



Digital Literacy Curriculum Resource

Module 1 Mouse and Navigating



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



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DIGITAL TASK

This task is intended to be used for the students to demonstrate their digital skills.

For a language assessment, please see the PBLA task following the Digital Task Self-Assessment Checklist.

Topic	Keeping files organized on a computer
Digital Literacy Curriculum Module	Module 1: Mouse and Navigating
Digital skills required for this task	Before doing the assessment, ensure that your students have the digital skills necessary for success in this task. Skills from other Modules: 0
Level(s)	Literacy-CLB 1
Description of learner task	Learners listen to and follow instructions for the following: Click; double click; drag and drop Learners show they understand by doing it on their computer.
Information for the teacher	Task conditions: Each student must have their own computer. Reminder: Teach the skills prior to this assessment. Specific information for this task: NA Assessing the digital skills: If possible, have your students use the Self-Assessment Checklist to check their digital skills. Students can check their task sheet information with each other after the task, if there is time. Or use the Self-Assessment Checklist and complete it as you observe the student. Language skills: You are not assessing language skills. If the students do not remember vocabulary in the task instructions or the digital skills checklist, explain it to them again.
Instructions for the task	<ul style="list-style-type: none"> • Show the Self-Assessment Checklist to students before doing the task. For Literacy learners, you may omit this. • Remind the students that the purpose of the task is to check their digital skills. The purpose is <u>not</u> to check their answers on the task sheet nor their language skills. • Read out the instructions to the students. They will listen and follow the steps on their own computers. Do not show them the written instructions. • Repeat as necessary. • Suggestion: Have learners come to one specific computer for the assessment. • Create 6 new blank files on the desktop of that one computer. (Create these quickly by doing right click on the desktop screen-New-MS Word Document. Name them "1,2,3,4,5,6") • Check their success on the task by looking inside the New Folder on each computer. There should be the 6 files inside. • After each assessment, return the files to the desktop screen for the next student's assessment.

(Optional: demonstrate on the interactive whiteboard as you say each step and have the student copy on their computer)

(Use gestures and point to each place as you say:)

Teacher Script:

Listen. Do this on the computer.

1. Click here. (on **File Explorer**)
2. Click here. (on **Desktop** on the left side)
3. Click here. (on **New Folder** to create one)
4. Close it. (the window)
5. Click here. (anywhere in the white / blank area)
6. 6 files (point to the 6 files you made on desktop)
Move these here. (point to the 6 files and then the **New Folder**)
Click... drag... and... drop (show the motion of click, drag and drop)
7. Do it 6 times. (point again to the 5 files left)
8. Open it. (the **New Folder**)
Double click.
9. How many inside? 6? (check there are 6 items inside)
10. Close it. (click on the X to close the **New Folder**)

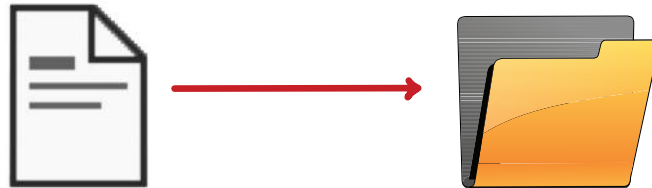
Name: _____ Date: _____

Teacher: _____

Task: Move files into folders

Listen. Do it on the computer.

- Click
- Double-click
- Drag and drop



Digital Skills Self-Assessment Checklist

Yes

With Help

I can hold the mouse correctly

OR

I can put my hand on the trackpad correctly



I can move the mouse correctly

OR

I can use the trackpad correctly



I can click

Click!



Click!



I can double-click

ClickClick!



ClickClick!


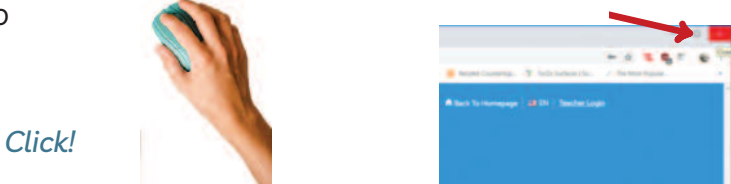


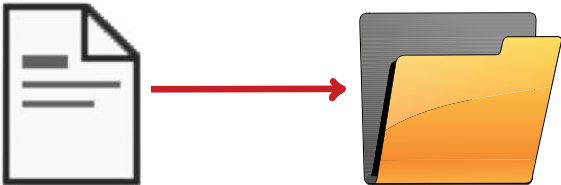


I know when to click or double-click

Click!



ClickClick!

	Yes	With Help
<p>I know how to click to open a program</p> 		
<p>I know how to click to close a program</p> 		
<p>I can click, drag and drop</p> 		
<p>I know where not to click</p> 		
<p>I know how to move files into folders on the desktop</p> 		

Done well: _____

Do better: _____

**PBLA
TASK**

The Digital Literacy Curriculum Resource does not include language skills. The language skills need to be taught prior to using this assessment.

Theme and Topic	Keeping files organized on a computer
Digital Literacy Curriculum Module	Module 1: Mouse and Navigating
Digital skills required for this task	Before doing the assessment, ensure that your students have the digital literacy skills necessary for success in this task.
Level(s)	Literacy/CLB 1
Skill(s) and CLB competency(ies)	Listening Literacy/CLB 1 - II: Comprehending Instructions Understand very short, simple instructions, commands and requests related to immediate personal needs. (Instructions are about 2-5 words)
Description of learner task	Move files into folders Listen to instructions for click, double-click and drag and drop. Point to the correct picture OR show the teacher on the actual computer
Information for the teacher	<p>Conditions for assessment</p> <p>Reminder: Teach the language skills prior to this assessment.</p> <p>Specific information for this task:</p> <ul style="list-style-type: none"> • Ensure that the students understand key vocabulary orally. They don't need to know how to read these words: move; folder; file; 2; 3; don't; into. <p>Preparation:</p> <ul style="list-style-type: none"> • Have learners come to one specific computer for the assessment. • Prior to the assessment, create the following: <ul style="list-style-type: none"> – 4 new blank files on the desktop of that computer (Create these quickly by doing right click on the desktop screen-New-MS Word Document. Name them "1,2,3,4") – 1 new folder on the desktop

Student's Name: _____ Date: _____

Teacher's Name: _____

Listening Lit/CLB 1 - II: Comprehending Instructions

Understand very short, simple instructions, commands and requests related to immediate personal needs. (Instructions are about 2-5 words)

Description of learner task:

Understand instructions to move files into folders on the computer

	Can do	Not yet
* I know numbers 1-4 (Identifies letters and numbers)		
* I know "do ____" and "do not ____" . (Identifies words or phrases that indicate positive or negative commands)		
* I can listen to instructions and do it. (Indicates comprehension with appropriate verbal and non-verbal responses)		

Done well: _____

What to do to improve: _____

* These criteria must be checked "Can do" to be successful at this task.

Success on the task: Yes Not Yet

Instructions to the teacher:

Read the following aloud to your students while they complete the task 1 on 1.

Have them show their understanding of the language by doing the actions on a computer while you check off their success on the assessment form.

SCRIPT:

Listen and do this.

- *Don't move file 3.*
- *Move file 2 into the folder.*