



# 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>	Keeping files organized on a computer
<b>Digital Literacy Curriculum Module</b>	Module 1: Mouse and Navigating
<b>Digital skills required for this task</b>	<p>Before doing the assessment, ensure that your students have the digital skills necessary for success in this task.</p> <p><b>Skills from other Modules: 0</b></p>
<b>Level(s)</b>	CLB 5/6
<b>Task description</b>	<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>
<b>Information for the teacher</b>	<p><b>Task conditions:</b> Each student must have their own computer.</p> <p><b>Reminder:</b> Teach the skills prior to this assessment.</p> <p><b>Specific information for this task:</b></p> <ul style="list-style-type: none"> <li>• Check the Download folder on students’ computers prior to teaching this lesson to ensure that there are files in that folder.</li> <li>• If there are no files in Download folder, you could email yourself 6 attachments (6 blank Word documents would work fine for this task) and then open your email on each computer to download the attachments prior to teaching this lesson. Downloading news stories or photos from the internet would be another way to ensure the Download folder has files in it.</li> </ul> <p><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.</p> <p><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.</p>
<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>• Show task instructions on the Smartboard, project them on a screen or hand out task instructions to students.</li> <li>• Check students’ success on the task by looking inside the “New Folder” on each computer</li> </ul>

Follow these instructions to create a New Folder.  
Then **drag and drop** files into that New Folder.

1. Click on File Explorer.
2. Click on Downloads.
3. Click on New Folder to create one.
4. Click anywhere in the white / blank area.
5. Move one file into the New Folder. First, click on the file.  
Then drag and drop it into the New Folder.
6. Repeat 6 times with 6 different files.
7. Now, check what's inside the New Folder. Double click on the New Folder to open it.  
Check to make sure that there are 6 items inside the folder
8. 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.

Digital Skills Self-Assessment Checklist	Yes	With Help
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>Employment / Education and Lifelong Learning</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 5
<b>Skill(s) and CLB Competency(ies)</b>	<b>Listening CLB 5 - II: Comprehending Instructions</b> Understand simple to moderately complex, step-by-step instructions for multistep procedures related to everyday situations
<b>Task Description</b>	Follow instructions from an employer or teacher to clean up a shared computer desktop.
<b>Information for the Teacher</b>	<p><b>Conditions for assessment:</b></p> <p><b>Reminder:</b> Teach the language skills prior to this assessment.</p> <p><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> </ul> <p><b>Preparation:</b></p> <ul style="list-style-type: none"> <li>• Prepare 6 Word documents with the following file names: January report; February report; March report; April report; May report; June report</li> <li>• Save these 6 Word documents to the Desktop of each student computer</li> <li>• Copy Task Sheet (or show on Smartboard)</li> <li>• Copy Assessment Tool for each student</li> </ul>



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

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

**Reading CLB 5 - II: Comprehending Instructions**

Understand simple to moderately complex, step-by-step instructions for multistep procedures related to everyday situations.

**Description of learner task:**

Read and follow the instructions from your supervisor to clean up the Desktop of a shared computer in your workplace. Create a New Folder, label the new folder, and drag and drop files into the New Folder.

	Can do	Not yet
Identifies purpose of the message		
* Interprets sequence and location signals (such as first, next, before, etc.)		
* Follows instructions and directions by responding with actions as required to complete the task.		

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**

### Reading CLB 5 - II: Comprehending Instructions

Understand simple to moderately complex, step-by-step instructions for multistep procedures related to everyday situations.

Read the following message from your supervisor and complete the task on your computer.

Hi,

It has come to my attention that the Desktop of the shared administration computer needs cleaning up. Could you please clean it up before you go home today? I would like you to create a new folder on the Desktop and name it 2019 Reports. After you do that, please move the reports from the first 6 months of the year into that folder.

Follow these steps:

- first, click on the File Explorer folder
- next, click on the Desktop folder on the right
- now, look for the New Folder icon at the top of your screen and click on the icon to create a New Folder
- click on the words 'New Folder' under the folder you have just created
- delete the name 'New Folder'
- type 2019 Reports and press Enter
- Find these 6 files on the Desktop: January report, February report, March report, April report, May report, June report
- Drag and Drop these 6 files into the 2019 Reports folder

Thank you for your help in this matter. A well-organized Desktop makes everyone's jobs easier.

*Lucinda*

**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>Employment / Education and Lifelong Learning</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 6
<b>Skill(s) and CLB Competency(ies)</b>	<p><b>Listening CLB 6 - II: Comprehending Instructions</b> Understand moderately complex instructions for multistep procedures related to everyday situations, where the sequence must be inferred</p>
<b>Task Description</b>	Follow instructions from an employer or teacher to clean up a shared computer desktop.
<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> </ul> <p><b>Preparation:</b></p> <ul style="list-style-type: none"> <li>• Prepare 6 Word documents with the following file names: January report; February report; March report; April report; May report; June report</li> <li>• Save these 6 Word documents to the Desktop of each student computer</li> <li>• Copy Task Sheet (or show on Smartboard)</li> <li>• Copy Assessment Tool for each student</li> </ul>



# Module 1: Mouse and Navigating • PBLA Assessment Tool



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

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

## Reading CLB 6 - II: Comprehending Instructions

Understand moderately complex instructions for multistep procedures related to everyday situations, where sequence must be inferred.

### Description of learner task:

Read and follow the instructions from your supervisor to clean up the Desktop of a shared computer in your workplace. Create a New Folder, label the new folder, and Drag and Drop files into the New Folder.

	Can do	Not yet
Identifies purpose of the message		
* Interprets sequence and location signals and implied meanings to infer the correct sequence		
* Follows instructions and directions by responding with actions as required to complete the task.		

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**

### Reading CLB 6 - II: Comprehending Instructions

Understand simple to moderately complex, step-by-step instructions for multistep procedures related to everyday situations.

Read the following message from your supervisor and complete the task on your computer.

Hi,

It has come to my attention that the Desktop of the shared administration computer needs cleaning up. Could you please clean it up before you go home today? I would like you to create a new folder on the Desktop and name it 2019 Reports. After you do that, please move the reports from the first 6 months of the year into that folder.

Follow these steps:

- click on the File Explorer folder
- click on the Desktop folder on the right
- look for the New Folder icon at the top of your screen and click on the icon to create a New Folder

Once you have created a new folder, I'd like you to rename it. You can do this by clicking on the words 'New Folder' under the folder you just created and then deleting the words. Give the folder a new name by typing **2019 Reports** and press Enter.

Look for these 6 files on the Desktop: January report, February report, March report, April report, May report, June report. Drag and Drop these 6 files into your new **2019 Reports** folder.

Thank you for your help in this matter. A well-organized Desktop makes everyone's jobs easier.

*Lucinda*