



Digital Literacy Curriculum Resource

Module 4 Online Skills



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



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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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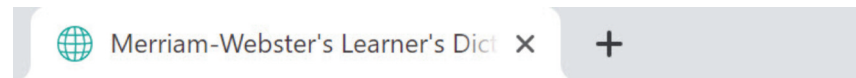
Identify Safe Websites

 = the website is secure

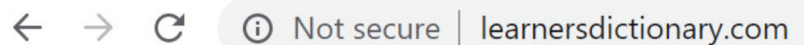
For example:  <https://well.ca>

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

 = the website is not secure



For example:



It's ok to use websites that are not secure, but you should avoid entering your personal or financial information on them.



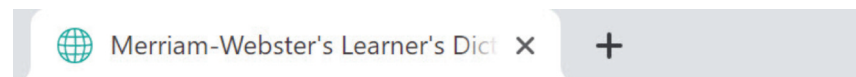
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For example:  <https://well.ca>

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

 = the website is not secure





For example:





It's ok to use websites that are not secure, but you should avoid entering your personal or financial information on 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

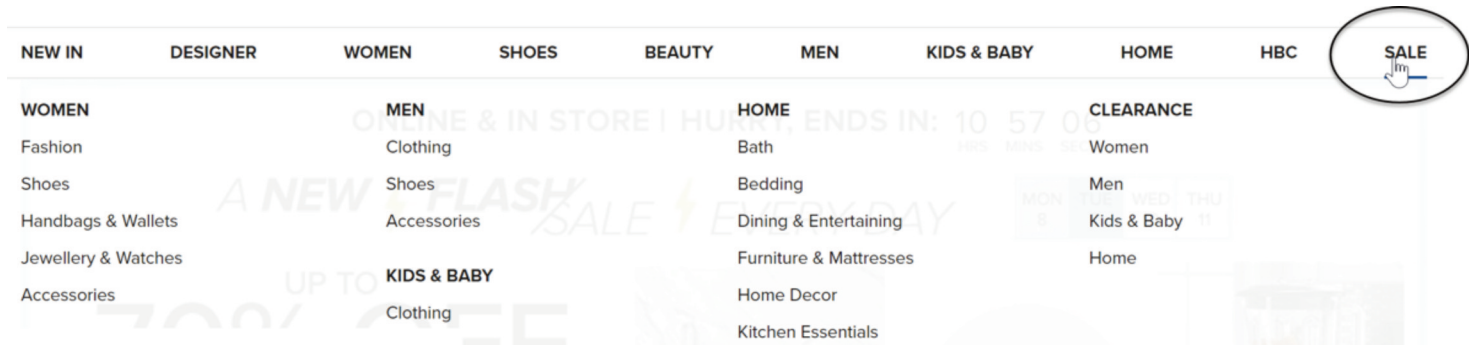
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Example: canada.ca	✓	✗	✓
learningchocolate.com	✗	✓	✗
mit.edu	✗	✓	✗
vancouver.sun.com	✓	✗	✓
settlement.org	✓	✗	✓
umanitoba.ca	✗	✓	✗

Search for Information on a Website

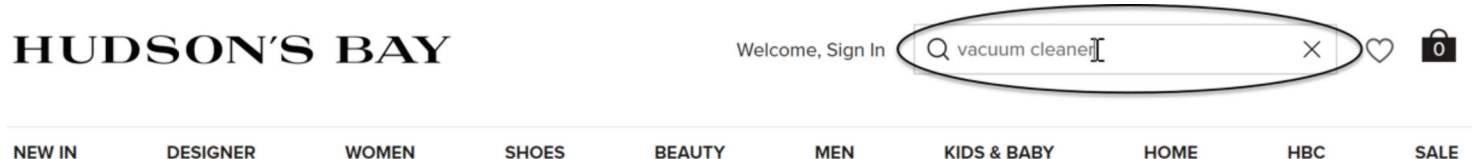
The website main menu lists the most popular or the most important website pages.



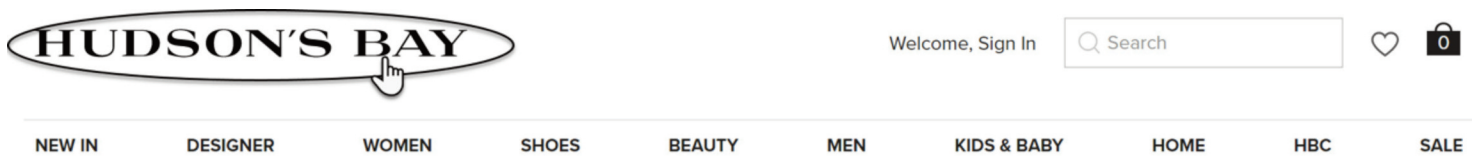
Hover the mouse over any menu item to see the submenu.



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 which is usually 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

Now, tell your partner about the website. Show where things are on the web page.

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
6. How can you open a submenu?
 - a) click on the menu items
 - b) hover over the menu items

Now, tell your partner about the website. Show where things are on the web page.

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

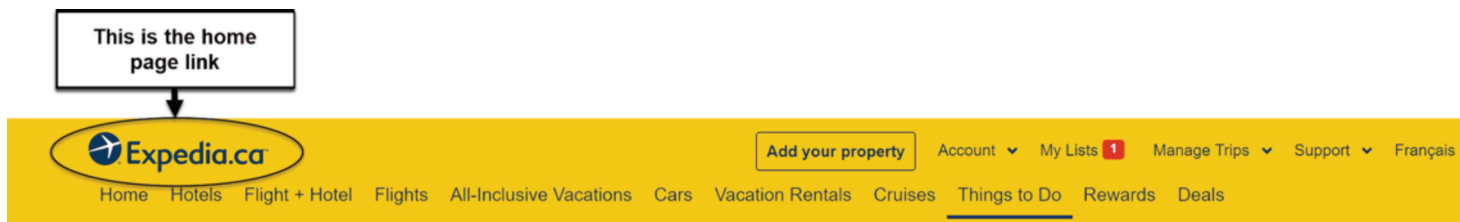
1. a)
2. b)
3. a)
4. a)
5. a)
6. a)

Navigate Websites

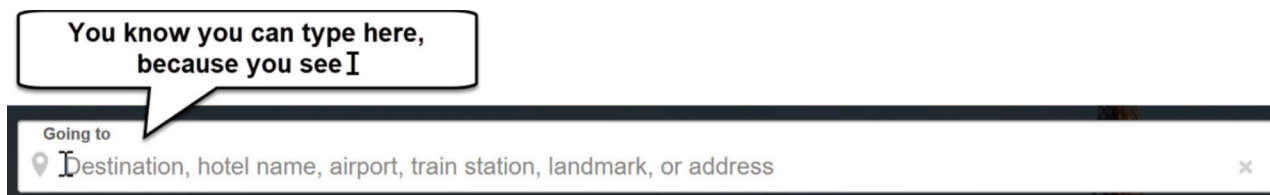
Website menu is a list of the most important/most popular web pages.



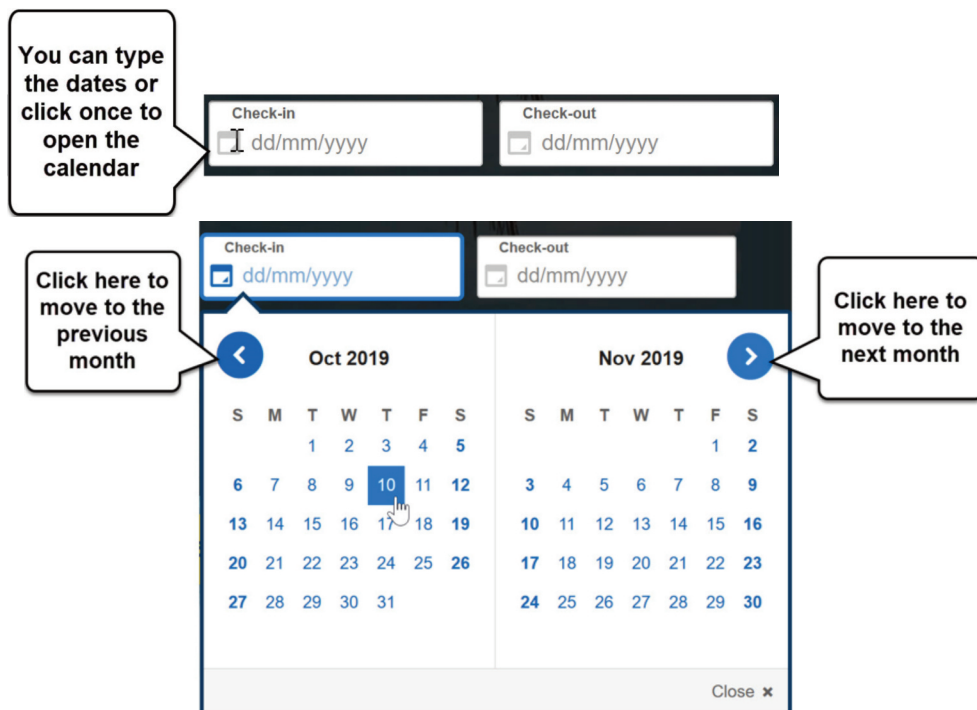
The home page link will take you back to the first page.



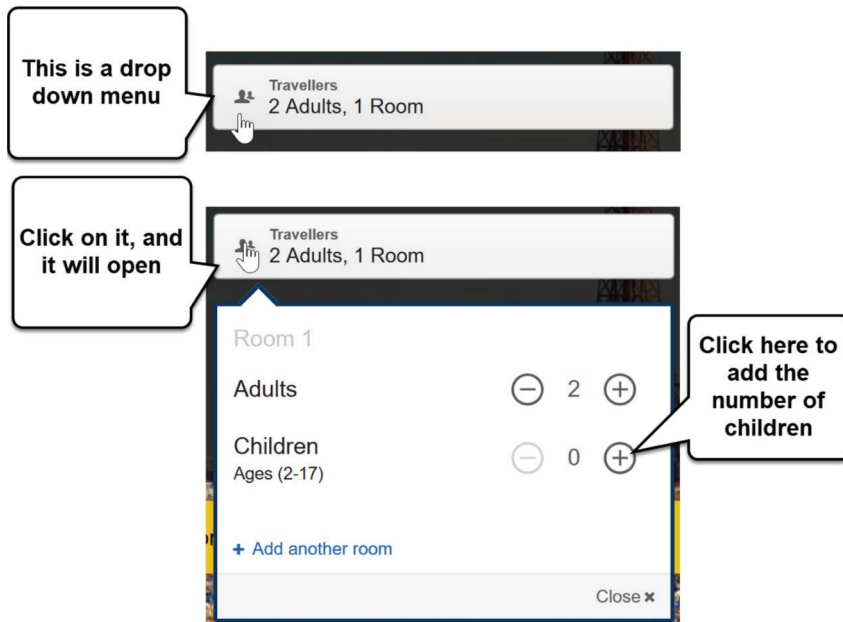
Use the search bar to look for information on the website.



Hotel and flight booking websites have calendars.



A drop-down menu opens a list of choices.



This is a drop down menu

Click on it, and it will open

Click here to add the number of children

Travellers
2 Adults, 1 Room

Room 1

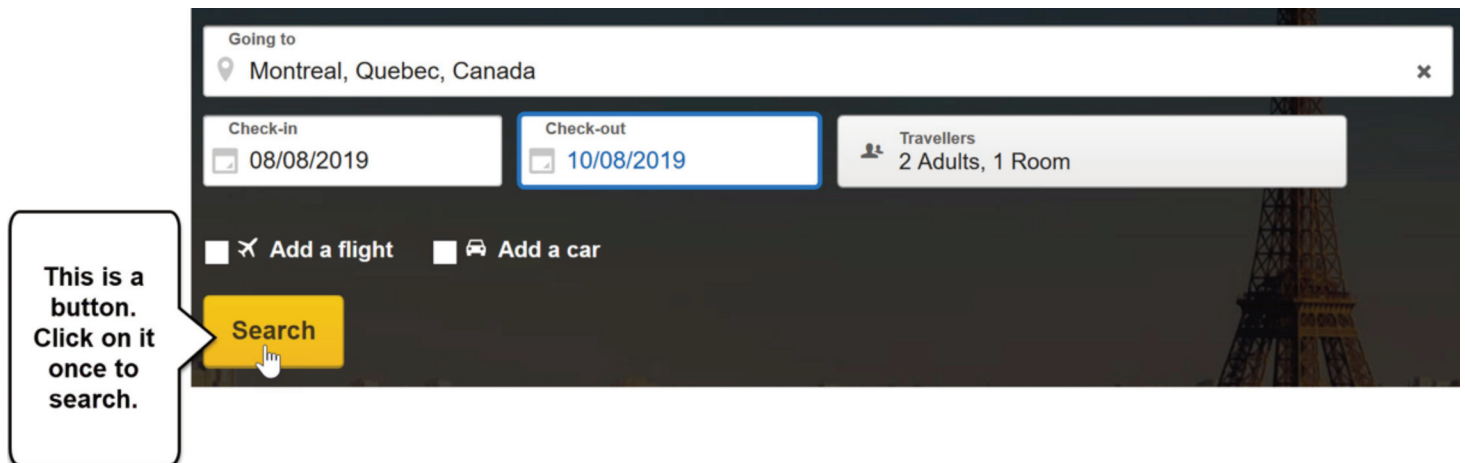
Adults - 2 +

Children
Ages (2-17) - 0 +

+ Add another room

Close ✕

A button can look like a box, a word or a symbol.



Going to
Montreal, Quebec, Canada ✕

Check-in
08/08/2019

Check-out
10/08/2019

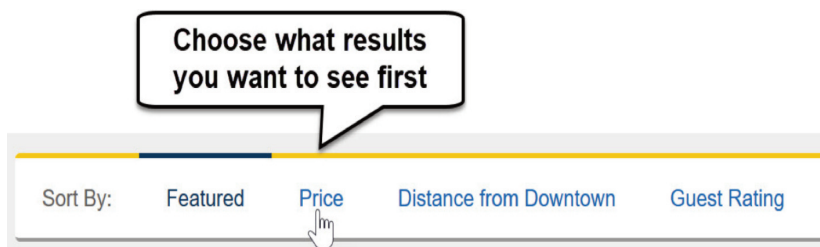
Travellers
2 Adults, 1 Room

✕ 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.

It's a good idea to 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

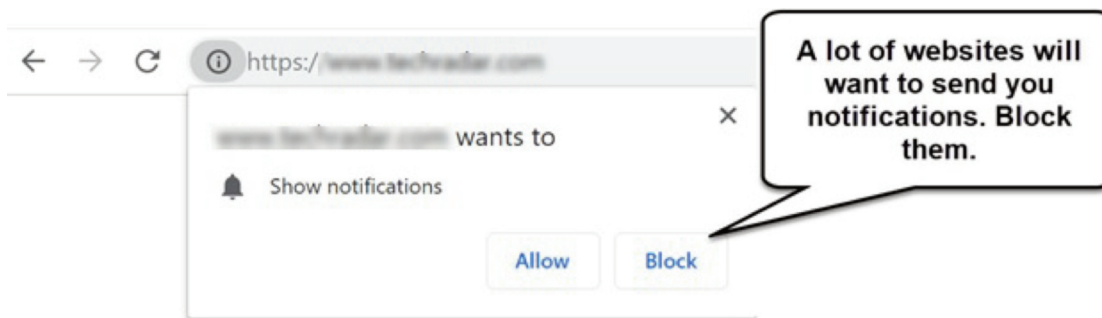
Be careful:

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.



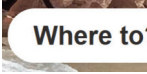
A lot of websites will want to send you notifications. Block them.

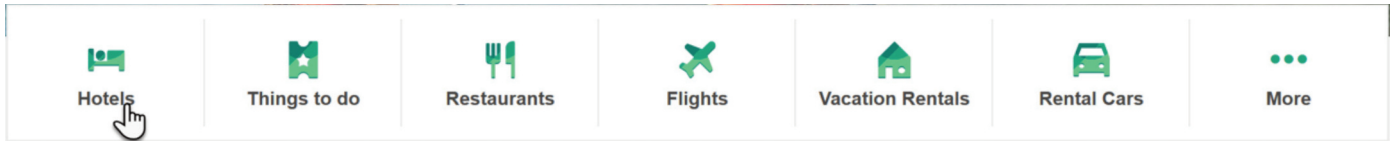
Close pop-up ads and warnings.



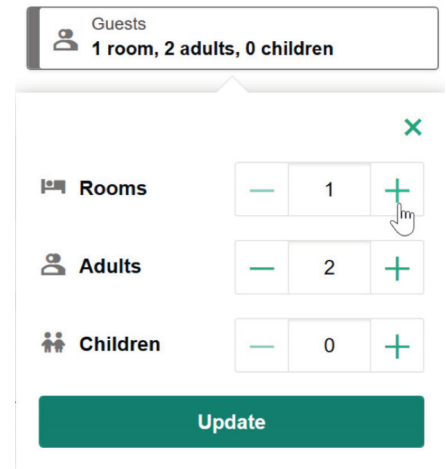
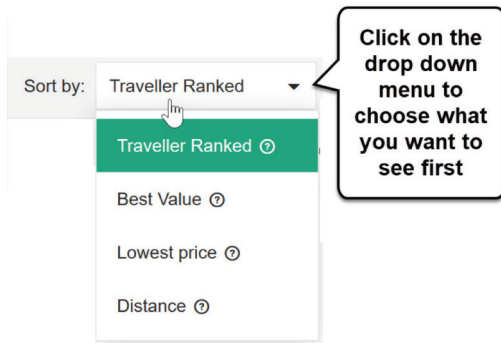
Never click on pop-ups. Close them right away.

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

Other: _____

Navigate Websites

Task: Your partner’s birthday is in two weeks, and you decided to order a gift for him/her online. Your budget is \$25.

1. You remember that your partner likes sports. Take a minute to find out what his/her favourite activities are. You can choose from this list:

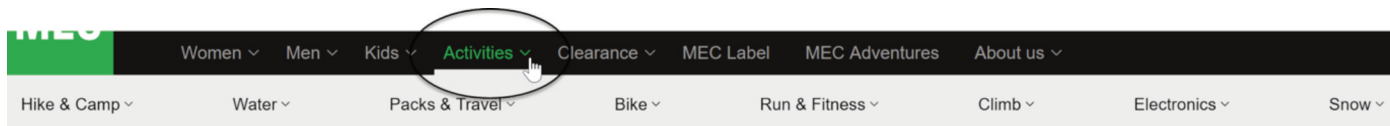
- hiking
- camping
- watersports (swimming, surfing, kayaking, etc.)
- biking
- running
- fitness (gym, yoga, etc.)
- Other: _____

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. Look at the filters on the left side and check off everything you like. For example, one useful filter is ‘Price’

You will see the filters you chose in the middle of the page. If you want 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:

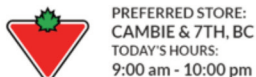
Gift: _____ Activity: _____ Price: _____

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 if you want to pick up the item, or if you want to pay for shipping. Check the price once again. Then, 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

You can see the final price here

PROCEED TO CHECKOUT

ORDER SUMMARY

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

*Taxes and fees are surcharges 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.

3. Create an account or choose to pay as a guest.

4. There are 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. If your shipping address and billing addresses are the same, check off the box:

BILLING ADDRESS

USE SHIPPING FOR BILLING ADDRESS

If the billing address is different, do not check off the box.

Type the billing information on the next page.

7. If you made a mistake, click on the 'Edit' or 'Back' link.

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.

Enter the 16-digit card number

PAYMENT CARD NUMBER:

Save new credit card

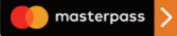
Copy the 4 digits from the front of your card


EXPIRES:

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

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.

9. Print or save the Confirmation page.

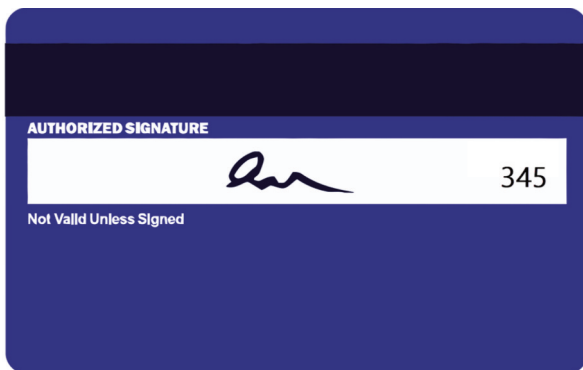
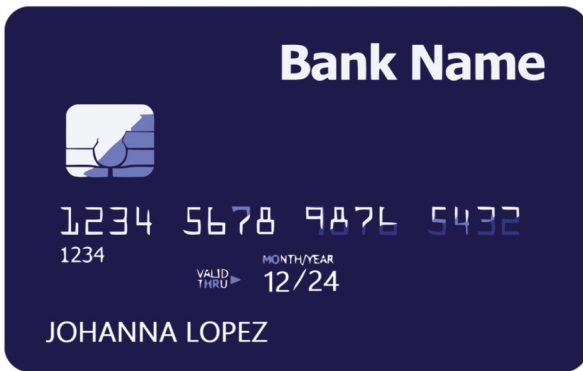
10. Get an email with all of the information.

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




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