

CLB
2.3

TASKS

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Digital Literacy Curriculum Resource

Module 4 Online Skills



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.

<p>Topic</p>	<p>Online shopping</p>
<p>Digital Literacy Curriculum Module</p>	<p>Module 4: Online Skills</p>
<p>Digital skills required for this task</p>	<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 • Locate and open a web browser • Enter a web address <p>Skills from Module 4:</p> <ul style="list-style-type: none"> • Navigate websites • Use the website search box
<p>Level(s)</p>	<p>CLB 2/3</p>
<p>Description of learner task</p>	<p>Get information about a product online.</p>
<p>Information for the teacher</p>	<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> <ul style="list-style-type: none"> • Suggestions for websites: Use websites of well-established Canadian retailers, such as mec.ca, sportchek.ca, atmosphere.ca, canadiantire.ca, well.ca, etc. This example task is for mec.ca <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 <u>how students get to the information</u>, not the information itself.</p> <p>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>
<p>Instructions for the task</p>	<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 <u>not</u> to check their answers on the task sheet nor their language skills.

Name: _____ Date: _____

Teacher: _____

Task:

You want to buy a camping tent.
 Go to the website your teacher gives you.
 Find a 2-person tent for less than \$300.

Copy this information:

Name of tent: _____

Price of tent: \$ _____

	Yes	With Help
I can find a web browser		
I can open a web browser		
I can enter a web address		
I can search for information on the website: <ul style="list-style-type: none"> • I can use the search bar • I can use menus on a webpage • I can use filters 		
I can use links		
I know how to go back to the homepage		

**PBLA
TASK**

The Digital Literacy Curriculum does not include any of the language skills. The language skills need to be taught prior to using this assessment.

<p>Theme and Topic</p>	<p>Commercial Services and Consumerism - Online shopping</p>
<p>Digital Literacy Curriculum Module</p>	<p>Module 4: Online Skills</p>
<p>Digital skills required for this task</p>	<p>Before doing the assessment, 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 • Locate and open a web browser • Enter a web address <p>Skills from Module 4:</p> <ul style="list-style-type: none"> • Navigate websites • Use the website search box
<p>Level(s)</p>	<p>CLB 2/3</p>
<p>Skill(s) and CLB Competency(ies)</p>	<p>Reading CLB 2 - III: Getting Things Done Get information from short, simple business or service notices.</p> <p>Reading CLB 3 - III: Getting Things Done Get information from short business or service texts.</p> <p>Writing CLB 2 - II: Reproducing Information Copy a range of information, from simple lists or very short passages, for personal use or to complete short tasks.</p> <p>Writing CLB 3 - II: Reproducing Information Copy or record a range of information from short texts for personal use.</p>
<p>Description of learner task</p>	<p>Get information about a product online.</p>
<p>Information for the teacher</p>	<p>Conditions for assessment: Each student must have their own computer. Reminder: Teach the language skills prior to this assessment.</p> <p>Specific information for this task:</p> <ul style="list-style-type: none"> • Suggestions for websites: Use websites of well-established Canadian retailers, such as mec.ca, sportchek.ca, atmosphere.ca, canadiantire.ca, well.ca, etc. • 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

Name: _____ Date: _____

Teacher: _____

Reading CLB 2 - III: Getting Things Done
 Get information from short, simple business or service notices.

Description of learner task:
 Get information about a product on sale online.

	Can do	Not yet
* Recognizes layout (Qs 1,2)		
* Scans text to find specific details (Q 3,4)		
Finds key words (Q 5)		

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 2 - III: Getting Things Done

Task:

You want to buy a camping tent.
Go to the website your teacher gives you.
Answer the questions.



1. Where is the home page link?

- A. Top left
- B. Top center
- C. Top right

2. Where is the search box?

- A. Top left
- B. Top center
- C. Top right



3. Use the search box. Look for **camping tents**.

Find one on sale. Look for a sign like this:



Write the information here:

Name of tent: _____

4. Sale price: \$_____

Save _____ %

5. Do you see words like these? (Circle below what is on the website)

Sale

Save

On Sale

Clearance

Reduced

Name: _____ Date: _____

Teacher: _____

Reading CLB 3 - III: Getting Things Done Get information from short business or service texts.		
Description of learner task: Get information about a product on sale online.		
	Can do	Not yet
* Gets the gist /overall meaning (Q 7)		
* Interprets simple graphics (Q 6)		
* Identifies layout (Qs 1, 2)		
* Scans formatted text to find specific information (Qs 3, 4, 5)		
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 3 - III: Getting Things Done

Task:

You want to buy a camping tent.
Go to the website your teacher gives you.
Answer the questions.



- Where is the home page link?
 - Top left
 - Top center
 - Top right
- Where is the search box?
 - Top left
 - Top center
 - Top right
- Use the search box. Look for **camping tents**.
Find one on sale. Look for a sign like this:
Write the information here:



Name of tent: _____

4. Cost on sale: \$ _____
Save _____ %

5. This tent is for: (circle)

- | | | |
|-----------|-----------|-----------|
| 1 person | 2 persons | 3 persons |
| 4 persons | 5 persons | 6 persons |

6. You want to buy it. What do you click on?

- a.  b.  c. Compare

7. Look at the search results. Which is true?

- | | |
|---|-------------------------------|
| a. Most tents are on sale | b. There are only a few tents |
| c. There are lots of tents to choose from | d. Most tents are under \$300 |

Name: _____ Date: _____

Teacher: _____

Writing CLB 2 - II: Reproducing Information

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

Description of learner task:

You want to buy a product online.
Copy information from a website about the product.

	Can do	Not yet
* Copies letters, numbers, words, and sentences with correct capitalization and punctuation		
* Copies text legibly; reader may still have difficulties decoding some letters and numbers		
* Copies text with no major omissions and only occasional copying mistakes		

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

Writing CLB 2 - II: Reproducing Information

Task:

You want to buy a camping tent.
Go to the website your teacher gives you.
Find one tent.
Copy the information about the tent.

Camping Tent Information

Name of tent: _____

Cost of tent: \$_____

The tent is for _____ persons.
#

Colour: _____

_____ Reviews
#

Name: _____ Date: _____

Teacher: _____

Writing CLB 3 - II: Reproducing Information

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

Description of learner task:

You want to buy a product online. Copy information from a website about the product.

	Can do	Not yet
* Copies or records letters, numbers, words, and sentences with correct capitalization and punctuation		
* Copies text legibly; causing only slight uncertainty in decoding for the reader		
* Copies text with no major omissions and only occasional copying mistakes		

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

Writing CLB 3 - II: Reproducing Information

Task:

You want to buy a camping tent.
Go to the website your teacher gives you.
Find one tent.
Copy the information about the tent.

Camping Tent Information

Name of tent: _____

Cost of tent: \$_____

The tent is for _____ persons.
#

Colour: _____

_____ Reviews
#

Scroll down. Find “Tech specs” on the left side.

Copy:

Weight: _____

Door(s): _____
#

Ideal for: _____