



# Digital Literacy Curriculum Resource

## Module 4 Online Skills



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



Funded by:  
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et Citoyenneté Canada

Module #	Topics
1	Mouse and Navigating 
2	Keyboarding 
3	Online Skills-Basic 
4	Online Skills 
5	Email 
6	Mobile Phones 
7	Safety and Security 

## Web Address Format



Which of these are web addresses? How do you know?

- A. www.canada.com
- B. google
- C. m.smith@yahoo.ca
- D. https://weather.gc.ca/
- E. confirmation@discovercamping.ca
- F. Lily7865
- G. dictionary.cambridge.org



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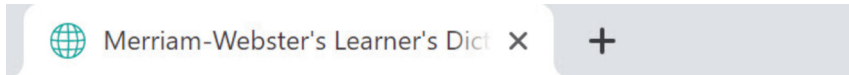
### Identify Safe Websites

 = the website is secure

For example:  <https://well.ca>

It is safe to shop here and give your personal information.

 = the website is not secure



For example:



It's ok to use websites like this one, just do not give your personal information to them.



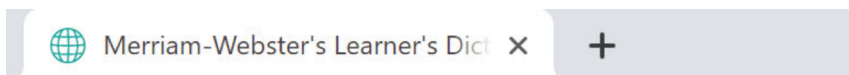
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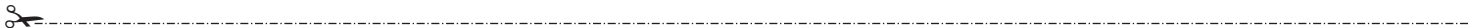
For example:





It's ok to use websites like this one, just do not give your personal information to them.

Identify Safe Websites



Website	 Lock	 Info	Is it safe to give your information to this website? (name, address, credit card number)
Example: canada.ca	✓	✗	✓
learningchocolate.com			
mit.edu			
vancouver.sun.com			
settlement.org			
umanitoba.ca			



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mit.edu	✗	✓	✗
vancouver.sun.com	✓	✗	✓
settlement.org	✓	✗	✓
umanitoba.ca	✗	✓	✗



Identify Safe Websites

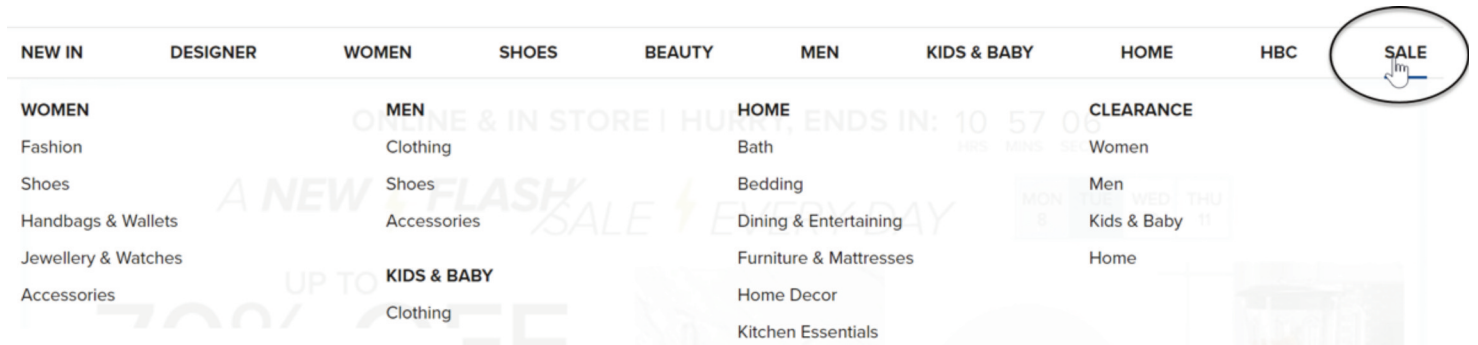
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mit.edu	✗	✓	✗
vancouver.sun.com	✓	✗	✓
settlement.org	✓	✗	✓
umanitoba.ca	✗	✓	✗

### Search for Information on a Website

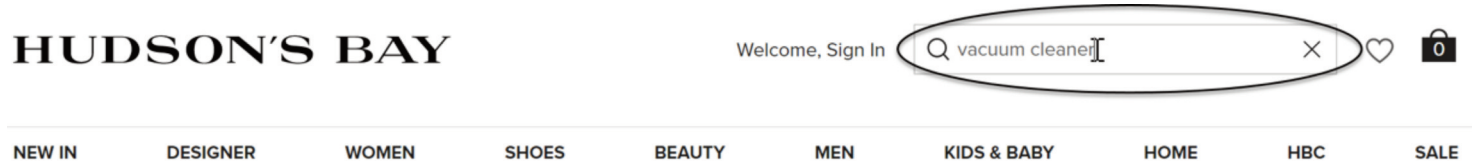
This is the website main menu. It lists the most popular or the most important website pages.



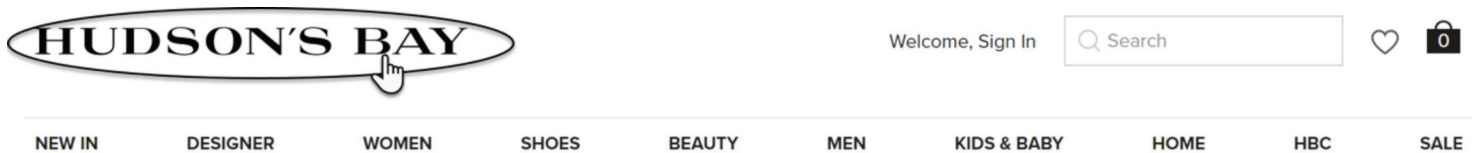
Hover (move) the mouse over any menu item to see the submenu (more detailed menu).



Or, if you know what you are looking for, use the search bar.



If you want to start your search again, click on the home page link located in the top left corner.



### Search for Information on a Website

**Student A**

Open well.ca

Look at the home page and answer the questions:

1. What can you buy at this online store?  
a) sports equipment and clothes  
b) health and natural products  
c) healthy foods
2. What color is the company's logo?  
a) black          b) green          c) blue
3. Where is the home page link located?  
a) top left      b) top centre    c) top right
4. Where is the search bar?  
a) top left      b) top centre    c) top right
5. Find the website main menu. How many items (pages) are there?  
a) 7              b) 8              c) more than 10
6. How can you open a submenu?  
a) click on the menu items          b) hover over the menu items

----- **fold here** -----

Tell your partner about the website. Show where things are on your computer screen.

Say:

1. This is well.ca. You can buy \_\_\_\_\_ at this online store.
2. The company's logo is \_\_\_\_\_.
3. The home page link is located in \_\_\_\_\_.
4. The search bar is located in \_\_\_\_\_.
5. There are \_\_\_\_\_ items in the website menu.
6. To open a submenu, you need to \_\_\_\_\_.



### Search for Information on a Website

**Student B**

Open mec.ca

Look at the home page and answer the questions:

1. What can you buy at this online store?  
a) sports equipment and clothes  
b) health and natural products  
c) healthy foods
2. What color is the company's logo?  
a) black            b) green            c) blue
3. Where is the home page link located?  
a) top left        b) top centre     c) top right
4. Where is the search bar?  
a) top left        b) top centre     c) top right
5. Find the website main menu. How many items (pages) are there?  
a) 7                b) 8                c) more than 10
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5. There are \_\_\_\_\_ items in the website menu.
6. To open a submenu, you need to \_\_\_\_\_.

**Search for Information on a Website**

**Student A**

1. b)
2. b)
3. a)
4. b)
5. c)
6. b)



**Search for Information on a Website**

**Student B**

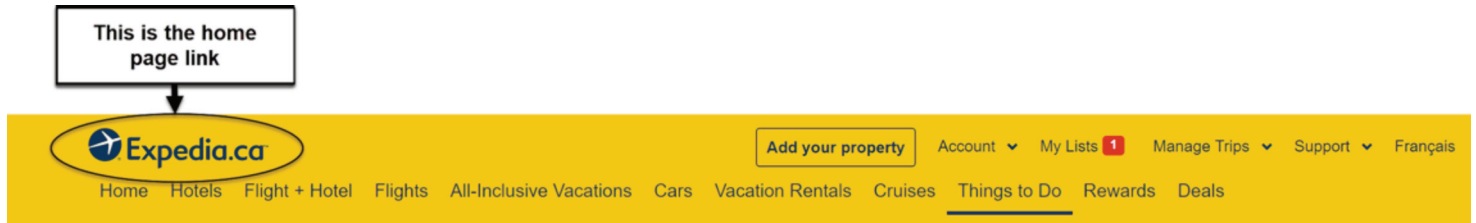
1. a)
2. b)
3. a)
4. a)
5. a)
6. a)

## Navigate Websites

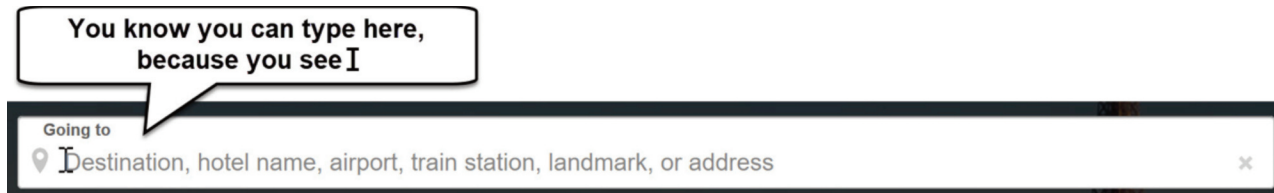
Website menu is a list of the most important web pages.



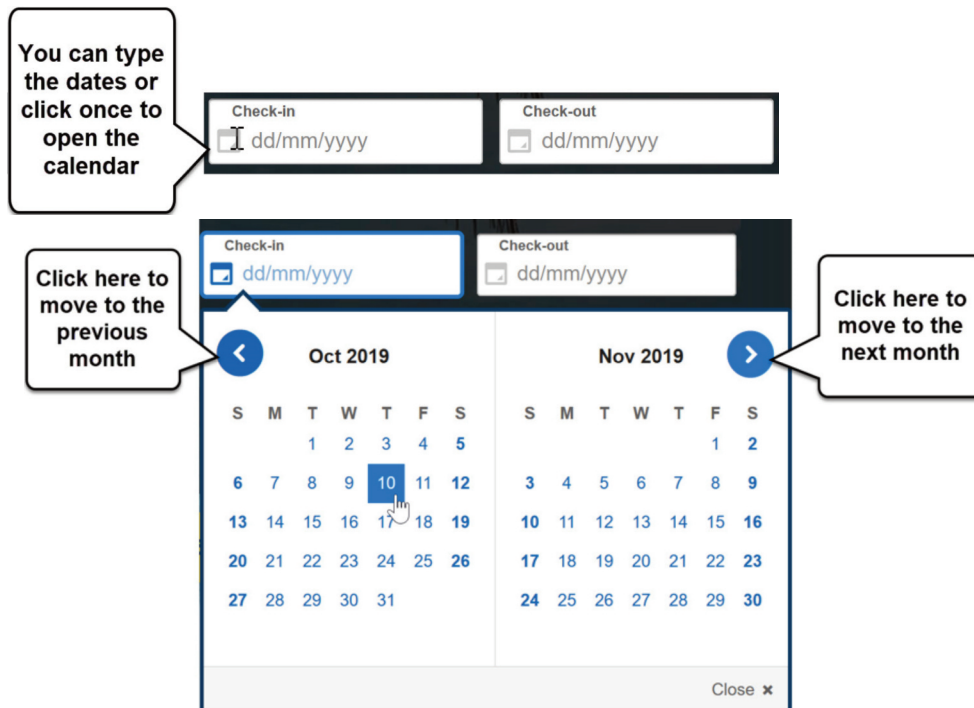
The home page link will take you back to the first page.



Use the search bar to look for information on the website.



Hotel and flight booking websites have calendars.



A drop-down menu opens a list of choices.

This is a drop down menu

Travellers  
2 Adults, 1 Room

Click on it, and it will open

Room 1

Adults      - 2 +

Children  
Ages (2-17)      - 0 +

Click here to add the number of children

+ Add another room

Close ✕

A button often looks like a box.

Going to  
Montreal, Quebec, Canada ✕

Check-in      Check-out  
08/08/2019      10/08/2019

Travellers  
2 Adults, 1 Room

✕ Add a flight     🚗 Add a car

**Search**

This is a button. Click on it once to search.

You can sort results by price, distance from downtown, etc.

Choose what results you want to see first

Sort By:    Featured    **Price**    Distance from Downtown    Guest Rating

Filters help you narrow down your search. You can check off more than one box.

**Filter properties by**

**Property Class** ^

★★★★★ 5 Stars

★★★★ 4 Stars

★★★ 3 Stars

---

**Price Per Night** ^

Less than C\$75

C\$75 to C\$124

C\$125 to C\$199

C\$200 to C\$299

---

**Vacation Rental Bedrooms** ^

Studio

1 Bedroom

2 Bedrooms

3 Bedrooms

from our redesigned guestrooms to a dynamic lobby, grab a Starbucks coffee and enjoy the outdoor spaces. Free Wi-Fi, parking.  
1-866-500-4939 • Expedia Rate

nightly price  
Sponsored

**Hotel Place d'Armes** 4.7/5  
★★★★ VIP  
Exceptional!  
(1,981 reviews)  
Old Montreal  
1-866-520-5809 • Expedia Rate  
~~C\$351~~ **C\$281**  
nightly price  
Sale!

**L'Appartement Hotel** ★★★ 4.4/5  
Downtown Montreal  
Breakfast Included  
1-866-531-0897 • Expedia Rate  
Free Cancellation  
~~C\$197~~ **C\$195**  
nightly price  
No prepayment needed

Use the menu on the left to filter the results.

You can look at customer ratings (number of stars) and reviews (stories).

**Hotel Bonaventure Montreal** ★★★★★ VIP

Downtown Montreal  
1-866-500-4940 • Expedia Rate  
39 people booked this property in the last 48 hours

4.2/5  
Very good!  
(5,891 reviews)

~~C\$259~~  
nightly price

These are other guests' ratings

Click here to read guests' reviews

This price is for one night

If you want to get more information about the room, click on the link.

[Hotel Bonaventure Montreal](#) ★★★★★ VIP

Downtown Montreal  
1-866-500-4940 • Expedia Rate  
39 people booked this property in the last 48 hours

👁 Viewed  
4.2/5  
Very good!  
(5,891 reviews)

~~C\$259~~  
nightly price

Click on the link to get more information and see the pictures

ISSofBC DIGITAL LITERACY CURRICULUM RESOURCE • MODULE 4: ONLINE SKILLS • CLB 4 • VISUALS & HANDOUTS

13

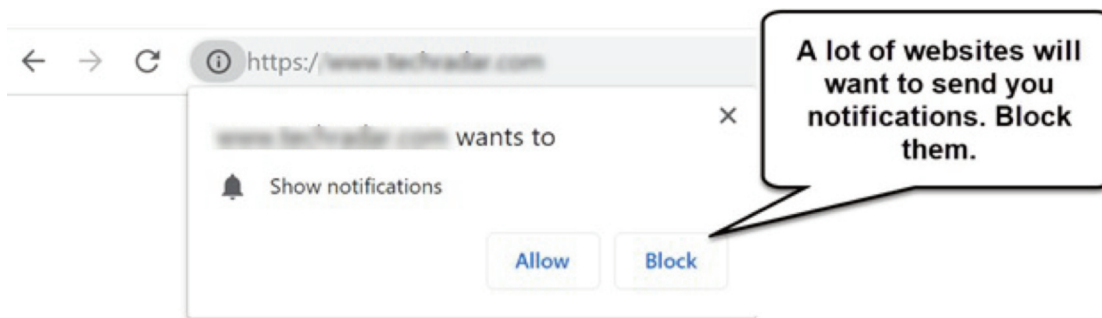
Be careful:

Free websites often have advertisements (ads). Be careful and don't click on them.

This is an ad. Do not click on it.



If a website asks to send notifications (messages) to you, block it.



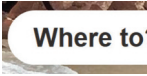
A lot of websites will want to send you notifications. Block them.

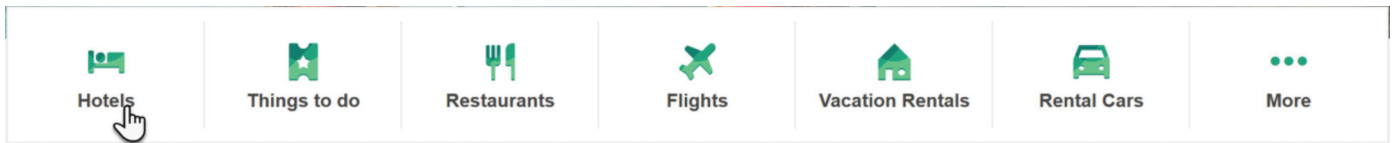
Close pop-up ads and warnings.



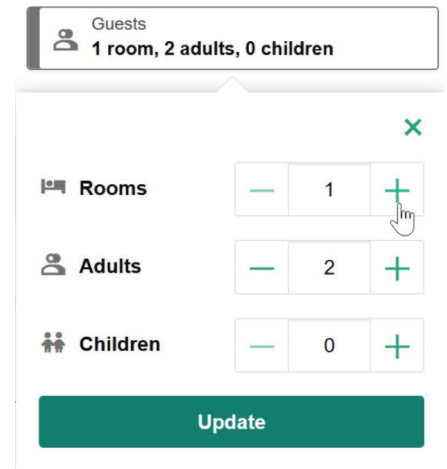
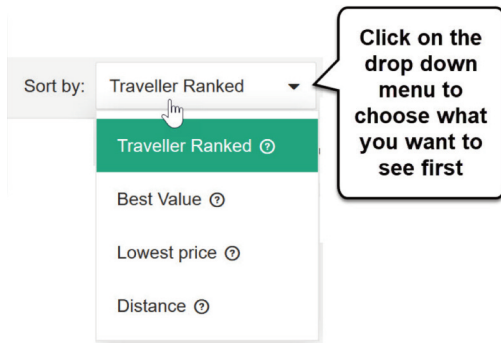
Never click on pop-ups. Close them right away.

## Navigate Websites

1. Open the browser and type tripadvisor.ca. Press Enter.
2. If you see a pop-up window, just close it. X
3. Click on the 'Where to?' drop-down menu. 
4. Type *Jasper* in the search bar and press Enter.
5. Click on 'Hotels' on the website main menu:



6. Click on the Calendar. Choose the check-in and check-out dates.
7. Click on the 'Guests' drop-down menu.
8. Choose the number of rooms and guests.
9. Click on the 'Update' button.
10. You can click on the 'Sort By' drop-down menu to choose which results you want to see first.



11. Check out the filters on the left side. Scroll down and choose what's important to you.

### Traveller rating

- 14
- & up 78
- & up 88
- & up 91

### Hotel class

- 4 stars 1
- 3 stars 7
- 2 stars 11
- 1 star 1

12. Choose the room that you like and click on the 'View Deal' button to get more information.

**Pines Motel**

Booking.com

**C\$159**

**View Deal**

✓ Free cancellation  
✓ Reserve now, pay at stay

Agoda.com ↗  
**C\$159**

Priceline ↗  
**C\$159**

TripAdvisor  
**C\$159**

58 reviews

64.7 km from Jasper

#7 of 18 hotels in Hinton

Free Wifi  
Free parking

**These are other guests' ratings**

**If you want to see more pictures and information, click here**

What did you choose?

Accommodation: \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Price: \_\_\_\_\_

Guest rating: \_\_\_\_\_ stars



### Navigate Websites

Task: Your partner’s birthday is in two weeks. You want to buy a gift for him/her. You want to spend about \$25 for the gift.

1. You know your partner likes sports. Ask him/her what activities he/she likes. You can choose from this list:

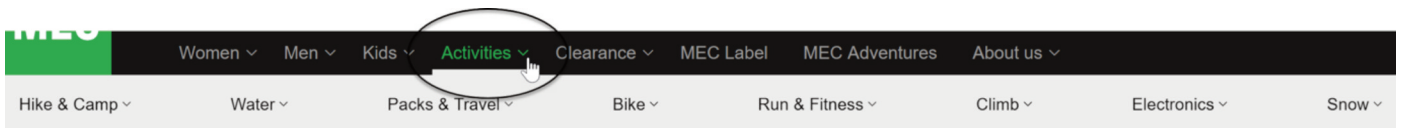
- hiking
- camping
- watersports (swimming, surfing, kayaking, etc.)
- biking
- running
- fitness (gym, yoga, etc.)
- Other: \_\_\_\_\_

2. Open your browser and go to mec.ca.

3. You can type the activity in the search box:



or click on ‘Activities’ in the main menu and find something your partner enjoys doing.



4. Use the filters on the left side to narrow down your search. For example, one useful filter is ‘Price’. You will see the filters you selected in the middle of the page. To remove a filter, click

74 items



- 5. Scroll down the page to see the search results.
- 6. Click on the picture of the product to get more information about it.
- 7. Write down your gift idea here:

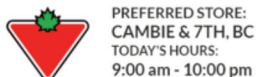
Gift: \_\_\_\_\_ Activity: \_\_\_\_\_ Price: \_\_\_\_\_

8. Share your gift idea with your partner.

## Fill out Simple Online Forms

### How to pay online

1. Click on the cart icon.




The cart icon is always in the top right corner.

2. Choose the shipping. Check the price. Click on 'Proceed to Checkout' button.

Shopping Cart: 1 item(s) < Continue Shopping

SHIPPING TO V6J 3H5



**Bissell Magic Stick Vacuum** Remove

Save 60%  
Sale: \$29.99  
Regular Price: \$79.99

IN-STORE PICK UP - FREE

SHIP TO HOME  
Ships by Thursday, July 11

QTY: - 1 +

**TOTAL: \$30.49**  
Incl. \$0.50 Env. Fee

**If you can pick it up at the local store, it's free**

**PROCEED TO CHECKOUT**

**ORDER SUMMARY**

Subtotal:	\$30.49
Shipping & Handling to V6J 3H5:	\$7.49
GST:	\$1.89
PST:	\$2.65
<b>TOTAL:*</b>	<b>\$42.52</b>

\*Taxes and fees are subject to change which may result in a different total purchase price.

We do not ship to remote and rural routes.

📧 We'll email you when your order is ready.

**You can see the final price here**

3. Open your account or pay as a guest.

4. Three steps to pay online



5. Shipping address

Checkout: **Billing**

**SECURE CHECKOUT** will only take 2 mins!

**ACT FAST!** Pricing or availability might change

**SIGN IN** Already have an account? Sign in here.  
Continue as a guest by filling out the information below.

---

**DELIVERY ADDRESS**

We do not ship to PO Boxes and rural routes.

\*FIRST NAME:  \*LAST NAME:

\*ADDRESS LINE 1:

ADDRESS LINE 2 (optional):

\*CITY:  \*PROVINCE:

\*POSTAL CODE:  COUNTRY:

\*EMAIL ADDRESS:

For order status & updates

\*TELEPHONE:  EXT. (optional):

Phone numbers may be used if we have questions regarding your order, and/or for delivery notification updates (including SMS messages).

Type your address:  
apartment number -  
street address

You can type the  
buzzer or the floor  
number here if you like

Type your email to get  
the receipt and  
shipping information

Click on the drop-  
down menu and  
choose your  
province

6. Shipping address and billing addresses are the same → check off the box:

**BILLING ADDRESS**

USE SHIPPING FOR BILLING ADDRESS

Billing address is different → do not check the box. Type the billing information.

7. Made a mistake? → Click 'Edit'.

**BILLING INFORMATION**




8. Payment information

**PAYMENT DETAILS**

Order ID: 8622443375600 Transaction Total: \$34.14

Please complete the following details exactly as they appear on your credit card.

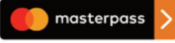

**PAYMENT CARD NUMBER:**  

Save new credit card

**EXPIRES:**

**SECURITY CODE:**  ?

**OTHER PAYMENT OPTIONS:**

 [Learn more](#) 

---

**Important Information**  
Click 'Complete Order' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Complete Order' button will not stop the transaction from being processed and may result in a double charge.

Enter the 16-digit card number

Copy the 4 digits from the front of your card

Usually these are the 3 digits on the back of your card

9. Print or save the Confirmation page (your online receipt).

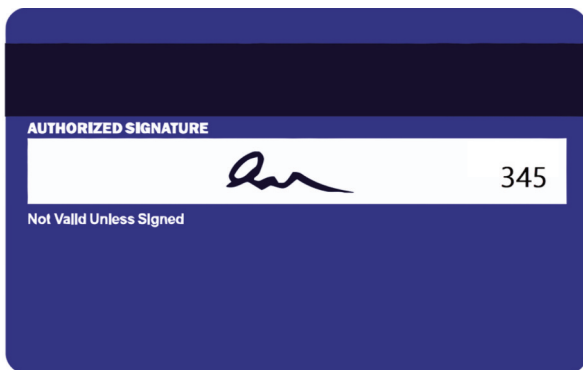
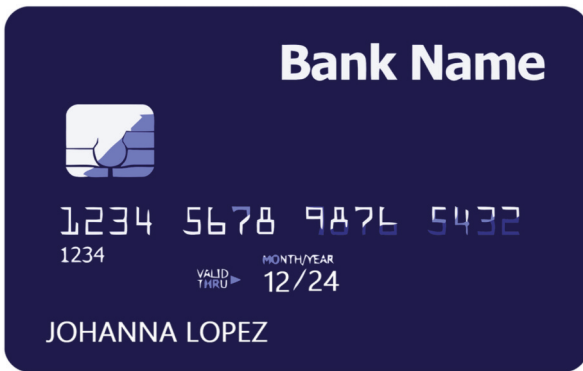
10. Check your email.

## Fill out Simple Online Forms

Task: Your friend Johanna wants to buy a TV online. Help her fill out the online payment form.



Johanna Lopez lives at 406-215 Beliveau Road, Winnipeg, Manitoba. The postal code is R2M 1S9. Her email address is johanna.lopez11@gmail.com. Her phone number is 204-555-8888.



## Secure Checkout

\* indicates a required field

**1 of 3** Welcome

Do you have a walmart.ca account?

- No**  
Please enter your email address to check out as a guest. [Why do we need your email address?](#)
- Yes**  
You'll be asked for your password.

Email address \*

By clicking Next you are confirming that you have read and agree to Walmart's [Terms of Use](#) and [Privacy Policy](#).

Next

**2 of 3** Getting your items

**3 of 3** Payment

Accepted Payment Methods



2 of 3

Getting your items

Where to?

Pickup

Shipping

First name \*

Last name \*

Address line 1 \*

[Shipping to a PO Box?](#)

Address line 2 (optional)

e.g. Apartment, suite, RR#

City \*

Province/Territory \*

Select

Postal code \*

Phone \*

[Why?](#)

Save this shipping address

Continue

3 of 3

Payment

Credit card

Redeem Walmart Reward Dollars™‡

Pay with a Walmart Gift Card

Card Details

Card number \*

Expiry \*

MM

/ YY

Security code \*



Save this card to my profile