



Digital Literacy Curriculum Resource

Module 3 Online Skills Basics



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	Neighbourhood/Health and Safety
Digital Literacy Curriculum Module	Module 3: Online Skills - Basics
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"> • Mouse skills: hold the mouse, left click, double click, scroll, different shapes of the cursor • Navigating: opening/closing a program, cursor placement, highlighting • Keyboarding: basic typing, Enter key <p>Skills from Module 3:</p> <ul style="list-style-type: none"> • Locate and open a web browser • Use keywords to search for information online • Understand search results • Identify ads and sponsored content
Level(s)	CLB 2/3
Task description	Look for a pharmacy in your area.
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:</p> <p>Ensure that the students use Google search engine for this task. Using other search engines can alter search results.</p> <p>Assessing the digital skills: A content-based answer key does not need to be created because the focus is on digital skills. What is important is how students get to the information, not the information itself. 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>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 not to check their answers on the task sheet nor their language skills.

Name: _____ Date: _____

Teacher: _____

Task: You have a headache. Look for a pharmacy near you.

1. Open the browser.

Type 'pharmacy' on Google.

2. Look under the map.

3. Pharmacy A: _____

What is the address? _____

What is the phone number? _____

What time does it close? _____

Does it have a website? Yes/No If Yes, what is the web address?

4. Pharmacy B: _____

What is the address? _____

What is the phone number? _____

What time does it close? _____

Does it have a website? Yes/No If Yes, what is the web address?

Digital Skills Self-Assessment Checklist

	Yes	With Help
I can find a web browser		
I can open a web browser		
I can type words to look for information on the internet		
I can read internet results		

**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	Neighbourhood/Health and Safety
Digital Literacy Curriculum Module	Module 3: Online Skills – Basics
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"> • Mouse skills: hold the mouse, left click, double click, scroll, different shapes of the cursor • Navigating: opening/closing a program, cursor placement, highlighting • Keyboarding: basic typing, Enter key <p>Skills from Module 3:</p> <ul style="list-style-type: none"> • Locate and open a web browser • Use keywords to search for information online • Understand search results • Identify ads and sponsored content
Levels(s)	CLB 2/3
Skill(s) and CLB competency(ies)	<p>Writing CLB 2/3 - II: Reproducing Information</p> <p>Copy a range of information, from short texts for personal use.</p>
Task description	Look for a walk-in clinic in the area. Take notes.
Information for the teacher	<p>Conditions for assessment: 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:</p> <ul style="list-style-type: none"> • Ensure that the students use Google search engine for this task. Using other search engines (e.g. Bing) can alter search results. • Create an answer key specific to your task sheet. If you modify the task sheet, ensure that the comprehension questions are still correctly linked to the assessment criteria in the assessment tool.

Student's Name: _____ Date: _____

Teacher's Name: _____

Writing CLB 2/3 - II: Reproducing Information

Copy a range of information, from short texts for personal use.

Description of learner task:

Look for a walk-in clinic in the area. Take notes.

	Can do	Not yet
Copies letters, numbers, words, and sentences well Copies or records letters, numbers, words and sentences with correct capitalization and punctuation		
* Copies addresses and phone numbers clearly Follows standard Canadian conventions and styles when copying addresses and phone numbers		
* Copies text clearly Copies text legibly		
* Copies text with few mistakes (with no major omissions and only occasional copying mistakes)		

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

Task: Use Google. Search for walk-in clinics near you. Take notes.

Instructions:

Type 'walk-in clinic' on Google.

Press 'Enter' on the keyboard.

Look under the map.

Take notes.

Walk-in Clinic A: _____

Name: _____

Address: _____

Phone number: _____

Closes at: _____

Walk-in Clinic B: _____

Name: _____

Address: _____

Phone number: _____

Closes at: _____