



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 • Attach a file to an email message • Send an email to a recipient
Level(s)	CLB 4
Task description	Send an email with an attachment 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:</p> <p>Upload sample pictures onto student computers and make sure that students know where to find the picture (e.g. in Pictures or Documents folders or on the Desktop). Note: Microsoft Windows usually comes loaded with a folder of sample pictures you can use for this task.</p> <p>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 with a picture from a class field trip.

1. Open a web browser and locate your email provider.

What did you type in the address bar? _____

2. Find your email account.

Which words should you look for to take you to your email inbox? **sign up** or **sign in**

3. Go to your email inbox.

What 2 pieces of information did you need to enter to sign in to your email account?

a) _____

b) _____

4. Write a new email message to your teacher.

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

5. Attach a photo to your email.

Where can you find the photo?

6. 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 with a picture from a class field trip.

1. Open a web browser and locate your email provider.

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 should you look for to take you to your email inbox? **sign up** or **sign in**

3. Go to your email inbox.

What 2 pieces of information did you need to enter to sign in to your email account?

a) **username**

b) **password**

4. Write a new email message to your teacher.

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

Compose or **+ New Message**

5. Attach a photo to your email.

Where can you find the photo?

Photos or Documents folder or on the **Desktop**

6. 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 the recipient's email address		
I know what to type in the Subject field		
I can attach a photo to an email message		
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	Employment / 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 • Attach a file to an email message • Send an email to a recipient
Level(s)	CLB 4
Skill(s) and CLB competency(ies)	<p>Writing CLB 4 - III: Getting Things Done Write simple business or service messages.</p>
Task description	<p>Send an email expressing interest in a volunteer job posting. Attach a resumé to the email.</p>
Information for the teacher	<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"> • Ensure that students have their own email addresses and know how to sign in to them. • Prepare a relevant volunteer job posting (or adapt the one after the CLB Assessment Tool) and distribute the job posting or project in the classroom so students are able to respond to it. • Upload a sample resumé to each computer (the sample resumé is not critical to the task since you will be evaluating the student’s ability to send an appropriate email message).

Student's Name: _____ Date: _____

Teacher's Name: _____

Writing CLB 4-III: Getting Things Done

Write simple business or service messages.

Description of learner task:

Respond to a volunteer job posting. Write an email expressing interest in the volunteer job. Attach your resumé to the email.

	Can do	Not yet
* Conveys main ideas		
* Supports main ideas with some detail		
* Language is appropriate to purpose, intent and social context		
* Adequate control over simple structures		
Uses basic paragraph structure		
Adequate control over spelling, punctuation and capitalization		

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**

Writing CLB 4-III: Getting Things Done

Write simple business or service messages.

- Respond to a volunteer job posting. Write an email expressing interest in the volunteer job. Attach your resumé to the email.

Volunteers Needed for Annual Golf Classic
Place: Meadow Valley Golf and Country Club
Date: May 28, 2020

We are looking for volunteers to help with:

- greeting participants
- registration
- on-course activities
 - hole-in-one spotters
 - food and beverage stations
- raffle sales
 - must be comfortable approaching guests to encourage raffle sales
 - must be able to process cash and credit transactions

Contact Sue Leader at sue@golfclassic.com