



# 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.

<b>Topic</b>	<b>Keeping files organized on a computer</b>
<b>Digital Literacy Curriculum Module</b>	<b>Module 1: Mouse and Navigating</b>
<b>Digital skills required for this task</b>	Before doing the assessment, ensure that your students have the digital skills necessary for success in this task. <b>Skills from other Modules: 0</b>
<b>Level(s)</b>	CLB 4
<b>Task description</b>	Learners listen to and follow instructions for the following: click; double click; click, drag and drop. Learners show they understand by doing it on their computer.
<b>Information for the teacher</b>	<b>Task conditions:</b> Each student must have their own computer. <b>Reminder:</b> Teach the skills prior to this assessment. <b>Specific information for this task:</b> NA <b>Assessing the digital skills:</b> 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. <b>Language skills:</b> 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.
<b>Instructions for the task</b>	<ul style="list-style-type: none"> <li>• Show the Self-Assessment Checklist to students before doing the task.</li> <li>• 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.</li> <li>• 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.</li> <li>• Repeat as necessary.</li> <li>• Check their success on the task by looking inside the New Folder on each computer.</li> </ul>

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



*Listen to the Instructions for how to move files into a folder on the computer desktop.  
Listen and follow the instructions on your computer.*

1. Click on File Explorer.
2. Click on Desktop on the left side.
3. Click on New Folder to create one.
4. Close it (the window)
5. Click anywhere in the white / blank area.
6. Move one file into the New Folder. First, click on the file.  
Then drag and drop it into the New Folder.
7. Do this 6 times.
8. Now, check what's inside the New Folder. Double click on the New Folder to open it.  
Check there are 6 items inside.
9. Click on the X to close the New Folder window.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

**Task: Move files into folders**

Listen to instructions for moving files into folders. Use click, double-click and drag and drop. Follow the instructions by doing it on your computer.

<b>Digital Skills Self-Assessment Checklist</b>	<b>Yes</b>	<b>With Help</b>
I can hold the mouse / use the trackpad correctly		
I can move the mouse / trackpad correctly		
I can click		
I can double-click		
I know when to click and when to double-click		
I know how to click to open a program		
I know how to click to close a program		
I can click, drag and drop		
I know where not to click		
I know how to move files into folders on the desktop		

**Done well:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**What to do to improve:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PBLA  
TASK**

The Digital Literacy Curriculum Resource does not include language skills.

The language skills need to be taught prior to using this assessment.

<b>Theme and Topic</b>	<b>Keeping files organized on a computer</b>
<b>Digital Literacy Curriculum Module</b>	<b>Module 1: Mouse and Navigating</b>
<b>Digital Skills required for this task</b>	Before doing the assessment, ensure that your students have the digital skills necessary for success in this task.
<b>Levels(s)</b>	CLB 4
<b>Skill(s) and CLB Competency(ies)</b>	<p><b>Listening CLB 4 - II: Comprehending Instructions</b> Understand common sequentially presented instructions related to everyday situations of personal relevance</p>
<b>Task Description</b>	<p><b>Move files into folders</b> Listen to instructions for click, double-click and drag and drop. Put the written instructions in order.</p>
<b>Information for the Teacher</b>	<p><b>Conditions for assessment:</b> <b>Reminder:</b> Teach the language skills prior to this assessment. <b>Specific information for this task:</b></p> <ul style="list-style-type: none"> <li>• Ensure that the students understand key vocabulary: click; double-click; folder; file; click, drag and drop; items; desktop</li> <li>• If assessing individually, have them show their understanding of the language by doing the actions on a computer (instead of reading and ordering the paper strips) while you check off their success on the assessment form.</li> </ul> <p><b>Preparation:</b></p> <ul style="list-style-type: none"> <li>• Copy and cut up the instructions into strips for students to put in the correct order as they listen to you</li> </ul>

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

**Listening CLB 4 - II: Comprehending Instructions**

Understand common sequentially presented instructions related to everyday situations of personal relevance.

**Description of learner task:**

Move files into folders.

Listen to instructions for how to move files into folders on the computer desktop.

Put the written instructions in order.

	Can do	Not yet
* Identifies words and phrases that indicate movement, location, manner, frequency and duration. Qs 1-3		
* Respond with appropriate actions to directions and instructions.		
* Recognizes and identifies correct sequence of steps.		

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 handout.

Do not read the numbers of the steps aloud.

Or

If assessing individually, have them show their understanding of the language by doing the actions on a computer (instead of ordering the paper strips) while you check off their success on the assessment form.

### Script:

- 1. What is this? (use a mouse and do a single click)*
- 2. What is this? (use a mouse and do a double click)*
- 3. What is this? (use a mouse and do a click, drag and drop)*

**Now, listen to the Instructions for how to move files into a folder on the computer desktop. Put the instructions in the correct order. Write # 1-9 on the lines.**

1. Click on File Explorer.
2. Click on Desktop on the left side.
3. Click on New Folder to create one.
4. Close it (the window)
5. Click anywhere in the white / blank area.
6. Move one file into the New Folder. First, click on the file. Then drag and drop it into the New Folder.
7. Do this 6 times.
8. Now, check what's inside the New Folder. Double click on the New Folder to open it. Check there are 6 items inside.
9. Click on the X to close the New Folder window.

### Listen and circle the answer:

1. A. Click  
B. Double click
2. A. Click  
B. Double-click
3. A. Click, drag and drop  
B. Double click

**Now, listen to instructions for how to move files into a folder on the computer desktop. Put the instructions in the correct order. Write # 1-9 on the lines.**

- \_\_\_ Click on Desktop.
- \_\_\_ Now, check what's inside the New Folder. Double click on the New Folder to open It. Check there are 6 items inside.
- \_\_\_ Click on New Folder to create one.
- \_\_\_ Do this 6 times.
- \_\_\_ Close it (the window)
- \_\_\_ Click anywhere in the white / blank area.
- \_\_\_ Click on the X to close the New Folder window.
- \_\_\_ Move one file into the New Folder. First, click on the file. Then Drag and Drop it into the New Folder.
- \_\_\_ Click on File Explorer.