



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	<p>Before doing the assessment, ensure that your students have the digital skills necessary for success in this task.</p> <p>Skills from other Modules: 0</p>
Level(s)	CLB 2/3
Task description	<p>Learners listen to and follow instructions for the following: click; double click; click, drag and drop.</p> <p>Learners show they understand by doing it on their computer.</p>
Information for the teacher	<p>Task conditions: Each student must have their own computer.</p> <p>Reminder: Teach the skills prior to this assessment.</p> <p>Specific information for this task: NA</p> <p>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.</p> <p>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.</p>
Instructions for the task	<ul style="list-style-type: none"> • Show the Self-Assessment Checklist to students before doing the task. • 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. • Beforehand, you need to create 6 new blank files on the desktop of each computer. (Create these quickly by doing right click on the desktop screen-New-MS Word Document. Name them "1,2,3,4,5,6") • Suggestion if a teacher does the assessment: Have learners come to one specific computer for the assessment. Create the 6 new blank files on the desktop of that one computer. • 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.

Module 1: Mouse and Navigating • **Teacher Script**



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 to the instructions. Do this on your computer.

- | | |
|---|--|
| | (point to:) |
| 1. Click here. | (File Explorer) |
| 2. Click here. | (Desktop) on the left side) |
| 3. Click here on New Floder | (New Folder) to create one) |
| 4. Close it. | |
| 5. Click anywhere here. | (anywhere in the white / blank area) |
| 6. There are 6 files. | (point to the 6 files you made on the 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 other files) |
| 8. Now, open it the folder.
Double click it. | (the New Folder) |
| 9. How many are inside? 6? | (check there are 6 items inside) |
| 10. Close it. | (click on the X to close the New Folder) |

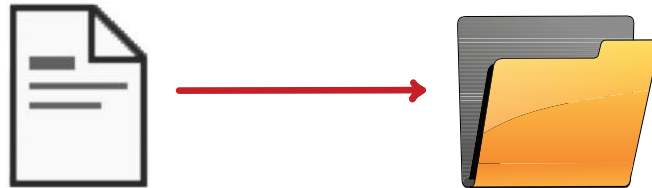
Name: _____ Date: _____

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

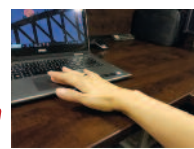
I can hold the mouse correctly



OR

I can use 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!


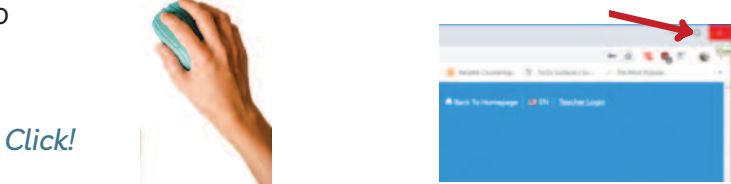


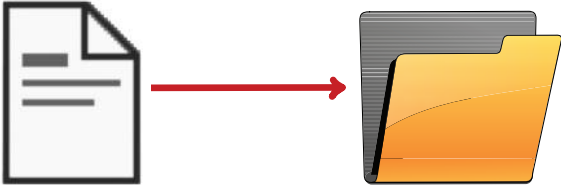


I know when to click or double-click

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.

<p>Theme and Topic</p>	<p>Keeping files organized on a computer</p>
<p>Digital Literacy Curriculum Module</p>	<p>Module 1: Mouse and Navigating</p>
<p>Digital Skills required for this task</p>	<p>Before doing the assessment, ensure that your students have the digital literacy skills necessary for success in this task.</p>
<p>Levels(s)</p>	<p>CLB 2/3</p>
<p>Skill(s) and CLB Competency(ies)</p>	<p>Listening CLB 2 II - Comprehending Instructions Understand short, simple, common instructions, commands, requests and directions related to immediate personal needs. (2 steps)</p> <p>Listening CLB 3 II - Comprehending Instructions Understand instructions and directions related to familiar, everyday situations of immediate personal relevance. (Instructions are about 2-4 steps)</p>
<p>Task Description</p>	<p>Move files into folders Listen to instructions for moving files into a folder. Do it on the computer.</p>
<p>Information for the Teacher</p>	<p>Conditions for assessment: Reminder: Teach the language skills prior to this assessment. 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. <p>Preparation:</p> <ul style="list-style-type: none"> • Have learners come to one specific computer for the assessment. • Prior to the assessment: Create 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") • Also create one new folder on the desktop. • Use the Teacher Script

Student's Name: _____ Date: _____

Teacher's Name: _____

Listening CLB 2 - II: Comprehending Instructions

Understand short, simple, common instructions, commands, requests and directions related to immediate personal needs.

Instructions are 2 steps and simple imperative sentences.

Description of learner task:

Understand instructions to move files into folders on the computer

	Can do	Not yet
<p>* I know numbers 1-4 (Identifies letters and numbers)</p>		
<p>* I know "do ____" and "do not ____". (Identifies words or phrases that indicate positive or negative commands)</p>		
<p>* I can listen to instructions and follow them. (Responds verbally [by answering questions] or with actions)</p>		

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

Student's Name: _____ Date: _____

Teacher's Name: _____

Listening CLB 3 - II: Comprehending Instructions

Understand instructions and directions related to familiar, everyday situations of immediate personal relevance.

(Instructions are about 2-4 steps)

Description of learner task:

Understand instructions to move files into folders on the computer

	Can do	Not yet
<p>* I know numbers 1-4 (Identifies words and phrases that indicate movement, location, measurement, weight, amount and size)</p>		
<p>* I know some words used for time and place. (Identifies basic connectors related to time [now, then, before, after] and place [this, that, here, there]).</p>		
<p>* I can listen to instructions and follow them. (Responds with correct actions to directions and instructions)</p>		

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 for CLB 2

Listen and follow the instructions. Do it on the computer.

There are 6 files here and a folder. (Point to the 6 files and 1 folder you made earlier on the desktop)

- *Don't move file 3.*
- *Move file 2 into the folder.*
- *Open the folder to look inside.*

Script for CLB 3

Listen and follow the instructions. Do it on the computer.

There are 6 files here and a folder. (Point to the 6 files and 1 folder you made earlier on the desktop)

- *Don't move file 3.*
- *Move file 2 into the folder over here.*
- *Then, open the folder and count the files inside. (There should be one file -#2 inside)*
- *Now, close the folder.*