ISS*of*BC

Digital Literacy Curriculum Resource

Module 2 Keyboarding

UBC THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange

CLB 2·3

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	**School contact information:** **Name, school name, phone number and email address**
Digital Literacy Curriculum Module	**Module 2 - Keyboarding**
Digital skills required for this task	Before giving the task to students, ensure that your students have the digital skills necessary for success in this task. **Skills from other Modules:** • 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 **Skills from Module 2:** • 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)	CLB 2/3
Description of learner task	Students type words, phrases or sentences that include the following symbols: • Capital and small letters • Numbers • At (@) • Period/dot (.) • Question mark (?) • Hyphen (-) Students use Enter, Spacebar, Shift
Information for the teacher	**Task conditions:** • Each student must have their own computer. • Open Word or Notepad on each computer prior to the assessment. NB: You are not assessing if students can open the program and use Word. You are only assessing if they can type the sentences that are on the task sheet. **Reminder:** Teach the skills prior to this assessment. **Specific information for this task:** • CLB 2 and CLB 3 task sheets are different. • You can change the information on the task sheet to reflect your LINC school if you wish. **Assessing the digital skills:** Have your students use the Self-Assessment Checklist to check their digital skills. Students can print out and check their typing skills against the task sheet. Or, students could do this as a peer-assessment, checking their classmate's typing.

	Optional: Teacher assessment: Walk around while students are typing and make a note or check off on the assessment sheet if students are typing correctly. **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	• Show the Self-Assessment Checklist to students before doing the task. • Remind the students 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. • Go over the handout and the instructions.

Instructions:
- Type
- Use the home keys: **ASDF JKL;**
- Try to use correct fingers
- Copy the handout

Your name?
Jane Lopez

Your school?
My school is ISSofBC.

Phone number?
604-522-5902

Email address?
info@issbc.org

Email? study@vcc.ca

Email? belc@shawcable.com

Instructions:

- Type
- Use the home keys: **ASDF JKL;**
- Try to use correct fingers
- Copy the handout

What is your name?
My name is Jane.

What is your school?
It is ISSofBC.

What is the phone number?
604-522-5902

What is the email address?
info@issbc.org

Email   study@vcc.ca
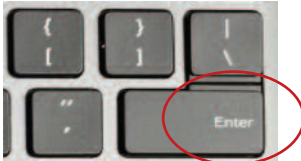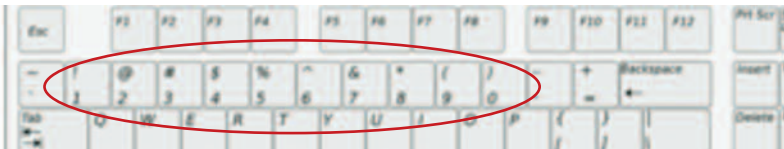
Email   belc@shawcable.com

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	Shift + b = B		
use Shift + ?/ = ?			
use Shift + @2 = @			
use Dot .	>. ←		
use numbers			
use hyphen	_ -		

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, school name, phone number and email**
Digital Literacy Curriculum Module	**Module 2: Keyboarding**
Digital skills required for this task	Ensure that your students have the digital skills necessary for success in this task. **Skills from other Modules:** • 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 **Skills from Module 2:** • 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)	CLB 2/3
Skill(s) and CLB competency(ies)	**Writing CLB 2/3 - II: Reproducing Information** Copy a range of information from simple lists or short texts for personal use
Description of learner task	Copy name, school name, phone number and email address
Information for the teacher	**Conditions for assessment:** Each student must have their own computer. **Reminder:** Teach the language skills prior to this assessment. **Specific information for this task:** N/A

Student's Name: _____   Date: _____

Teacher's Name: _____

Writing CLB 2/3 - II: Reproducing Information

CLB 2
- Copy a range of information, from simple lists or very short passages, for personal use or to complete short tasks

CLB 3
- Copy or record a range of information from short texts for personal use

	Can do	Not yet
* Copies Copy letters, numbers, words, phrases and sentences with correct capitalization and punctuation		
* Copies clearly Copy text legibly. Reader may have some difficulties decoding some letters and numbers		
* Copies correctly Copy text with no major omissions and only occasional mistakes		

Done well: _____

_____

_____

_____

What to do to improve: _____

_____

_____

_____

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

Success on the task: **Yes**   **Not Yet**

CLB 2

Instructions:

Copy the list of items below.

Your name?
Jane Lopez

Your school?
My school is ISSofBC.

Phone number?
604-522-5902

Email address?
info@issbc.org

Email? study@vcc.ca

Email? belc@shawcable.com

CLB 3

Instructions:

Copy the list of items below. Copy exactly what you see.

What is your name?
My name is Jane.

What is your school?
It is ISSofBC.

What is the phone number?
604-522-5902

What is the email address?
info@issbc.org

Email? study@vcc.ca

Email? belc@shawcable.com