**Name of digital circle:**

**Date of evaluation:**

**Section A: Platform**

Please select which platform the digital circle is hosted on (please select all that apply)

|  |  |
| --- | --- |
|  | WhatsApp |
|  | Instagram |
|  | Telegram |
|  | Twitter |
|  | Microsoft Teams |
|  | Facebook |
|  | Other |

Is the platform appropriate for the purpose of the digital circle?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Is information (regarding courses, programmes, or societies) shared in a timely manner?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Do users regularly engage in the digital circle?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Strongly agree | Agree | Neutral | Disagree | Strongly Disagree |
|  |  |  |  |  |

Was any training required for staff members to use the chosen platform?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

If other, please indicate below:

On reflection, would a different platform work better? How can you better engage users? How can you overcome staff hesitancy when using an unknown platform?

**Section B: Logistics and management**

Is the digital circle sustainable (i.e., can it be maintained if you were to step down as moderator)?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Is there enough time or scope to adequately engage users?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

**Section C: Accessibility and Inclusivity**

How would you describe the digital circle’s functionality in terms of **ease of use**?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Extremely Easy | Relatively easy | Moderately Easy | Relatively difficult | Extremely difficult |
|  |  |  |  |  |

Have disabled learners and their needs been accounted for when engaging users?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Have different types of learners (such as mature, commuter, placement, and distance) and their needs been accounted for when engaging users?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Please explain your above answers, providing examples:

**Section D: Risks and Behaviours**

Does the digital circle have a set of guidelines in place which direct the behaviour/practices of the members?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Are these shared with the members of the digital circle and easily accessible for them?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Do these guidelines prevent challenges occurring?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

Have there been any incidences of safeguarding, harassment or bullying that has been dealt with? Please explain below:

Have there been any issues relating to privacy or data breaches?

|  |  |  |
| --- | --- | --- |
| Yes | No | I don’t know |
|  |  |  |

If you answered yes above, what was done to rectify this?

**Section E: Future Alterations**

Based on your evaluation, are there any key areas that need to be adapted or changed to ensure the purpose of the circle is being met and the users’ needs are considered and accounted for?