Digital Literacy Curriculum Resource

Diagnostic/Needs Assessment Rubrics

THE UNIVERSITY OF BRITISH COLUMBIA
Learning Exchange

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Diagnostic/Needs Assessment Rubric

Name: _____   Date: _____

CLB Level: _____   Assessor: _____

Module 1: Mouse and Navigation

Observe the learner as he or she follows the instructions in the Diagnostic/Needs Assessment Online Interactive Activity (DNA Activity) for this module. Capture the results from the DNA Activity here. Check **Yes** or **No** beside each skill.

The learner can:

move the mouse and hover		**Yes** Learner hovered over the 5 icons.	**No** Learner did not hover over the 5 icons.
double click		**Yes** Learner double clicked on the 5 icons.	**No** Learner did not double click on the 5 icons.
click, drag and drop		**Yes** Learner clicked, dragged and dropped the 5 icons.	**No** Learner did not click, drag and drop the 5 icons.

Do Module 2 with the learner even if the learner struggled with the above mouse skills.

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Module 2: Keyboarding

Observe the learner as he or she follows the instructions in the Diagnostic/Needs Assessment Online Interactive Activity (DNA Activity) for this module. Capture the results from the DNA Activity here. Check **Yes** or **No** beside each skill.

The learner can:

		Yes	No
type with all fingers and both thumbs		**Yes** Note: watch when the learner types the word "school".	**No** Note: watch when the learner types the word "school".
type small letters	school	**Yes**	**No**
use common symbols	? - @ .	**Yes**	**No**
use common keys: Spacebar-Shift-Enter-Backspace etc.		**Yes**	**No**

If the learner struggled with Modules 1 and 2, **skip to Module 6 and do Module 6. Do not do Module 7**.

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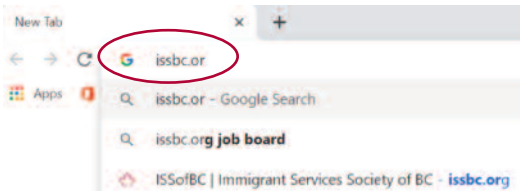
Name: _____   Date: _____

CLB Level: _____   Assessor: _____

Module 3: Online Skills – Basic

Observe the learner as he or she follows the instructions in the Diagnostic/
Needs Assessment Online Interactive Activity (DNA Activity) for this module.
Capture the results from the DNA Activity here. Check **Yes** or **No** beside each skill.

The learner can:

		Yes	No
get on the Internet		**Yes** Learner opened a browser.	**No** Learner did **not** know how to open a browser.
go to a website address		**Yes** Learner clicked in the address bar, typed the website name and pressed **Enter**.	**No** Learner did **not** click in the address bar, type the website name and press **Enter**.
search for information on the Internet		**Yes** Learner clicked in the search bar, typed the words and pressed **Enter**.	**No** Learner did **not** click in the search bar, type the words and press **Enter**.

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Module 4: Online Skills

Observe the learner as he or she follows the instructions in the Diagnostic/Needs Assessment Online Interactive Activity (DNA Activity) for this module. Capture the results from the DNA Activity here. Check **Yes** or **No** beside each skill.

The learner:

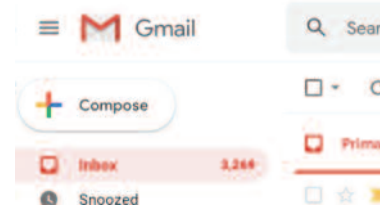|		Yes	No
can use website menus		**Yes** Learner found the links and clicked on them.	**No** Learner did **not** find the links and click on them.
can search for information on a website		**Yes** Learner clicked in the search bar, typed a word and pressed **Enter**.	**No** Learner did not click in the search bar, type a word and press **Enter**.
knows if a website is safe		**Yes** Learner clicked on the safe websites.	**No** Learner did **not** click on the safe websites.

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Module 5: Email

Observe the learner as he or she follows the instructions in the Diagnostic/Needs Assessment Online Interactive Activity (DNA Activity) for this module. Capture the results from the DNA Activity here. Check **Yes** or **No** beside each skill.

The learner can:

		Yes	No
sign in	**Google** Sign in to continue to Gmail — Email or phone — Forgot email?	**Yes** Learner clicked in the correct box, typed the email address and the password.	**No** Learner did **not** click in the correct box, type the email address and the password.
write and send a short email	Compose / Send	**Yes** Learner clicked **Compose**, typed the sentence and clicked **Send**.	**No** Learner did **not** click **Compose**, type the sentence and click **Send**.
send an email with an attachment	Send / A	**Yes** Learner clicked on the 📎 icon, on the document, on **Open** and on **Send**.	**No** Learner did **not** click on the 📎 icon, on the document, on **Open** and on **Send**.

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Module 6: Mobile Phones – Script and Instructions

Instructions for delivering the Module 6: Mobile Phones DNA Activity are in the Digital Literacy Curriculum Resource Diagnostic/Needs Assessment Tool Instructions document.

The Script: Read aloud to the learner each instruction below in this column only:	Observe the learner do the steps below on their own phone without help. Do NOT read the steps below aloud. **Important note!** Both iPhone and Android phones vary. The steps needed to complete each instruction may differ from what is written below.		Observe the learner follow the script instructions. Circle YES if the learner can follow all of the home screen instructions easily.
	iPhone	**Android**	
"Unlock your phone and go to the home screen"	1. Unlock the phone (if locked). 2. Press the home button.	1. Unlock the phone (if locked). 2. Press the home button.	YES NO **use the home screen**
"Open the clock (app)"	1. Find the clock (app). 2. Tap on the clock (app).	1. Find the clock (app). 2. Tap on the clock (app).	
"Go to the home screen"	Press the home button.	Press the home button.	
"Close the clock (app)"	1. Press the home button quickly twice. 2. Swipe up from the bottom of the screen.	1. Tap the home button / button to the right or left of the home button. 2. Find the clock app. 3. Swipe to the right / swipe up from the bottom of the screen.	
"Open the camera (app)" **"Take a photo"**	1. Tap on the camera app. 2. Tap on the button to take a photo.	1. Tap on the camera app. 2. Tap on the button to take a photo.	
"Close the camera (app)"	1. Press the home button quickly twice. 2. Swipe up from the bottom of the screen.	1. Tap the home button / button to the right or left of the home button. 2. Find the camera app. 3. Swipe to the right / swipe up from the bottom of the screen.	

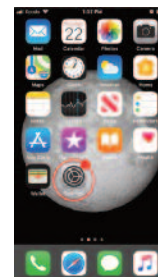| The Script: Read aloud to the learner each instruction below in this column only:	Observe the learner do the steps below on their own phone without help. Do NOT read the steps below aloud.		After you observe the learner follow the script instructions, circle YES or NO below:
	Important note! Both iPhone and Android phones vary. The steps needed to complete each instruction may differ from what is written below.		
	iPhone	Android	
"Connect to the W-Fi" Note: Give the learner a strip of paper with the WiFi address and password for your organization	1. Press the home screen. 2. Tap **Settings**. 3. Tap **Wi-Fi**. 4. Tap the button to turn it on. 5. Tap the correct network. 6. Enter the password. 7. Tap **Join**.	1. Press the home screen. 2. Tap **Settings**. 3. Tap **Connections** (if needed) 4. Find **Wi Fi**. 5. Tap the button to turn on Wi-Fi. 6. Tap the correct network. 7. Enter the password. 8. Tap **Connect**.	**YES NO** **connect to a Wi-Fi network** Wi-Fi
"Find the following app and download it on your phone: CBC Listen." Note: Give the learner a strip of paper with the app name, **CBC Listen**, on it.	1. Tap on the **App Store**. 2. Tap in the **Search** bar. 3. Type: **CBC Listen**. 4. Tap **Search**. 5. Tap **Get**. 6. Tap **Install**. 7. Enter his/her password for Apple ID. 8. Tap **Sign In**. 9. Close the **App Store** app. 10. Find the CBC Listen app on his/her phone.	1. Tap on the **Play Store**. 2. Tap **Search**. 3. Type in the search bar: **CBC Listen** 4. Press the Search button or symbol 5. Tap the CBC Listen app 6. Tap **Install** 7. Tap **Accept** 8. Close the **Play Store**. 9. Find the CBC Listen app on his/her phone.	**YES NO** **download apps**

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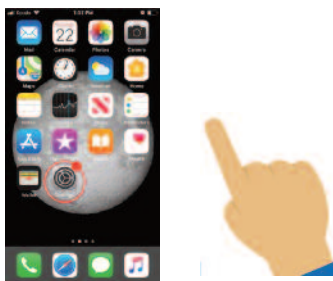
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Module 6: Mobile Phones

The DNA Online Interactive Activities do **NOT** include mobile phone skills. Assess learner skills for this Module one-on-one using the learner's phone and the **DNA Rubric Module 6: Mobile Phones – Script and Instructions**. Capture the results on this rubric.

The learner can:

		Yes	No
use the home screen		**Yes** Learner tapped on and swiped 2 apps to open them and close them.	**No** Learner did **not** tap on and swipe 2 apps to open them and close them.
connect to a Wi-Fi network		**Yes** Learner tapped Settings → Wi-Fi → correct network → entered password → **Join/Connect**.	**No** Learner did **not** tap Settings → Wi-Fi → correct network → enter password → **Join/Connect**.
download apps		**Yes** Learner followed the steps to download an app.	**No** Learner did **not** follow the steps to download an app.

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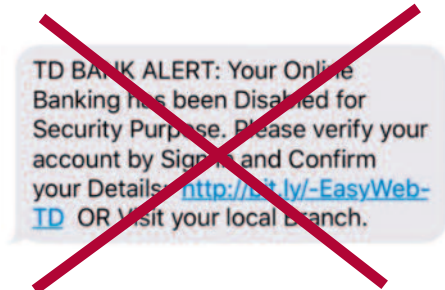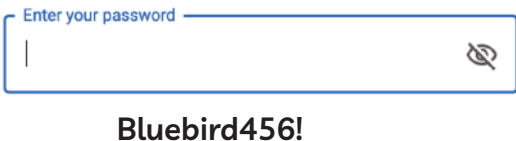
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Module 7: Safety and Security

Observe the learner as he or she follows the instructions in the Diagnostic/Needs Assessment Online Interactive Activity (DNA Activity) for this module. Capture the results from the DNA Activity here. Check Yes or No beside each skill.

The learner knows:

how to identify phishing emails and text messages		**Yes** Learner knew if they were phishing emails /texts.	**No** Learner did **not** know if they were phishing emails /texts.
how to respond to phishing emails and text messages.	TD BANK ALERT: Your Online Banking has been Disabled for Security Purpose. Please verify your account by Sign in and Confirm your Details: http://bit.ly/-EasyWeb-TD OR Visit your local Branch.	**Yes** Learner knew when it's ok and not ok to click on links in email / text.	**No** Learner did **not** know when it's ok and not ok to click on links in email/ text.
how to create a strong password	Enter your password\ Bluebird456!	**Yes** Learner clicked on the strong passwords.	**No** Learner did **not** click on the strong passwords.