



Digital Literacy Curriculum Resource

Module 7 Safety and Security



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>Change email password</p>
<p>Digital Literacy Curriculum Module</p>	<p>Module 7: Safety and Security</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 cursor • Navigation: move the mouse around the screen to position the cursor in correct location • Keyboarding: type words, numbers, symbols; use Shift and Enter keys • Online skills: open a web browser, use the address bar, search for a website • Email skills: log in to email account <p>Skills from Module 7:</p> <ul style="list-style-type: none"> • Understand weak vs. strong passwords • Create a strong password
<p>Level(s)</p>	<p>CLB 2/3</p>
<p>Description of learner task</p>	<p>Students will use the strong password they created themselves in Digital Skill 2-Your Turn activity of this Module to change their own email password.</p> <p>With volunteers or in pairs, students follow the step-by-step instructions of the relevant Module 7-CLB 2/3-Digital Skill 3 -Learn-Handouts A, B or C to change passwords for their own email accounts.</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"> • Distribute the relevant Module 7 CLB 2/3-Digital Skill 3-Learn-Handouts A, B or C • For a step-by-step video guide, students can also log in to Part 1 of Module 7’s Extra Practice Activity. Yahoo Mail: 0:00 – 1:44 Gmail: 1:45 – 3:30 Outlook: 3:31 – 5:06 <p>Assessing the digital skills: Have your students use the Self-Assessment Checklist to check their digital skills.</p> <p>Language skills: You are not assessing language skills. If the students do not remember vocabulary in the handout or the digital skills checklist, explain it to them again.</p>

Instructions for the task

- 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 not to check their answers nor their language skills.

Digital Skills Self-Assessment Checklist

	Yes	With Help
I know how to create a strong password: use a passphrase or random words		
I know how to keep my password safe.		
I know where to click in my email account to change my password.		
I can type upper and lower case letters and symbols exactly for my password.		

**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.

Topic	Money and Financial Literacy; Commercial Services and Consumerism
Digital Literacy Curriculum Module	Module 7: Safety and Security
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"> • N/A <p>Skills from Module 7:</p> <ul style="list-style-type: none"> • Understand weak vs. strong passwords • Create a strong password
Level(s)	CLB 2/3
Skill(s) and CLB Competency(ies)	<p>Speaking CLB 2 - III: Getting things done Give very simple warnings and cautions.</p> <p>Speaking CLB 3 - III: Getting things done Give an expanding range of simple warnings and cautions.</p>
Description of learner task	Students give warnings to a classmate about using the same passwords for different online accounts
Information for the teacher	<p>Reminder: Teach the language skills prior to this assessment</p> <p>Specific information for this task:</p> <ul style="list-style-type: none"> • The teacher will pose as the classmate in this roleplay

Name: _____ Date: _____

Teacher: _____

Speaking CLB 2 - III: Getting Things Done

Give very simple warnings and cautions

Speaking CLB 3 - III: Getting Things Done

Give an expanding range of simple warnings, apologies and cautions

Description of learner task:

Give a warning to a classmate who uses the same password for her phone, whatsapp, facebook and email accounts.

	Can do	Not yet
CLB 2: * Uses simple warnings (Uses appropriate memorized expressions, simple sentences, and courtesy formulas for simple warnings and cautions)		
CLB 3: * Uses appropriate polite expressions		
* Repeats and tries to explain when necessary		
* Uses appropriate simple expressions		
* Provides some basic details		

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