teachers with a confidential survey to identify your confidence and capability with integrating ICT into your learning and teaching.

Once you have completed the survey your results will be highlighted in the Potential Continua so that you can locate practical resources to give you ideas for the classroom.

The survey will take you approximately 30 minutes to complete. You can save your progress, exit the survey and complete it at another time if required. The data that you have completed the survey will be displayed when you access the survey again.

This survey is designed for Teachers in a classroom context.

The Special Needs Teacher ICT Capabilities 2011 survey is not available for non-teaching staff, including Principals, EOs and regional office staff. This version of the survey does not interact with the individual continuum and the matching framework is not applicable.

Further advice on how to take the survey and which version is the most appropriate for you can be found in the ePotential User Guides: ePotential Survey.

Please note that your survey results cannot be viewed by anyone else. In order to create data reports there needs to be three or more responses to the survey in a school.

If you require any further information or assistance please contact the ePotential Helpdesk at: epotential@education.qld.gov.au

Thank you for taking the time to complete this survey and exploring the resources in the ePotential Continuum.

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![Begin Survey button](image)

13. Click the **Begin Survey** button to start the survey.

**Survey Questions**
All questions are presented in the context of a **Key Area**.

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**ePotential Survey: Teacher ICT Capabilities 2011**

1. Learning and Teaching

Part A

<table>
<thead>
<tr>
<th>Question 1.</th>
<th>To what degree do you undertake the following:</th>
<th>Not at all</th>
<th>Somewhat</th>
<th>Moderately</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td>I support students to use ICT to represent their thinking, to clarify thoughts, and to share relationships.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>I encourage students to use ICT to record their decisions and actions when problem solving.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>I encourage students to use ICT to process data and information for problem solving.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>I encourage students to use ICT in clarifying thoughts for the purposes of reflection and evaluation.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>I support students to use ICT to demonstrate their knowledge and understanding of concepts and issues.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>I ensure students manage their files to secure their content and enable efficient retrieval.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>I support students to use ICT to plan and monitor projects.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>I support students to use ICT to present ideas and understandings to audiences.</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

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**Note:** The complete list of questions in the Teacher ICT Capabilities Survey is in the ePotential User Guides: Survey Questions.
14. Answer each question by clicking on the relevant radio button.
15. Additional comments can be added for each Key Area in the **Optional Comments** text box.

<table>
<thead>
<tr>
<th>Question 3</th>
<th>Make additional comments here</th>
</tr>
</thead>
</table>

16. You can move forward and back pages by clicking on **Previous** or **Next** buttons at the bottom of the pages.

17. To save the survey to complete later, click on the **Save & Exit** button. You can return to your partially completed survey by re-entering ePotential and clicking on the **My Surveys** tab and clicking on the **Complete Response** link.

18. Once you are satisfied with your answers, click on the **Submit** button.

19. You will be taken to the **Thank you** page which provides you with suggestions for how to use ePotential.

20. Click on the **Return to My Surveys** button which will take you back to the **My Surveys** tab.
After you have completed the Survey

After you have taken the survey you can view your response question by question or you can view your responses against the state average. You can view your response directly after completing the survey or you can come back at anytime from the ePotential homepage by clicking on the View Reports link in the My Surveys box.

View your response

To view your response:

21. Click the My Surveys tab.
22. Click on View under the View Response column.

23. The Survey Results page will open displaying your details, a survey Summary, your Demographics and your answers to each of the questions.

24. Click the Print button to print and keep a hard copy of the questions and your answers. These responses can be used to set your professional learning goals.
**View and compare your report**

You can create a report that will establish your profile within the key areas of the survey framework.

Although the survey is not designed to be a performance measure, if you are interested you can compare your profile to your state average. This comparison report will change as the number of teachers completing the survey increases. You can come back to your report at any time to see the latest state aggregation of results.

To view your profile and compare your profile to the state average:

25. Click the **My Surveys** tab.
26. Click the **Compare** link under the **Compare Response** column.

27. The **Survey Comparison** page will open.

28. Select your **Comparison Criteria**.
To view your profile only

29. Click on **No comparison**. This shows your profile within the survey framework.
30. Click on **Show Results**. Your profile will be displayed. You can use your profile to determine your own professional learning requirements.

### Survey Results

#### Phases

<table>
<thead>
<tr>
<th>Capability</th>
<th>My Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning &amp; Teaching</td>
<td>Innovative</td>
</tr>
<tr>
<td>Assessment &amp; Reporting</td>
<td>Innovative</td>
</tr>
<tr>
<td>Classroom Organisation</td>
<td>Innovative</td>
</tr>
<tr>
<td>Safe &amp; Responsible Use</td>
<td>Innovative</td>
</tr>
<tr>
<td>Resources</td>
<td>Innovative</td>
</tr>
<tr>
<td>ICT Professional Learning</td>
<td>Innovative</td>
</tr>
<tr>
<td>ICT Leadership</td>
<td>Emergent</td>
</tr>
</tbody>
</table>

#### Scores

<table>
<thead>
<tr>
<th>Capability</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning &amp; Teaching</td>
<td>56</td>
</tr>
<tr>
<td>Assessment &amp; Reporting</td>
<td>57</td>
</tr>
<tr>
<td>Classroom Organisation</td>
<td>67</td>
</tr>
<tr>
<td>Safe &amp; Responsible Use</td>
<td>54</td>
</tr>
<tr>
<td>Resources</td>
<td>50</td>
</tr>
<tr>
<td>ICT Professional Learning</td>
<td>50</td>
</tr>
<tr>
<td>ICT Leadership</td>
<td>42</td>
</tr>
</tbody>
</table>

### Phases:
- Foundation
- Emergent
- Innovative
- Transformative

### Reports:
- My Score

31. You can print the results of your report by clicking the **Print** or export by clicking on **Export to PDF** or **Export to CSV** at the top of the page.
To compare your profile to the state average

32. Click on **State Average**. This shows your profile within the survey framework.

33. Click on **Show Results**. Your profile will be displayed in comparison to the state average for each of the key areas of the continuum.

<table>
<thead>
<tr>
<th>Capability</th>
<th>My Phase</th>
<th>The State Average Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning &amp; Teaching</td>
<td>Emergent</td>
<td>Emergent</td>
</tr>
<tr>
<td>Assessment &amp; Reporting</td>
<td>Emergent</td>
<td>Emergent</td>
</tr>
<tr>
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<td>Emergent</td>
<td>Emergent</td>
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<tr>
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<td>Emergent</td>
<td>Innovative</td>
</tr>
<tr>
<td>Resources</td>
<td>Emergent</td>
<td>Emergent</td>
</tr>
<tr>
<td>ICT Professional Learning</td>
<td>Emergent</td>
<td>Emergent</td>
</tr>
<tr>
<td>ICT Leadership</td>
<td>Emergent</td>
<td>Emergent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capability</th>
<th>Score</th>
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<tbody>
<tr>
<td>Learning &amp; Teaching</td>
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<tr>
<td>Safe &amp; Responsible Use</td>
<td>54</td>
</tr>
<tr>
<td>Resources</td>
<td>59</td>
</tr>
<tr>
<td>ICT Professional Learning</td>
<td>59</td>
</tr>
<tr>
<td>ICT Leadership</td>
<td>43</td>
</tr>
</tbody>
</table>

34. You can print the results of your report by clicking the **Print** or export by clicking on **Export to PDF** or **Export to CSV** at the top of the page.
To compare your surveys

35. Click on Other Survey and choose the survey from the drop-down list that you would like to compare your current results with.
36. Click on Show Results. Your profile will be displayed in comparison to the two surveys you have selected.

37. You can print the results of your report by clicking the Print or export by clicking on Export to PDF or Export to CSV at the top of the page.
Edit comments

If you want to view the comments you made when taking the survey and/or add comments at any time:

38. Click the Edit link under the Edit Evidence column.
39. The Edit Comments page will open. Any comments you have already made appear in the text boxes for each Key Area.

<table>
<thead>
<tr>
<th>Responses completed</th>
<th>Expires</th>
<th>Date Completed</th>
<th>View Response</th>
<th>Compare Response</th>
<th>Edit Evidence</th>
<th>View Continuum Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher ICT Capabilities 2010</td>
<td>Dec 31, 2010</td>
<td>May 21, 2010</td>
<td>View</td>
<td>Compare</td>
<td>X</td>
<td>View</td>
</tr>
<tr>
<td>Non-Teaching ICT Capabilities 2010</td>
<td>Dec 31, 2010</td>
<td>Jul 05, 2018</td>
<td>View</td>
<td>Compare</td>
<td>X</td>
<td>View</td>
</tr>
<tr>
<td>Special Settings Teacher ICT Capabilities 2010</td>
<td>Dec 31, 2010</td>
<td>Jul 05, 2018</td>
<td>View</td>
<td>Compare</td>
<td>X</td>
<td>View</td>
</tr>
</tbody>
</table>

40. You can review your comments, edit what you have written or add more details.

41. When you are happy with your comments click on Save.

View your responses on the ePotential Continuum

You can export your profile to find out where your responses place you along the ePotential Continuum.

42. Click the View link under the View Continuum Resources column.

43. The Survey Results page will let you know that your survey results were imported successfully.

44. Click on the Continuum link to view your results.
45. Your results are highlighted within the continuum in blue.
46. To view a full description of where you sit in the continuum, roll the cursor over the blue continuum bubbles.
47. To access resources that are relevant to you, click on the blue continuum bubbles.
You can now use your profile to:

- Find out more information about your current ICT Capabilities.
- Access relevant resources to provide support for ongoing professional learning.

**Note:** This function is only relevant to the Teacher ICT Capabilities Survey. The Non-Teaching survey framework does not map to the Key Areas in the ePotential Continuum, therefore this link has been disabled for this version of the survey. Non-teaching DEECD staff can still access the ePotential Continuum and Resources by logging into ePotential.

For more information on the ePotential Continuum access the **ePotential User Guides: Continuum**.