

Digital Literacy Curriculum Resource

Module 2 Keyboarding



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



Funded by:
Immigration, Refugees
and Citizenship Canada

Financé par :
Immigration, Réfugiés
et Citoyenneté Canada

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	Personal Information: name, phone number and email
Digital Literacy Curriculum Module	Module 2 - Keyboarding
Digital skills required for this task	<p>Before giving the task to students, ensure that your students have the digital skills necessary for success in this task.</p> <p>Skills from other Modules:</p> <ul style="list-style-type: none"> • Basic Mouse skills: hold mouse correctly, left click, scroll • Basic Navigation: scroll, cursor shapes, where and how to place a cursor • Can recognize alphabet and symbols <p>Skills from Module 2:</p> <ul style="list-style-type: none"> • Type some of the most common keys on the QWERTY keyboard • Use correct finger placement (on the home keys) • Use correct wrist and finger placement (ergonomics)
Level(s)	Literacy-CLB 1
Description of learner task	<p>Students type a list of items that include the following symbols:</p> <ul style="list-style-type: none"> • Capital and small letters • Numbers • At (@) • Period/dot (.) • Question mark (?) <p>Students use Enter, Spacebar, Shift</p>
Information for the teacher	<p>Task conditions:</p> <ul style="list-style-type: none"> • Each student must have their own computer. • Open Word or Notepad on each computer prior to the assessment. <p>NB: You are not assessing if students can open the program and use Word. You are only assessing if they can type the items that are on the task sheet.</p> <p>Reminder: Teach the skills prior to this assessment.</p> <p>Specific information for this task:</p> <ul style="list-style-type: none"> • You can change the information on the task sheet if you wish. <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 the purpose of the task is to check their digital literacy skills. The purpose is <u>not</u> to check their answers on the task sheet nor their language skills. • Give the handout and go over the instructions.

Instructions:

- Type
- Use the home keys: **ASDF JKL**;
- Use correct fingers
- Copy



Name

Bob

Name?

Jane Lee

Phone number?

604 522 5902

Email?

info@issbc.org





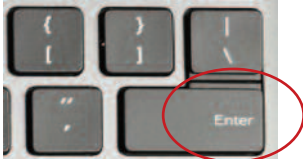
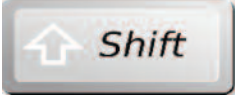
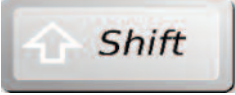




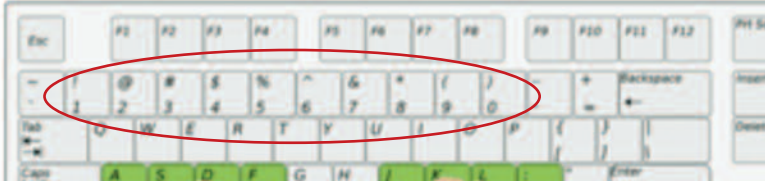
study@vcc.ca

Module 2: Keyboarding • Digital Task Handout



Name: _____ Date: _____

Teacher: _____

I can:	Yes	Not Yet
type with all fingers and both thumbs. 		
use the Home Keys ASDF JKL; 		
rest thumbs on the space bar. 		
use a thumb to type a space. 		
use Enter 		
make capital letters  + b = B		
use  +  = ?		
use  +  = @		
use Dot . 		
use numbers 		

**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	Personal Information: name, phone number and email
Digital Literacy Curriculum Module	Module 2: Keyboarding
Digital skills required for this task	<p>Ensure that your students have the digital skills necessary for success in this task.</p> <p>Skills from other Modules:</p> <ul style="list-style-type: none"> • Basic Mouse skills: hold mouse correctly, left click, scroll • Basic Navigation: scroll, cursor shapes, where and how to place a cursor • Can recognize alphabet and symbols. <p>Skills from Module 2:</p> <ul style="list-style-type: none"> • Type some of the most common keys on the QWERTY keyboard • Use correct finger placement (on the home keys) • Use correct wrist and finger placement (ergonomics)
Level(s)	Literacy/CLB 1
Skill(s) and CLB competency(ies)	<p>Writing Literacy-CLB 1 - II: Reproducing Information</p> <p>Copy letters, words, short phrases/sentences from simple lists to complete short tasks</p>
Description of learner task	Copy words, names, questions and email addresses
Information for the teacher	<p>Conditions for assessment</p> <p>Each student must have their own computer.</p> <p>Reminder: Teach the language skills prior to this assessment.</p> <p>Specific information for this task: N/A</p>

Student's Name: _____ Date: _____

Teacher's Name: _____

Writing CLB 1 - II: Reproducing Information

Copy letters, words, short phrases/sentences from simple lists to complete short tasks

Description of learner task:

Copy words, names, questions and email addresses

	Can do	Not yet
<p>* Copies well Copies letters, words, phrases and short sentences with capitals and punctuation</p>		
<p>* Copies clearly Copies legibly; reader may have some difficulties decoding some letters</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:

Copy

Name?	Jane Lee
Phone Number?	604 522 5902
Cell Number?	604 683 7151
Email?	info@issbc.org
Address?	601 Sixth Street