



Digital Literacy Curriculum Resource

Module 5 Email



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	Education and Lifelong Learning
Digital Literacy Curriculum Module	Module 5: Email
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 • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key <p>Skills from Module 5:</p> <ul style="list-style-type: none"> • Locate web-based email provider • Sign into email account • Compose an email message • Send an email to a recipient
Level(s)	CLB 2/3
Task description	Send an email to your teacher
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: Give students your work email address</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 <u>how students get to</u> 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 <u>not</u> to check their answers on the task sheet nor their language skills.

Name: _____ Date: _____

Teacher: _____

Task:

You want to send your teacher an email.

1. Open a web browser. Go to your email provider’s website.

What did you type in the address bar? _____

2. Find your email account.

Which words take you to your email inbox? (Circle one) **sign up** or **sign in**

3. Go to your email inbox.

You need 2 pieces of information to sign in to your email account. What are they?

a) _____

b) _____

4. Write a new email message to your teacher.

You want to start a new email message. What word(s) do you look for?

5. Send an email to your teacher. Make sure you know your teacher’s email address.

Where can you find the **Send** button?

Task:

You want to send your teacher an email.

1. Open a web browser. Go to your email provider's website.

What did you type in the address bar?

my email provider's web address or www.yahoo.ca, etc.

2. Find your email account.

Which words take you to your email inbox? (Circle one) **sign up** or **sign in**

3. Go to your email inbox.

You need 2 pieces of information to sign in to your email account. What are they?

a) **username**

b) **password**

4. Write a new email message to your teacher.

You want to start a new email message. What word(s) do you look for?

Compose or **+ New Message**

5. Send an email to your teacher. Make sure you know your teacher's email address.

Where can you find the **Send** button?

at the bottom of your message or **in the task bar along the top of the screen**

	Yes	With Help
I can find my email provider		
I know the difference between <i>sign up</i> and <i>sign in</i>		
I can sign in to my email account		
I can begin a new email message		
I know where to type my teacher's (the recipient's) email address		
I know what to type in the Subject field		
I can send an email		

**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	Family and Relationships
Digital Literacy Curriculum Module	Module 5: Email
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 • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key <p>Skills from Module 5:</p> <ul style="list-style-type: none"> • Locate web-based email provider • Sign into email account • Compose an email message • Send an email to a recipient
Level(s)	CLB 2
Skill(s) and CLB competency(ies)	<p>Writing CLB 2 - I: Interacting with Others</p> <p>Convey an expanding range of goodwill messages.</p>
Task description	Send an email to your teacher. Wish your teacher a Happy Birthday.
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 have their own email accounts and know how to sign in to them. • Ensure that students know your email address.

Student's Name: _____ Date: _____

Teacher's Name: _____

Writing CLB 2 - I: Interacting with Others

Convey an expanding range of goodwill messages.

Description of learner task:

Write an email to your teacher. Wish your teacher Happy Birthday.

	Can do	Not yet
* Complete a Happy Birthday message		
Spelling is mostly OK		
Punctuation is mostly OK		
Capitalization is mostly OK		

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**

**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	Family and Relationships
Digital Literacy Curriculum Module	Module 5: Email
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 • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key <p>Skills from Module 5:</p> <ul style="list-style-type: none"> • Locate web-based email provider • Sign into email account • Compose an email message • Send an email to a recipient
Level(s)	CLB 3
Skill(s) and CLB competency(ies)	<p>Writing CLB 3 - I: Interacting with Others</p> <p>Convey short, personal and informal social messages on topics related to familiar everyday situations.</p>
Task description	Send an email to your teacher. Invite your teacher to a class party.
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 have their own email accounts and know how to sign in to them. • Ensure that students know your email address.

Student's Name: _____ Date: _____

Teacher's Name: _____

Writing CLB 3 - I: Interacting with Others

Convey short, personal and informal social messages on topics related to familiar everyday situations.

Description of learner task:

Write an email to your teacher. Invite your teacher to a class party. Tell your teacher the time, location, and other details about the party.

	Can do	Not yet
* Complete a party invitation message		
* Use words for inviting (e.g. invite you to...)		
* Explain time and location of party		
Spelling, punctuation and capitalization are mostly OK		

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