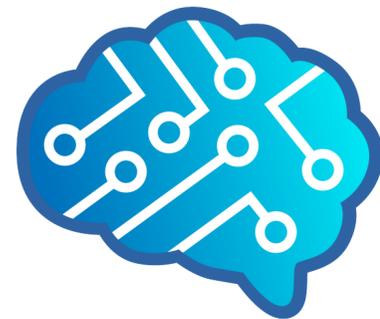


# Digital Transformation Tool Getting Started Guide



DIGITAL  
TECHNOLOGIES  
INSTITUTE

web: <https://curriculumsearch.au/dtt/>  
email: [enquiries@digital-technologies.institute](mailto:enquiries@digital-technologies.institute)



Register



Login



Triage



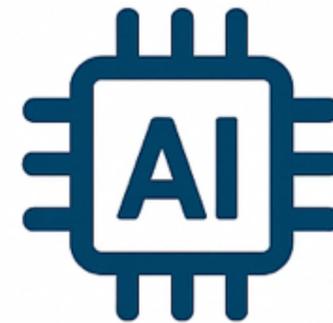
License



Questions



Analysis



AI Advisor



Certificate



Follow-up

# Registration

Create an account at <https://curriculumsearch.au/dtt>

DIGITAL TECHNOLOGIES INSTITUTE

## Digital Transformation Tool

The Digital Transformation Tool helps you reflect on your school's digital capability. You will be presented with a series of yes/no statements from four domains. Your responses will enable you to:

- Identify your school's phase of development in each domain
- Generate a school digital capability profile
- Develop actionable strategies to guide school improvement
- Plan follow-ups, develop scenarios and strategise next steps

[Getting Started Guide](#)

**START**

© 2025 AD Digital Technologies Institute Pty Ltd. All rights reserved. [Privacy Policy](#) [Legal](#) [About](#)



### Register

First Name \*

Last Name \*

Email \*

Password \*

At least 8 characters, one uppercase, one lowercase, and one number

Confirm Password \*

I have read and agree to the [PRIVACY POLICY](#)

**REGISTER**

Already have an account? [Login here.](#)

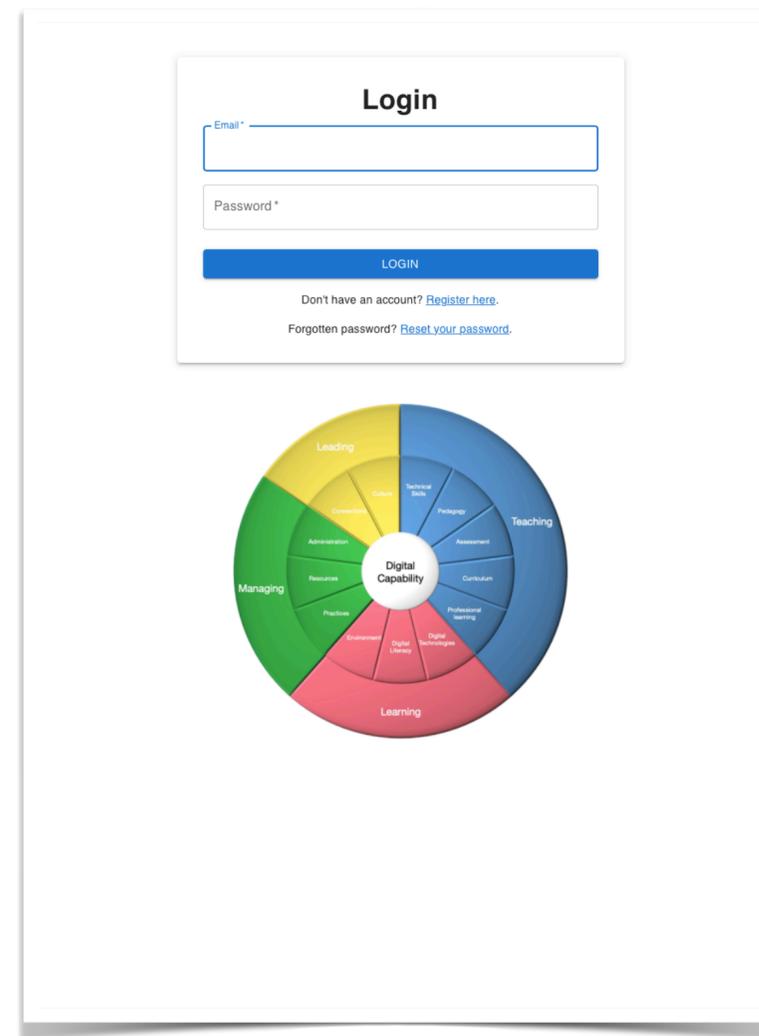
Forgotten password? [Reset your password.](#)



Click link in confirmation email

# Login

Login at <https://curriculumsearch.au/dtt/login>



# Triage Questions

Answer the four triage questions

The image displays four sequential screens of a triage questionnaire, each with a progress bar at the top and a 'Back to Home' link. The questions are as follows:

- Screen 1 (0% progress):** Domain: triage | Element: primary. Question: "Does your school teach students from Pre-primary to Year 6?"
- Screen 2 (25% progress):** Domain: triage | Element: secondary. Question: "Does your school teach students from Years 7-10 and/or Years 11-12?"
- Screen 3 (50% progress):** Domain: triage | Element: school\_devices. Question: "Does your school have managed computer labs, classroom pods, and/or laptop trolleys?"
- Screen 4 (75% progress):** Domain: triage | Element: byod. Question: "Does your school have a 1:1 device program, which may include the use of school managed or personal devices?"

Each screen features a green 'YES' button and a red 'NO' button at the bottom.

# Arrive at the Central Hub

The screenshot shows the 'Digital Transformation Tool' interface. At the top, there is a blue header with the text 'Digital Transformation Tool' on the left, 'Welcome, Karsten' in the center, and a 'LOGOUT' button on the right. Below the header is a light blue information bar with an information icon and the text: 'You can complete the questionnaire freely. However, you'll need a license from the [shop](#) to view the analysis and use the AI advisor.'

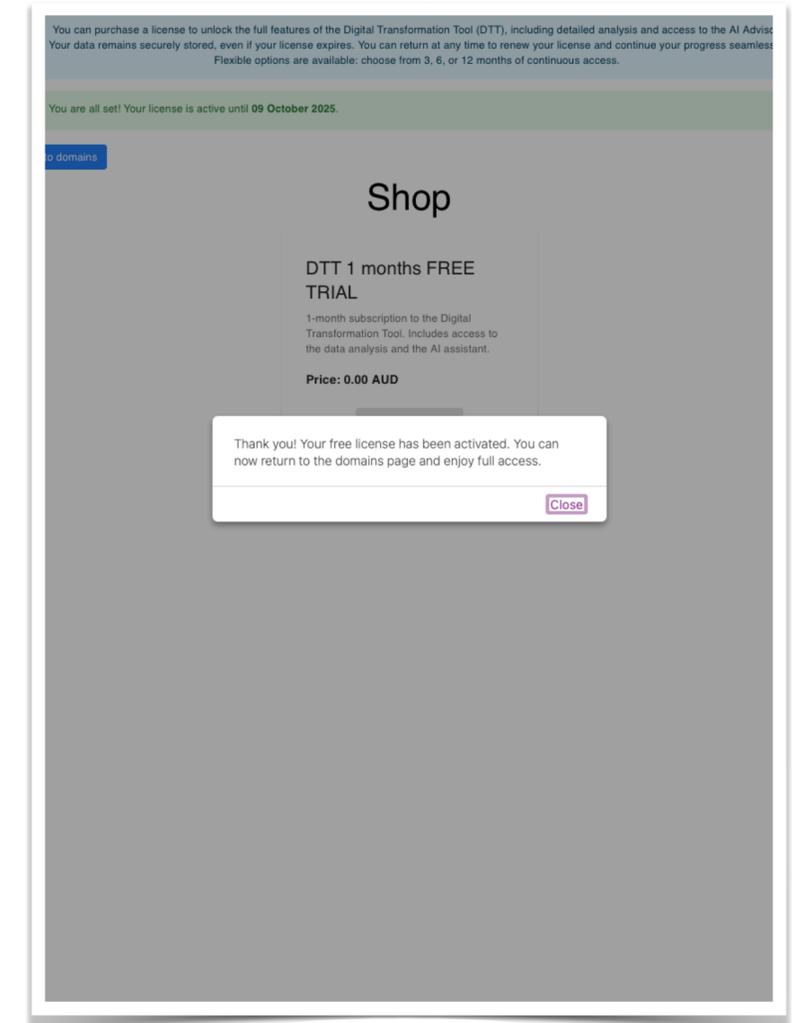
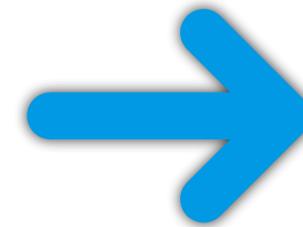
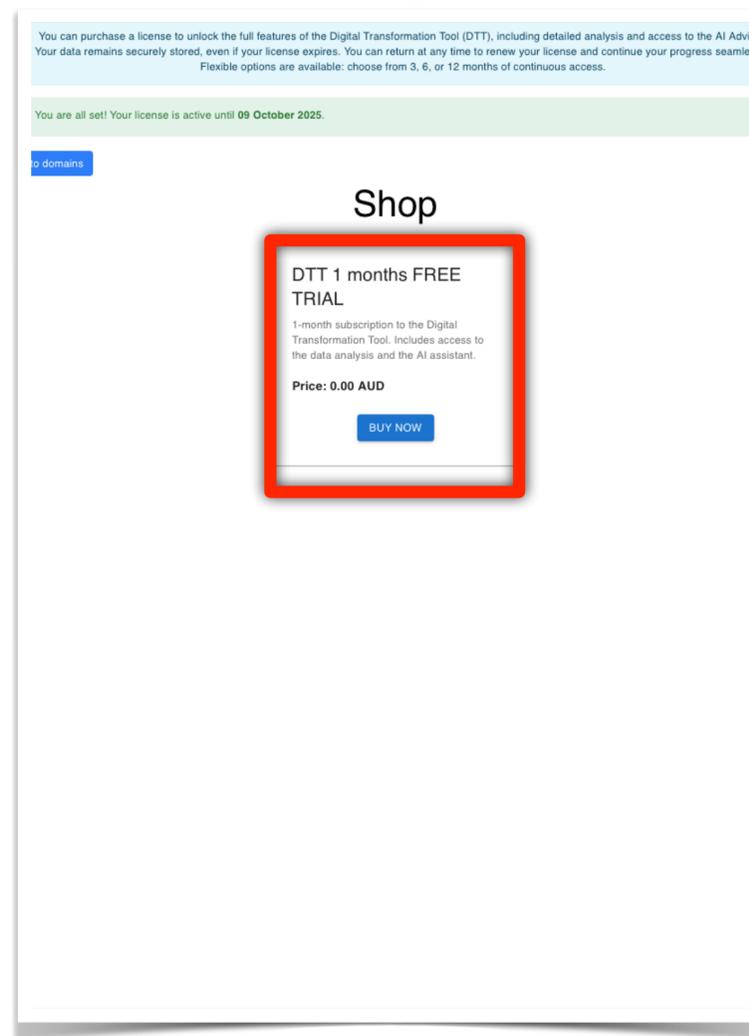
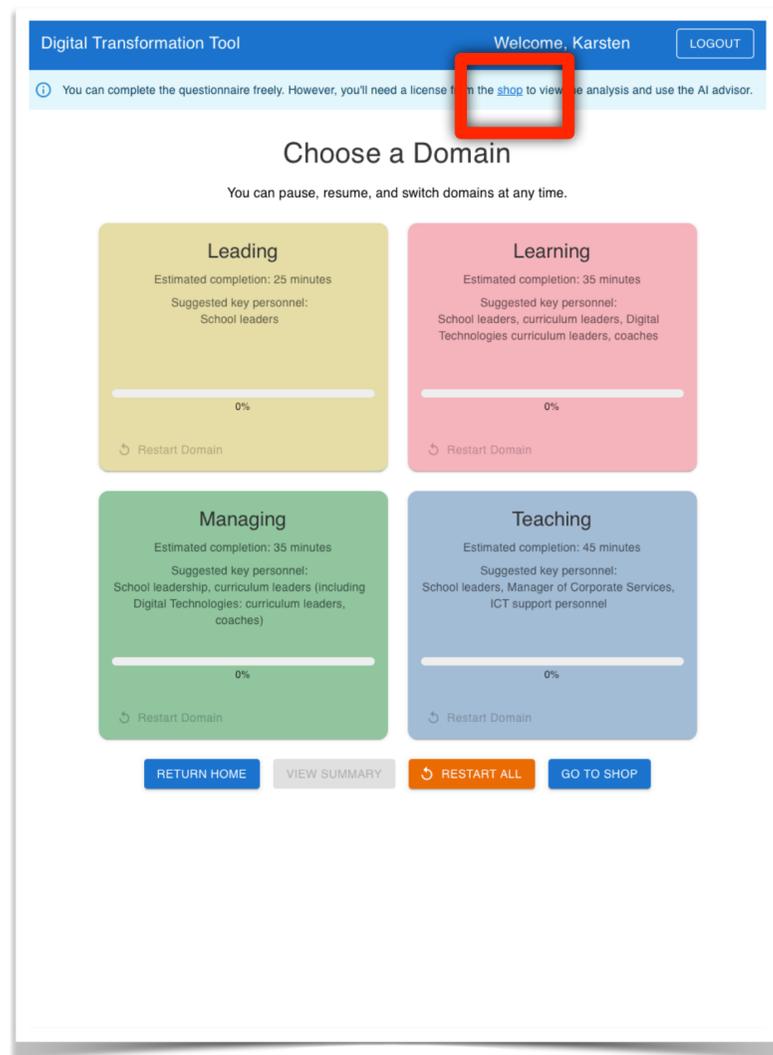
The main content area is titled 'Choose a Domain' and includes the subtext: 'You can pause, resume, and switch domains at any time.' Below this, there are four domain cards arranged in a 2x2 grid:

- Leading** (Yellow card): Estimated completion: 25 minutes. Suggested key personnel: School leaders. Progress bar: 0%. Restart Domain button.
- Learning** (Pink card): Estimated completion: 35 minutes. Suggested key personnel: School leaders, curriculum leaders, Digital Technologies curriculum leaders, coaches. Progress bar: 0%. Restart Domain button.
- Managing** (Green card): Estimated completion: 35 minutes. Suggested key personnel: School leadership, curriculum leaders (including Digital Technologies: curriculum leaders, coaches). Progress bar: 0%. Restart Domain button.
- Teaching** (Blue card): Estimated completion: 45 minutes. Suggested key personnel: School leaders, Manager of Corporate Services, ICT support personnel. Progress bar: 0%. Restart Domain button.

At the bottom of the interface, there are four buttons: 'RETURN HOME' (blue), 'VIEW SUMMARY' (grey), 'RESTART ALL' (orange), and 'GO TO SHOP' (blue).

# License

Get yourself a license from the shop



# Answer Questions

Assemble stakeholders and work through the domain questions

Digital Transformation Tool | Welcome, Karsten | MY ORDERS | LOGOUT

Your license is valid until 25 May 2025.

### Choose a Domain

You can pause, resume, and switch domains at any time.

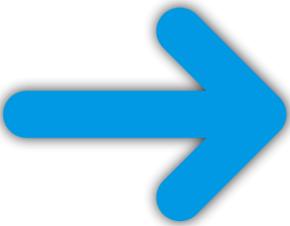
**Leading**  
Estimated completion: 25 minutes  
Suggested key personnel:  
School leaders  
0%  
Restart Domain

**Learning**  
Estimated completion: 35 minutes  
Suggested key personnel:  
School leaders, curriculum leaders, Digital Technologies curriculum leaders, coaches  
0%  
Restart Domain

**Managing**  
Estimated completion: 35 minutes  
Suggested key personnel:  
School leadership, curriculum leaders (including Digital Technologies: curriculum leaders, coaches)  
0%  
Restart Domain

**Teaching**  
Estimated completion: 45 minutes  
Suggested key personnel:  
School leaders, Manager of Corporate Services, ICT support personnel  
0%  
Restart Domain

RETURN HOME | VIEW SUMMARY | RESTART ALL



Digital Transformation Tool | Welcome, Karsten | LOGOUT

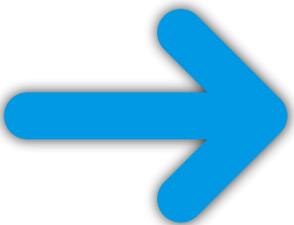
0%

Domain: Leading  
Element: Culture

The Culture element of the Leading domain focuses on the school leaders':

- vision for the digital transformation of the school
- plans for the role technology will play in innovative practices
- actions to develop and sustain a digital culture
- ability to model best practices enabled by technology.

← BACK TO DOMAINS | PREVIOUS QUESTION | START ELEMENT



Digital Transformation Tool | Welcome, Karsten | LOGOUT

3%

Domain: Leading  
Element: Culture

**Vision**

School leaders recognise the role of technology in teaching and learning.

For example, this might mean:

- Leadership regularly articulates the school's vision for the role of technology in enhancing teaching and learning.
- The business plan includes goals for building digital capability of staff and students.
- Leadership has identified an ICT Champion to oversee and support the growth of technology use across the school.

← BACK TO DOMAINS | PREVIOUS QUESTION | YES | NO

## Answering domain questions

1. Answer the yes/no questions to the best of your abilities
2. Some of them might require discussion amongst the team
3. You can always go back to the immediate previous question
4. To work through the four domains requires different groups of stakeholders
5. You can always restart a domain or all domains.
6. When all questions have been answered, proceed to the analysis

# Summary / Analysis

After answering all questions, proceed to VIEW SUMMARY

Digital Transformation Tool | Welcome, Karsten | MY ORDERS | LOGOUT

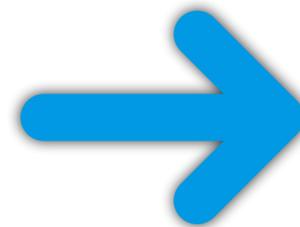
Your license is valid until 25 May 2025.

### Choose a Domain

You can pause, resume, and switch domains at any time.

- Leading** (Yellow): Estimated completion: 25 minutes. Suggested key personnel: School leaders. 100% progress.
- Learning** (Pink): Estimated completion: 35 minutes. Suggested key personnel: School leaders, curriculum leaders, Digital Technologies curriculum leaders, coaches. 100% progress.
- Managing** (Green): Estimated completion: 35 minutes. Suggested key personnel: School leadership, curriculum leaders (including Digital Technologies: curriculum leaders, coaches). 100% progress.
- Teaching** (Blue): Estimated completion: 45 minutes. Suggested key personnel: School leaders, Manager of Corporate Services, ICT support personnel. 100% progress.

Buttons: RETURN HOME, **VIEW SUMMARY**, RESTART ALL



Digital Transformation Tool | Welcome, Karsten | LOGOUT

### Answered Questions Summary

- Domain: Teaching
- Domain: Learning
- Domain: Managing
- Domain: Leading

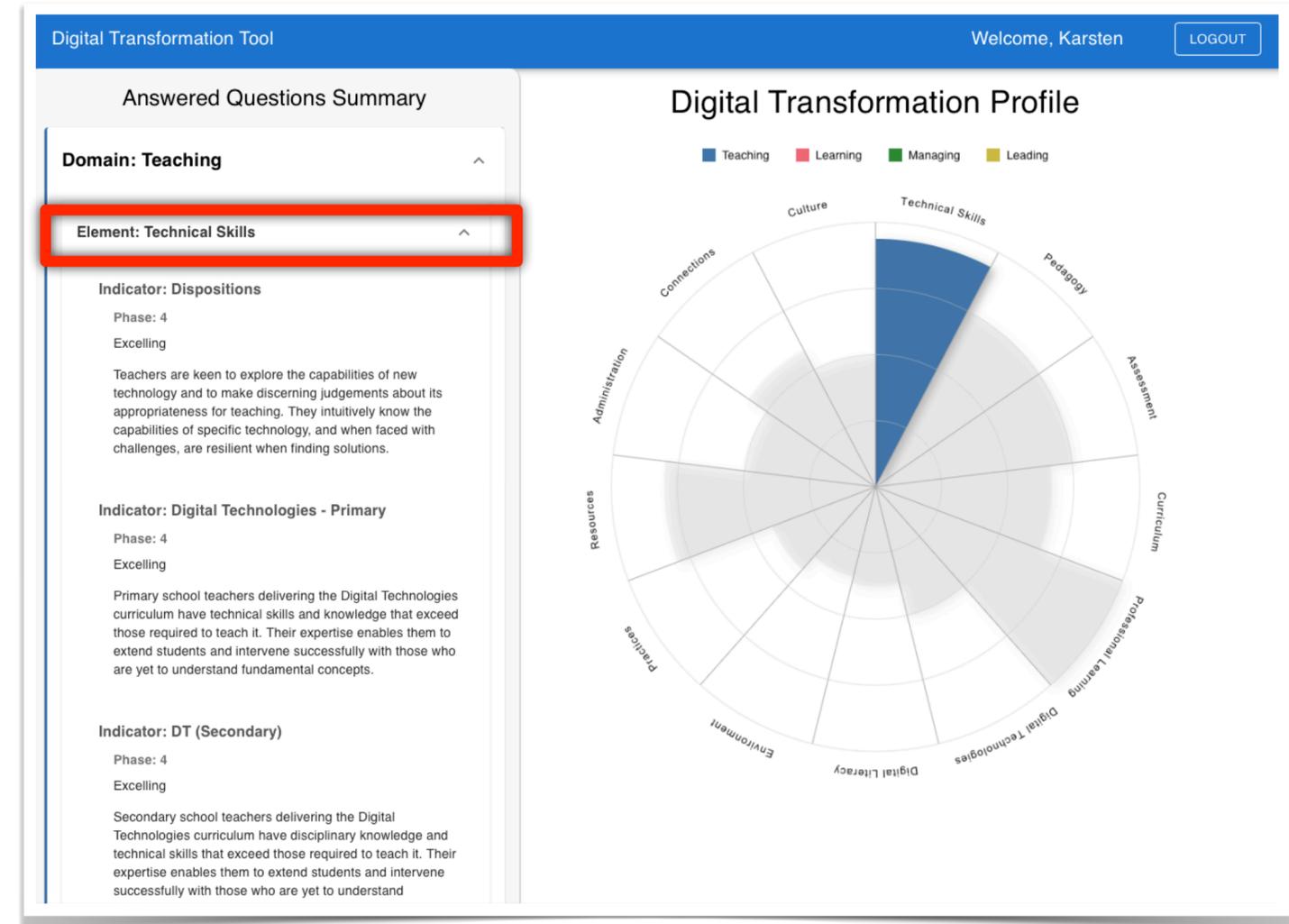
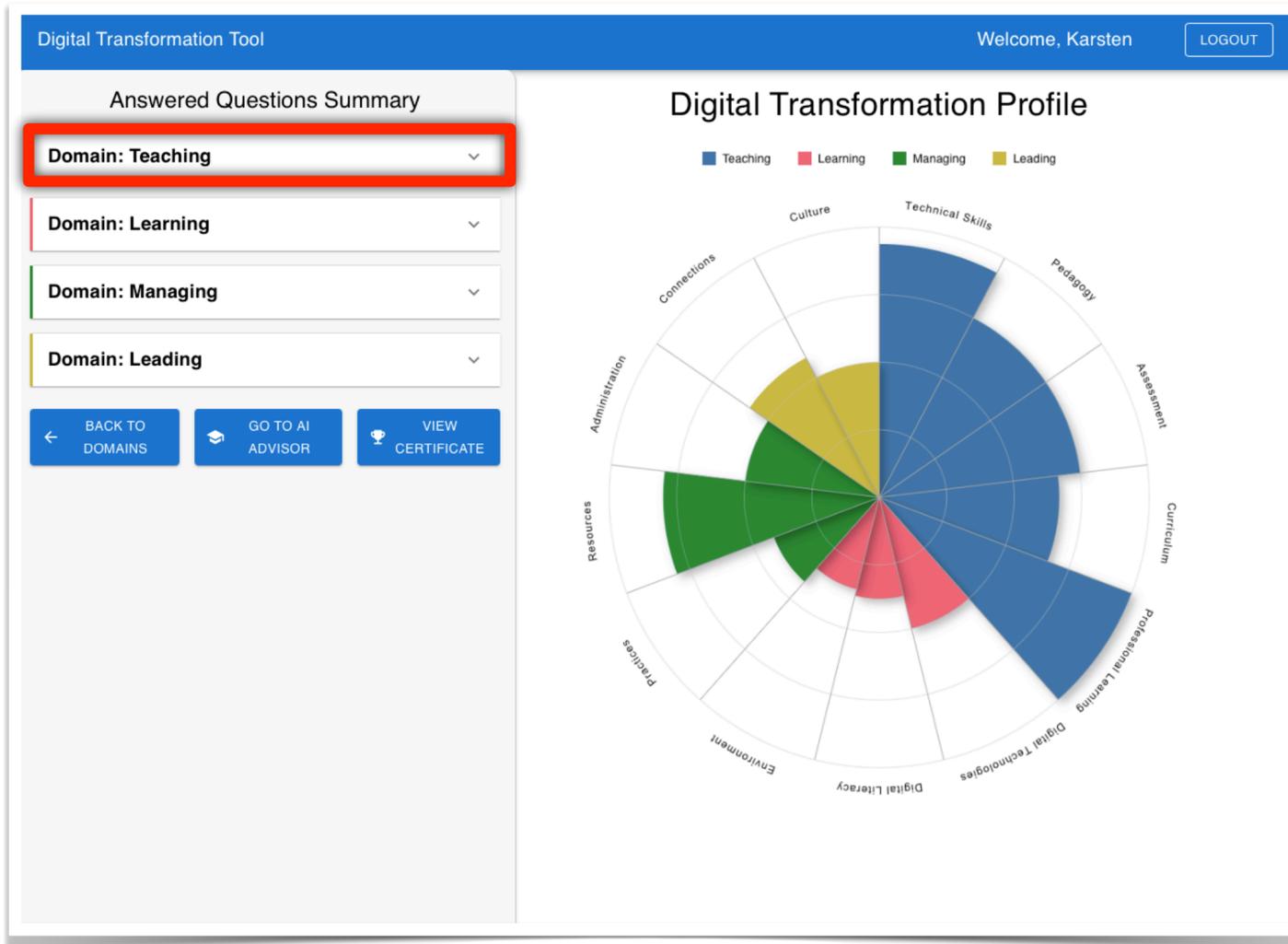
Buttons: BACK TO DOMAINS, GO TO AI ADVISOR, VIEW CERTIFICATE

### Digital Transformation Profile

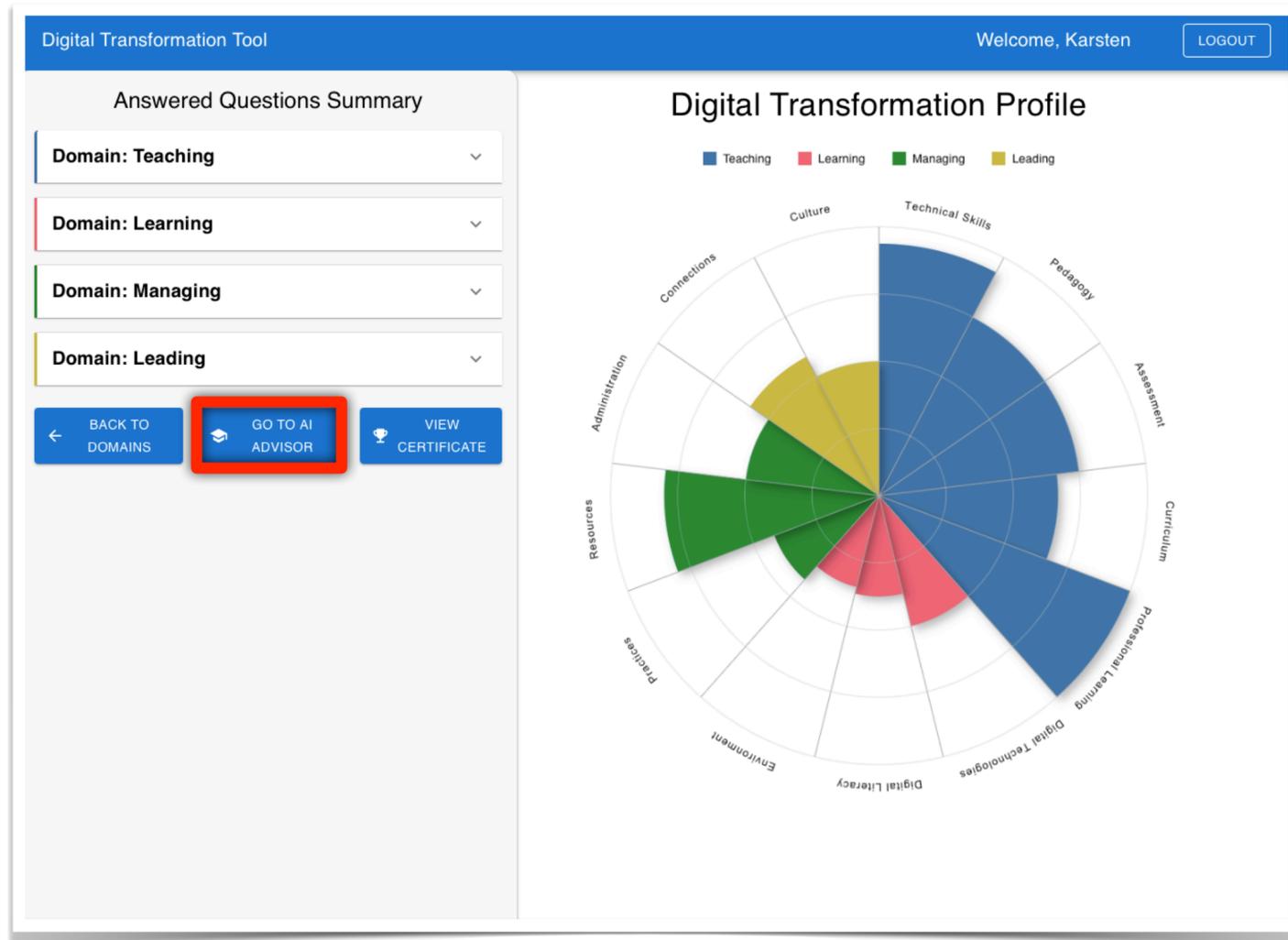
Legend: Teaching (Blue), Learning (Red), Managing (Green), Leading (Yellow)

Categories: Technical Skills, Pedagogy, Assessment, Curriculum, Professional Learning, Digital Technologies, Digital Literacy, Environment, Practices, Resources, Administration, Connections, Culture

# Review Summary of Answers

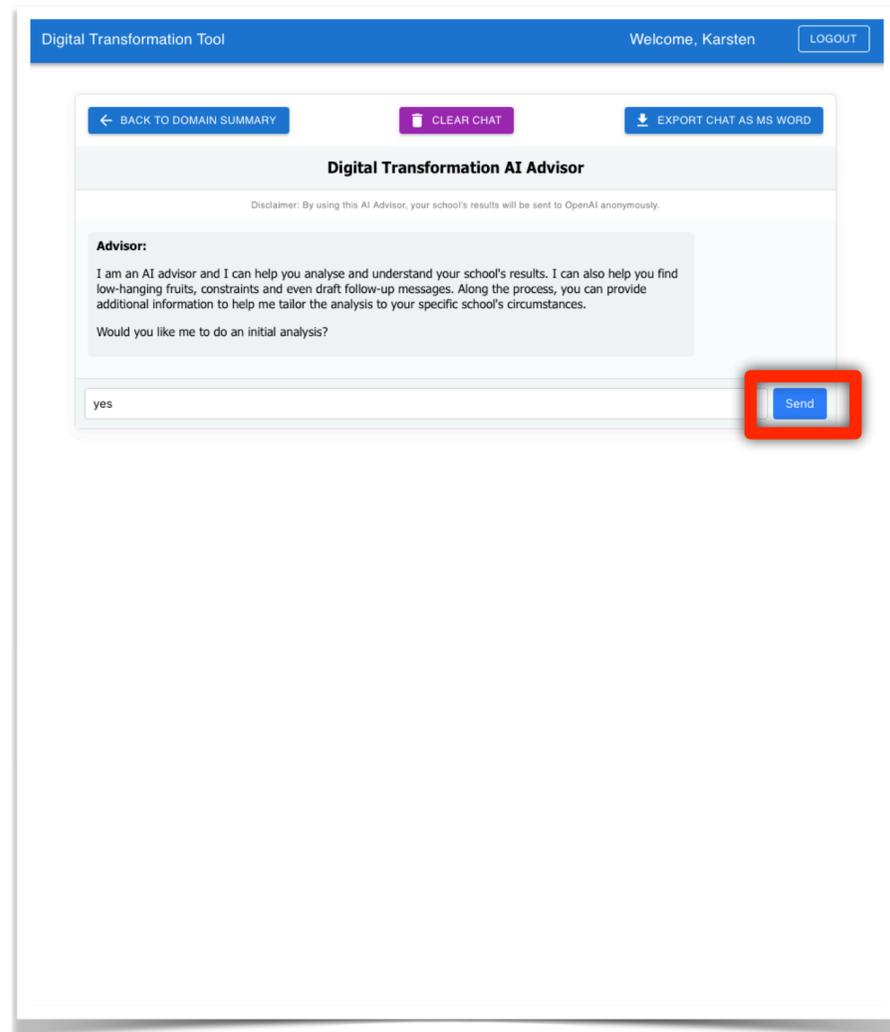


# AI Advisor



The screenshot shows the 'Digital Transformation AI Advisor' chat interface. At the top, there are three buttons: 'BACK TO DOMAIN SUMMARY', 'CLEAR CHAT', and 'EXPORT CHAT AS MS WORD'. Below these is a disclaimer: 'Disclaimer: By using this AI Advisor, your school's results will be sent to OpenAI anonymously.' The main content area contains a message from the 'Advisor': 'I am an AI advisor and I can help you analyse and understand your school's results. I can also help you find low-hanging fruits, constraints and even draft follow-up messages. Along the process, you can provide additional information to help me tailor the analysis to your specific school's circumstances. Would you like me to do an initial analysis?'. At the bottom, there is a text input field labeled 'Type your message...' and a 'Send' button.

# AI Advisor



Digital Transformation Tool Welcome, Karsten LOGOUT

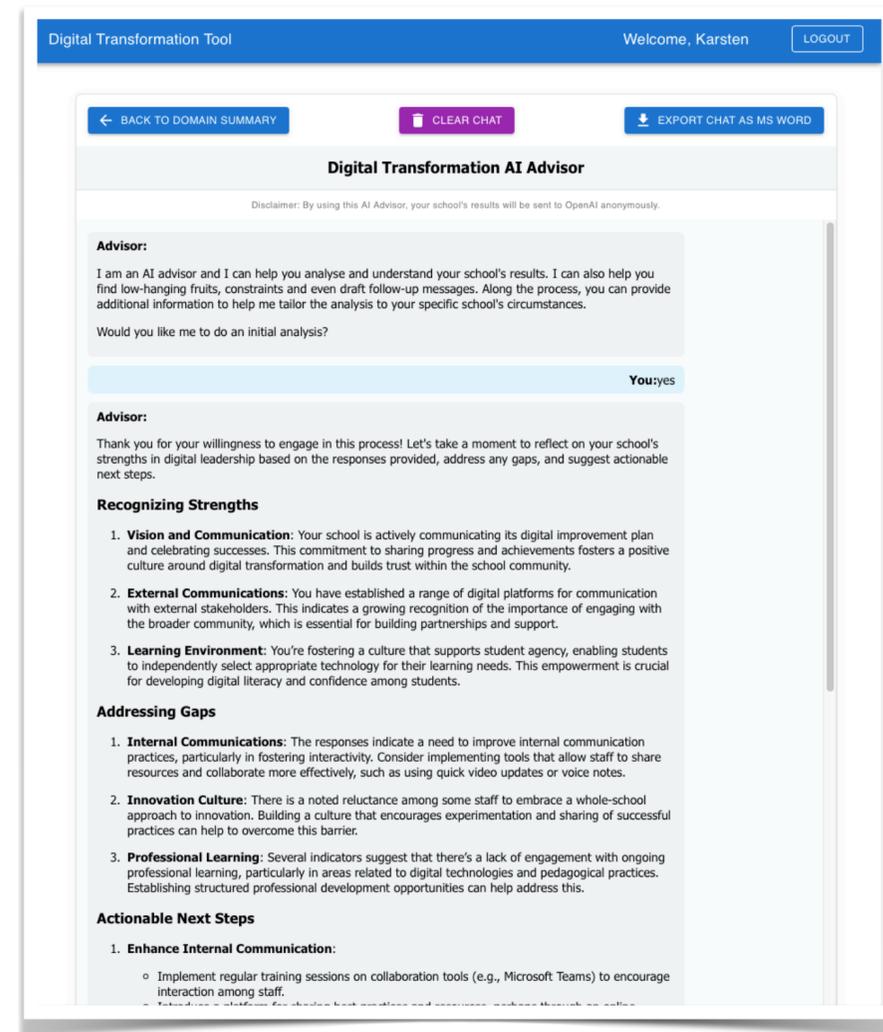
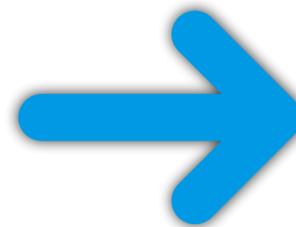
← BACK TO DOMAIN SUMMARY CLEAR CHAT EXPORT CHAT AS MS WORD

### Digital Transformation AI Advisor

Disclaimer: By using this AI Advisor, your school's results will be sent to OpenAI anonymously.

**Advisor:**  
I am an AI advisor and I can help you analyse and understand your school's results. I can also help you find low-hanging fruits, constraints and even draft follow-up messages. Along the process, you can provide additional information to help me tailor the analysis to your specific school's circumstances.  
Would you like me to do an initial analysis?

yes



Digital Transformation Tool Welcome, Karsten LOGOUT

← BACK TO DOMAIN SUMMARY CLEAR CHAT EXPORT CHAT AS MS WORD

### Digital Transformation AI Advisor

Disclaimer: By using this AI Advisor, your school's results will be sent to OpenAI anonymously.

**Advisor:**  
I am an AI advisor and I can help you analyse and understand your school's results. I can also help you find low-hanging fruits, constraints and even draft follow-up messages. Along the process, you can provide additional information to help me tailor the analysis to your specific school's circumstances.  
Would you like me to do an initial analysis?

**You:** yes

**Advisor:**  
Thank you for your willingness to engage in this process! Let's take a moment to reflect on your school's strengths in digital leadership based on the responses provided, address any gaps, and suggest actionable next steps.

#### Recognizing Strengths

- Vision and Communication:** Your school is actively communicating its digital improvement plan and celebrating successes. This commitment to sharing progress and achievements fosters a positive culture around digital transformation and builds trust within the school community.
- External Communications:** You have established a range of digital platforms for communication with external stakeholders. This indicates a growing recognition of the importance of engaging with the broader community, which is essential for building partnerships and support.
- Learning Environment:** You're fostering a culture that supports student agency, enabling students to independently select appropriate technology for their learning needs. This empowerment is crucial for developing digital literacy and confidence among students.

#### Addressing Gaps

- Internal Communications:** The responses indicate a need to improve internal communication practices, particularly in fostering interactivity. Consider implementing tools that allow staff to share resources and collaborate more effectively, such as using quick video updates or voice notes.
- Innovation Culture:** There is a noted reluctance among some staff to embrace a whole-school approach to innovation. Building a culture that encourages experimentation and sharing of successful practices can help overcome this barrier.
- Professional Learning:** Several indicators suggest that there's a lack of engagement with ongoing professional learning, particularly in areas related to digital technologies and pedagogical practices. Establishing structured professional development opportunities can help address this.

#### Actionable Next Steps

- Enhance Internal Communication:**
  - Implement regular training sessions on collaboration tools (e.g., Microsoft Teams) to encourage interaction among staff.

## AI Advisor

1. Will provide an initial analysis of the questionnaire results, including strengths, gaps and next steps
2. You can provide additional school context (e.g. small/large, remote, high teacher turnover, farming community, policy docs, etc.)
3. You can converse with it like with ChatGPT et. al.

## AI Advisor

4. You can also use it to schedule follow-up plans, even emails.
5. The chat can be downloaded as MSWord file
6. The chat content is not stored server-side and is only active during the user session. When you log out (or the session expires after 24h), it will erase the chat.

# Certificate

Digital Transformation Tool Welcome, Karsten [LOGOUT](#)

Answered Questions Summary

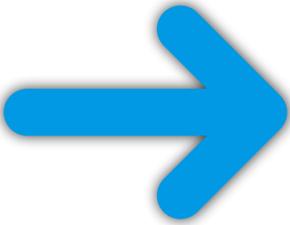
- Domain: Teaching
- Domain: Learning
- Domain: Managing
- Domain: Leading

[BACK TO DOMAINS](#) [GO TO AI ADVISOR](#) [VIEW CERTIFICATE](#)

### Digital Transformation Profile

■ Teaching ■ Learning ■ Managing ■ Leading

Domain	Technical Skills	Pedagogy	Assessment	Curriculum	Professional Learning	Digital Literacy	Environment	Practices	Resources	Administration	Connections	Culture
Teaching	High	High	High	High	High	High	High	High	High	High	High	High
Learning	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low
Managing	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium
Leading	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium



DIGITAL TECHNOLOGIES INSTITUTE

### Certificate of Digital Capability Achievement

This certifies that

has successfully completed the Digital Capability Framework Assessment

**Overall Achievement: Achieving**

● Teaching ● Learning ● Managing ● Leading

#### Summary of Achievements

Domain	Achievement	Rating
Teaching	3.40	Achieving
Learning	2.31	Developing
Managing	2.93	Achieving
Leading	2.71	Achieving

Issued on: 25/4/2025  
Certificate ID: ABCD-1234

[BACK TO SUMMARY](#) [PRINT CERTIFICATE](#)

## Follow-up

1. For issues, email [enquiries@digital-technologies.institute](mailto:enquiries@digital-technologies.institute) with the subject line DTT
2. We'd be grateful if you could fill in this survey at the end of your trial: <https://forms.gle/GriYxnFeTfBcY9bD9>