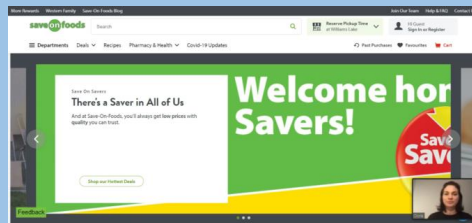


# Online Search Skills



What job title, keywords, or company  Where Vancouver, BC



**SHOW THIS SLIDE AND THE REST OF THE SLIDES FROM HERE ONWARD TO THE LEARNER**

**Say to the learner:**

*Today, we're going to learn how to search for a job posting on the Indeed Canada website.*

## Lesson Objectives – Part One

### Job Search on indeed

- A. Search for indeed Canada Website
- B. Navigate indeed Canada Website

#### Instructions to the Tutor

These are the skills learners will master at the end of the lesson.

#### A. Search for indeed Canada Website

#### B. Navigate indeed Canada Website

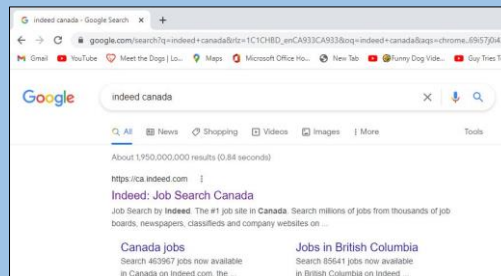
#### Say to the learner:

*Today, we're going to review how to search for information online.*

*First, we'll go over how to search for the indeed Canada website and then how to navigate the indeed Canada website.*

# Lesson – Part One A

## Search for indeed Canada Website



**Total Video length of Part One: 5:29 mins**

### Part One A

- **Search for indeed Canada website: 0:00-1:45 mins [1:45 mins]**

### Say to the Learner:

*We are going to learn how to search for a job on the indeed.ca website. We will watch a video.*

*We can watch the video several times. So, don't worry if you don't catch everything the first time.*

### Instructions for the Tutor:

- Do A only [Search for indeed Canada Website] Stop the video at 1:45 mins.
- Play the video several times.
- Then ask comprehension check questions to check understanding. [See next slide for comprehension check questions.]
- Then have learner do Practice-Part One A.

- After that, repeat the steps for Part One B [Navigate indeed Canada Website.] –These steps are in subsequent slides.

- Click on the PLAY icon in the slide to open the video lesson.

- Use this link to the YouTube video if the link in the slide doesn't work:

**<https://youtu.be/A9P1QzwxPE>**

- For remote tutoring, when you share screen to play the video, make sure you have shared the audio.
- Play the lesson a bit and check the learner can hear it ok before playing the whole video.

# Check Understanding



## Instructions for the Tutor:

### Check understanding

After watching the video lesson, replay the video, pause it and ask questions to check understanding (review and elicit) before moving on to the Practice.

Ask these comprehension check questions or others to check understanding:

Search for indeed Canada website

### Say to the Learner:

- *In the video lesson, which browser did she use to get on the internet?*  
**Answer:** Google Chrome
- *What browser do you usually use?* **Answer:** Answers vary... Google Chrome, Microsoft Edge, Apple Safari, Mozilla Firefox
- *What icon does the search bar have? Show me.* **Answer:** Magnifying glass
- *What do you press on the keyboard after you type your search in the search bar?* **Answer:** Press Enter
- *What does 'ca' in a website address mean?* **Answer:** It's a Canadian

website.

- *Where is the address bar on a browser? Show me. **Answer:** Top of the page. [Optional-not in video: you can also enter your search there in the address bar.]*

**Instructions for Tutor:**

**Ask the learner:** *Do you want to watch the video again?*

**IMPORTANT**

If the learner is struggling, stop the session.

**Say to the learner:**

*Let's do more work on X... before we do this.*

**Instructions to the Tutor:**

For example, learner may not know where to click on the google search homepage.

If so, go to the Digital Literacy Curriculum Resource (DLCR) and use the relevant module before using this video review lesson.

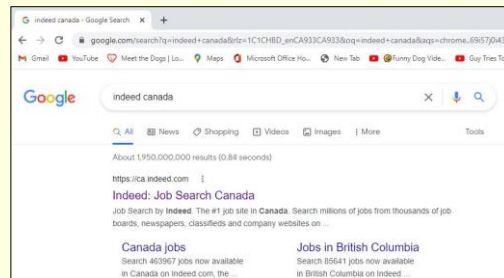
Teach the skills and have the learner practice.

For example, use Module 3 Online Skills Basics, or Module 4 Online Skills, depending on learner needs.

**Tip:** Do the Needs Assessment to determine needs; use the Needs Assessment tools in the DLCR for this.

# Practice – Part One A

## Search for indeed Canada Website



### Instructions for the Tutor:

**PRACTICE** Lesson Focus: Search for indeed Canada Website

### PREPARATION

- Both learner and tutor have a laptop or computer each.
- Place one or more internet browser icons on the desktop and pin one or two icons to the taskbar on learner's computer.
- Go through the practice before the session to make sure there are enough job postings that come up, after the filters are used.

### Preparation for Remote tutoring only:

- Have support person make sure the browser icon is easy for the learner to find on the desktop.
- Refer to Slides #10 and 11. Tutor should be able to see learner's computer screen and hands.
- If no preparations were made on the learner's computer before the session by a support person, use the **Request Remote Control** function in Zoom on the learner's desktop if the learner struggles, and before they

get frustrated.

---

## **PRACTICE**

### **Instructions for the Tutor:**

Demonstrate first, then let the learner practice.

### **Say to the Learner:**

*Now it's time to practice.*

*We're going to learn how to find a job posting on Indeed Canada.*

[After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.]

### **Search for indeed Canada Website**

- 1) *Open your browser.*
- 2) *Find the search bar.*
- 3) *Click in the box and type Indeed Canada or Indeed.ca*
- 4) *Press enter on your keyboard.*
- 5) *Choose the ca.indeed.com website.*
- 6) *Click on the name or the website address. You are in the indeed Canada website!*

### **Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)

### **Remote tutoring only:**

- [Support person would have to make sure the learner is following all the steps.
- It would also be good if the tutor can see the learner's screen and hands to make sure the learner is following.]

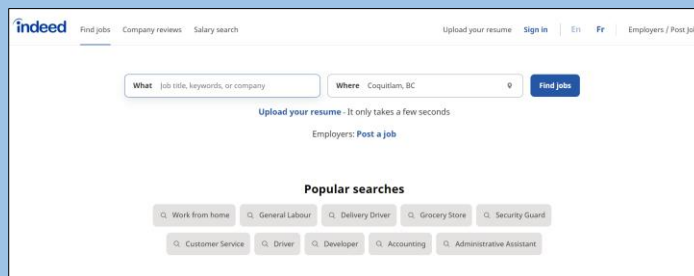
### **CHECK THE LEARNER'S SKILLS:**

Has the learner shown you they can do the skills at least three times without support? If so, then they are ready to move on to the next part.



# Lesson – Part One B

## Navigate indeed Canada Website



**Total Video length of Part One: 5:29 mins**

### Part One B:

- **Navigate indeed Canada website:** 1:45- 5:29/END  
[3:44 mins]
  - **'What' and 'Where' Boxes** 1:45 – 2:45 [
  - **Filters:** 2:46 – 4:21 mins
  - **Job Postings:** 4:22 – 5:29 mins /End

### Say to the Learner:

We are going to learn how to navigate the indeed Canada website to find job postings. We will watch a video.  
We can watch the video several times. So, don't worry if you don't catch everything the first time.

### **Instructions for the Tutor:**

- Part One B video lesson starts at 1:46 mins in the video. **Cue the video before the session.**
  - Depending on the level of your learner, you may want to play the video from start to finish or stop at each segment as outlined above.
  - Play the video several times.
  - Then ask comprehension check questions to check understanding. [See next slide for comprehension check questions.]
  - Then have learner do Practice Part Two B.
  - After that, learner can continue with the Extra Practice.
- 
- Click on the PLAY icon in the slide to open the video lesson.
  - Use this link to the YouTube video if the link in the slide doesn't work:  
**<https://youtu.be/A9P1QzwxPE>**
- 
- For remote tutoring, when you share screen to play the video, make sure you have shared the audio.
  - Play the lesson a bit and check the learner can hear it ok before playing the whole video.

# Check Understanding



## **Instructions for the Tutor:**

After watching the segment of the video lesson, check understanding (review and elicit) before moving on.

## **Check understanding**

After watching the video lesson, replay the video, pause it and ask questions to check understanding (review and elicit) before moving on to the Practice.

Ask these comprehension check questions or others to check understanding:

## **Navigating indeed Canada website:**

### 'What' and 'Where' Boxes

#### **Say to the Learner:**

- What kind of words can you enter in the 'What' search box? **Answer:** Job Title, Keywords or Company
- What kind of words can you enter in the 'Where' search box? **Answer:** Location of the job you want

- What button do you click after you enter the 'What' and 'Where' search boxes? **Answer:** Find jobs.

### Filters

#### **Say to the Learner:**

- These help us narrow down our search results (point to filters). What are they called? **Answer:** Filters.
- Give three examples of the filters you see on the Indeed.ca website.  
**Answer:** Remote, Date posted, Salary estimate, Job type, Location, Company etc.
- What happens when we click on a filter? **Answer:** It opens a drop-down menu. Show me the drop down menu.
- Are the filters we use lighter or darker? **Answer:** The filters we use are darker.

### Job Postings

#### **Say to the Learner:**

- There are quite a few job postings in the results page. How do you go through quickly to see the job postings farther down the page? **Answer:** Scroll down.
- Where do you click on the job posting to open it? Show me. **Answer:** Anywhere inside the box of the job posting.
- How do you read through all the information in the job posting? **Answer:** Use the scroll bar to scroll through the job posting. Show me the scroll bar

#### **Instructions for Tutor:**

**Ask the learner:** Do you want to watch the video again?

#### **IMPORTANT**

If the learner is struggling, stop the session.

#### **Say to the learner:**

Let's do more work on X... before we do this.

#### **Instructions to the Tutor:**

For example, learner may not know how to scroll.

If so, go to the Digital Literacy Curriculum Resource (DLCR) and use the relevant module before using this video review lesson.

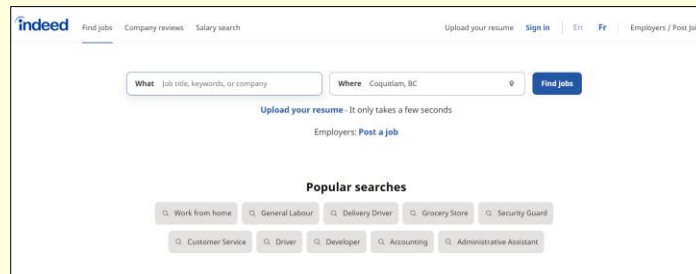
Teach the skills and have the learner practice.

For example, use Module 3 Online Skills Basics, or Module 4 Online Skills, or Module 1 Mouse and Navigation, depending on learner needs.

**Tip:** Do the Needs Assessment to determine needs; use the Needs Assessment tools in the DLCR for this.

# Practice – Part One B

## Navigate indeed Canada Website



### Instructions for the Tutor:

#### PRACTICE

Lesson Focus: **Navigate indeed Canada Website**

#### PREPARATION

- Both learner and tutor have a laptop or computer each.
- Place one or more internet browser icons on the desktop and pin one or two icons to the taskbar on learner's computer.
- Go through the practice before the session to make sure there are enough job postings that come up in the search results, after the filters are used.

#### Preparation for Remote tutoring only:

- Have support person make sure the browser icon is easy for the learner to find on the desktop.
- Refer to Slides #10 and 11. Tutor should be able to see learner's computer screen and hands.
- If no preparations were made on the learner's computer before the session by a support person, use the **Request Remote Control** function in

Zoom on the learner's desktop if the learner struggles, and before they get frustrated.

---

## **PRACTICE**

### **Instructions for the Tutor:**

Demonstrate first, then let the learner practice.

### **Say to the Learner:**

*Now it's time to practice.*

*We're going to learn how to find a job posting on Indeed Canada.*

[After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.]

### **Navigating indeed Canada Website**

- 1) *In the "What" search box, type Grocery Clerk.*
- 2) *In the 'Where' search box, type Vancouver, BC [or the region the learner lives in].*
- 3) *Let's use filters to narrow our search. Click on Location and choose Burnaby [or the city learner lives in; omit this if the learner lives in a small city-there may not be enough job postings for filtering].*
- 4) *Click on "Job type" and choose "Permanent".*
- 5) *This looks interesting. Let's click on this job posting. [Choose a job posting]*
- 6) *Scroll through to read all the information in the job posting.*

### **Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)

### **Remote tutoring only:**

- [Support person would have to make sure the learner is following all the steps.
- It would also be good if the tutor can see the learner's screen and hands to make sure the learner is following.]

### **CHECK THE LEARNER'S SKILLS:**

Have the learner show you they can do the skills at least three times without support. If so, then they are ready to move on to the next part.

## Extra Practice – Part One



### Instructions for the Tutor

#### Preparation

- Both learner and tutor have a laptop or computer each.
- Place one or more internet browser icons on the desktop and pin one or two icons to the taskbar on learner's computer.
- Make sure learner's computer's browser is closed.
- Go through the practice before the session to make sure there are enough job postings that come up, after the filters are used.

#### For Remote tutoring only:

- Refer to Slides #10 and 11. Tutor should be able to see learner's computer screen and hands.

### Extra Practice

#### Say to the learner:

*Let's practice some more.*

- 1) *You are in your desktop. Let's open Google Chrome [or any other browser learner uses].*
- 2) *Search for indeed Canada.*
- 3) *You're in indeed Canada. Look for 'Warehouse Worker' in location [city where learner lives]*
- 4) *Let's use some filters. Find only Part-time jobs.*
- 5) *Find jobs that pay \$15+/hour.*
- 6) *Click on the second posting [or whichever tutor sees fit].*
- 7) *Scroll to read the job posting. Scroll up again.*
- 8) *Does it say how much it pays? If yes, how much?*

**Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)
- You can change the job searched each time. For example, cleaner, security guard, carpenter etc.
- You can also change the filters used.

**CHECK THE LEARNER'S SKILLS:**

Has the learner shown you they can do the skills at least three times without support? If so, then they are ready to move on to the next part.



## Lesson Objectives – Part Two

A. Navigate Websites

B. Navigate Websites

### Instructions to the Tutor

These are the skills learners will master at the end of the lesson.

**Total Video length: Navigate Websites Part A: 7:38 mins**  
**Navigate Websites Part B: 4:02 mins**

### Say to the Learner:

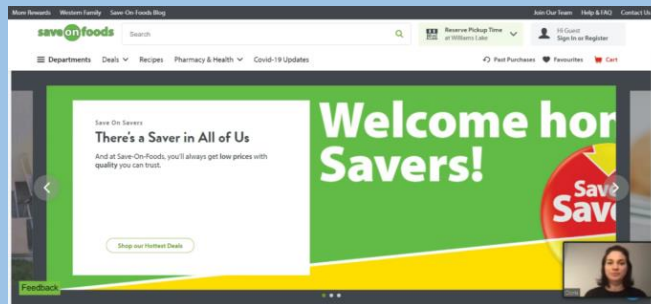
*We are going to learn how to navigate a company website to find useful information for a job interview.*

*We will watch two videos.*

*We can watch the videos several times. So, don't worry if you don't catch everything the first time.*

# Lesson – Part Two A

## Navigate Websites



**Total Video length: 7:38 mins**

- **Navigate Websites Part A**

- Search for Save-on-Foods website: 0:00-2:07 mins  
**[2:07 mins]**
- Explore the Save on Foods Homepage: 2:08 – 4:43  
**[2:35 min]**
- Navigate About Us Page: 4:43 – 7:38 /End mins  
**[2:55 mins]**

**Say to the Learner:**

*Let's watch how to navigate the Save-on-Foods website to find useful information for a job interview.*

**Instructions for the Tutor:**

- Play the video and stop at each segment as outlined above.
- Play the video several times.
- Then ask comprehension check questions to check understanding. [See next slide for comprehension check questions.]
- Then have learner do Practice Part Two A.

- After that, repeat the steps for Part Two B [Navigate Websites Part B] –These steps are in subsequent slides.

- Click on the PLAY icon in the slide to open the video lesson.

- Use this link to the YouTube video if the link in the slide doesn't work:

**<https://youtu.be/arBQ6f72Ujc>**

- **For remote tutoring**, when you share screen to play the video, make sure you have shared the audio.
- Play the lesson a bit and check the learner can hear it ok before playing the whole video.

# Check Understanding



## Instructions for the Tutor:

After watching the segment of the video lesson, check understanding (review and elicit) before moving on.

## Check understanding

After watching the video lesson, replay the video, pause it and ask questions to check understanding (review and elicit) before moving on to the Practice.

Ask these comprehension check questions or others to check understanding:

[Search for Save-on-Foods website](#)

## Say to the Learner:

- What icon does the search bar have? Show me. **Answer:** Magnifying glass
- What do you press on the keyboard after you type in your search in the search bar? **Answer:** Press Enter
- What does it mean when the cursor changes from an arrow to a hand? **Answer:** It's a hyperlink; you can click on the link to bring you to another page.

## Explore the Save on Foods Homepage

### **Say to the Learner:**

- What is the first page of a website called? **Answer:** Homepage
- Where is the main menu? Show me. **Answer:** At the top: the menu that shows Department, Deals, Recipes etc.
- How do you open the Departments menu? **Answer:** Click on Departments – the drop-down menu opens up.
- How do you close the Departments menu? **Answer:** Find the X. Click on it. Show me the X.
- How do you go down the page? **Answer:** Scroll down – Hover over the scroll bar. Left click, hold and drag the scroll bar downwards. Or, use the scroll wheel to scroll downwards. Show me the scroll bar.
- How do you hover over a link? **Answer:** Move the mouse over a link or button but don't click.
- When you hover over the **Shop Now** button, what color does it change to? **Answer:** Green.
- Where is the company information about Save on Foods located on the home page? Show me. **Answer:** At the bottom of the page under Our Company.
- What are the three main categories you can find at the bottom of the page? **Answer:** Our company, Customer Service and Quick Links.

## Navigate About Us Page

### **Say to the Learner:**

- What happens when you click on "Read More" under "Get to Know Us"? **Answer:** It shows the full text of the "Get to Know Us" section.
- What happens when you click on "Meet our Leadership Team" under "Darrell's Story"? **Answer:** It brings you to the "Leadership team" page.
- How do you go back to the "About Us" page from the Leadership team page? **Answer:** Click on the back button at the top left corner of the page. Show me the back button.
- You're back at the "Get to Know Us" page. How do you see further down the page? **Answer:** Scroll down. Show me the scroll bar.
- How do you get back to the top of the page? **Answer:** Scroll up.

### **Instructions for Tutor:**

**Ask the learner:** Do you want to watch the video again?

### **IMPORTANT**

If the learner is struggling, stop the session.

### **Say to the learner:**

Let's do more work on X... before we do this.

**Instructions to the Tutor:**

For example, learner may not know how to use the back button to go back to the previous page.

If so, go to the Digital Literacy Curriculum Resource (DLCR) and use the relevant module before using this video review lesson.

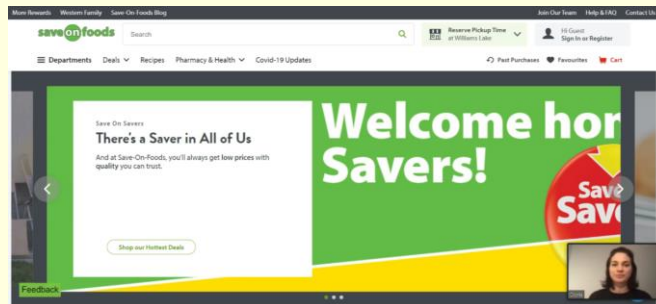
Teach the skills and have the learner practice.

For example, use Module 3 Online Skills Basics, or Module 4 Online Skills, depending on learner needs.

**Tip:** Do the Needs Assessment to determine needs; use the Needs Assessment tools in the DLCR for this.

# Practice – Part Two A

## Navigate Websites



### Instructions for the Tutor:

### **PRACTICE** Lesson Focus: **Navigate Websites Part Two A**

#### **PREPARATION**

- Both learner and tutor have a laptop or computer each.
- Place one or more internet browser icons on the desktop and pin one or two icons to the taskbar on learner's computer.
- Websites often update and change. Navigate the website before the lesson, to make sure it is still the same or take note of the changes and adapt accordingly.

#### **Preparation for Remote tutoring only:**

- Refer to Slides #10 and 11. Tutor should be able to see learner's computer screen and hands.

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#### **PRACTICE**

### Instructions for the Tutor:

Demonstrate first, then let the learner practice.

**Say to the Learner:**

*Now it's time to practice.*

*We're going to learn how to navigate the Save-on-Foods website.*

[After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.]

**Explore the Save-on-Foods Homepage**

- 1) *Open your browser.*
- 2) *In the search bar, type "Save on foods."*
- 3) *Press enter on your keyboard.*
- 4) *Choose the Save-on-Foods website.*
- 5) *Click on the name or the website address. You are in the Save-on-Foods website homepage.*
- 6) *Hover over some links in the main menu: "Departments, Deals, Recipes, Pharmacy & Health" etc... Don't click.*
- 7) *Hover over "Departments". Click on it. A drop-down menu opens.*
- 8) *Hover over some links..."Fruits and Vegetables, Baby Care, Meat & Seafood." But don't click.*
- 9) *These are not about the company. Click X to close this menu.*
- 10) *Scroll down slowly. Is there any information about the company? No... not really, it looks like this website is for online shopping.*
- 11) *Scroll down to the bottom of the page.*
- 12) *Here's information about the company! "Find Our company."*
- 13) *Hover over "About Us, Join Our Team, Retail Careers"...etc.*

**Navigate About Us Page**

- 1) *Move the cursor over "About Us." Click on it.*
- 2) *Find "Get to Know Us" and read a bit about the company. Click on "Read More" to read all the text.*
- 3) *Scroll down to "Darrell's Story"...Read the information.*
- 4) *Then click on the button "Meet our leadership team"*
- 5) *Scroll down to see who is in the leadership team.*
- 6) *Scroll up again.*
- 7) *Now, let's go back...*
- 8) *To go back, find the Back button in the top left corner. Click on it.*
- 9) *You are back to where you were before.*
- 10) *Let's continue exploring this page. Scroll down some more. "Supporting Local, Community Support"...*
- 11) *Click on "Learn More". More information.*
- 12) *Let's go back again. Click on the back button.*
- 13) *Scroll down some more.*



14) *Join Our Team...*

15) *Click "Learn More".*

**Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)

**Remote tutoring only:**

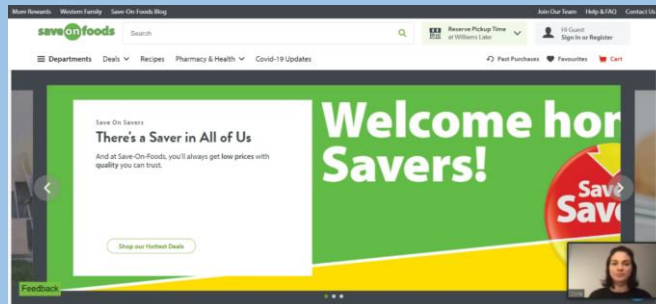
- [Support person would have to make sure the learner is following all the steps.
- It would also be good if the tutor can see the learner's screen and hands to make sure the learner is following.]

**CHECK THE LEARNER'S SKILLS:**

Has the learner shown you they can do the skills at least three times without support? If so, then they are ready to move on to the next part.

# Lesson – Part Two B

## Navigate Websites



**Total Video length: 4:18 mins**

- **Navigate Websites Part Two B**
  - Navigate Join Our Team Page: 0:00 – 04:18 mins **[4.18 mins]**

### Say to the Learner:

Let's continue to watch how to **navigate the Save-on-Foods website** to find useful information for a job interview.

### Instructions for the Tutor:

- Play the video several times.
- Then ask comprehension check questions to check understanding. [See next slide for comprehension check questions.]
- Then have learner do Practice Part Two B.
- After that, learner can continue with the Extra Practice.

- Click on the PLAY icon in the slide to open the video lesson.
- Use this link to the YouTube video if the link in the slide doesn't work:

**<https://youtu.be/OmTosAnmisk>**

- For remote tutoring, when you share screen to play the video, make sure you have shared the audio.
- Play the lesson a bit and check the learner can hear it ok before playing the whole video.

# Check Understanding



## Instructions for the Tutor:

After watching the segment of the video lesson, check understanding (review and elicit) before moving on.

## Check understanding

After watching the video lesson, replay the video, pause it and ask questions to check understanding (review and elicit) before moving on to the Practice.

Ask these comprehension check questions or others to check understanding:

[Navigate Join our Team Page:](#)

## Say to the Learner:

- *There's a video on this page. How do you play the video? **Answer:** Click on the play button in the middle of the video; it looks like a triangle pointing right in a red box.*
- *How do you pause the video? **Answer:** Click on the video again or click on the pause button; it looks like two vertical lines. Show me the pause button.*
- *How do you go back to the home page? **Answer:** Click on the Save-on-*

*Foods logo at the top left corner of the page.*

**Instructions for Tutor:**

**Ask the learner:** *Do you want to watch the video again?*

**IMPORTANT**

If the learner is struggling, stop the session.

**Say to the learner:**

*Let's do more work on X... before we do this.*

**Instructions to the Tutor:**

For example, learner may not know how to use the back button to go back to the previous page.

If so, go to the Digital Literacy Curriculum Resource (DLCR) and use the relevant module before using this video review lesson.

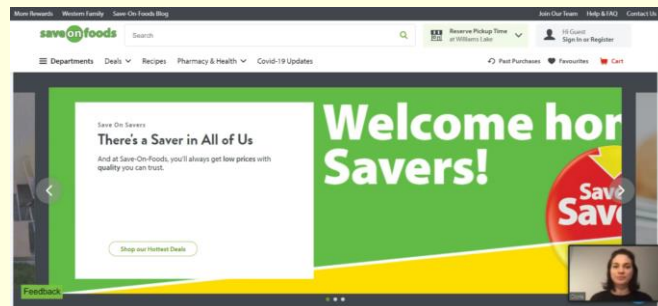
Teach the skills and have the learner practice.

For example, use Module 3 Online Skills Basics, or Module 4 Online Skills, depending on learner needs.

**Tip:** Do the Needs Assessment to determine needs; use the Needs Assessment tools in the DLCR for this.

# Practice – Part Two B

## Navigate Websites



### Instructions for the Tutor:

### **PRACTICE** Lesson Focus: **Navigate Websites Part Two B**

#### **PREPARATION**

- Both learner and tutor have a laptop or computer each.
- Place one or more internet browser icons on the desktop and pin one or two icons to the taskbar on learner's computer.
- Websites often update and change. Navigate the website before the lesson, to make sure it is still the same or take note of the changes and adapt accordingly.

#### **Preparation for Remote tutoring only:**

- Refer to Slides #10 and 11. Tutor should be able to see learner's computer screen and hands.

---

#### **PRACTICE**

#### **Instructions for the Tutor:**

Demonstrate first, then let the learner practice.

**Say to the Learner:**

*Now it's time to practice.*

*We're going to learn how to **navigate the Save-on-Foods website.***

[After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.]

**Navigate Join our Team Page**

- 1) *You are in the "About Us" page.*
- 2) *Scroll down to find "Join our Team". Click Learn more.*
- 3) *You see "Join our Team" again.*
- 4) *Hover over "View Current Opportunities and "Apply Here". Don't click.*
- 5) *Scroll down some more to "Why join the Save-on-Foods team?"*
- 6) *Click Learn more. There's a lot of information here !*
- 7) *"Community.... Diversity..."*
- 8) *Let's go back to the previous page.*
- 9) *Find the video on the right of the screen. Click on it to play the video a bit.*
- 10) *Click pause to pause the video.*
- 11) *Scroll down slowly. There is a lot of useful information on this page.*
- 12) *Now, let's go back to the homepage. Find the Save-on-Foods logo. Click on it.*
- 13) *You're back at the homepage!*

**Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)

**Remote tutoring only:**

- [Support person would have to make sure the learner is following all the steps.
- It would also be good if the tutor can see the learner's screen and hands to make sure the learner is following.]

**CHECK THE LEARNER'S SKILLS:**

Has the learner shown you they can do the skills at least three times without support? If so, then they are ready to move on to the next part.

## Extra Practice – Part Two



### Instructions for the Tutor

#### Preparation

- Both learner and tutor have a laptop or computer each.
- Place one or more internet browser icons on the desktop and pin one or two icons to the taskbar on learner's computer.
- Make sure learner's computer's browser is closed.
- Do the practice before the lesson so you know the steps.

#### For Remote tutoring only:

- Refer to Slides #10 and 11. Tutor should be able to see learner's computer screen and hands.

### Extra Practice

#### Say to the learner:

*Let's practice some more.*

1) *We're at the Save-on-Foods homepage. Let's explore the links at the top*



of the page. Like the main menu, these links also appear on every page of the Save-on-Foods website.

- 2) Hover over the links at the top of the homepage... "More Rewards, Western Family, Save-on-Foods blog."
- 3) Let's click on "More Rewards". Oh, an invitation to join "More Rewards"? No, not now. Find the X. Click on it.
- 4) Scroll through the information on this page. Oh... this is about the Save-on-Foods rewards program.
- 5) Let's go back to the previous page. Wait! The back arrow button is greyed out. We can't go back that way.
- 6) Oh! This page opened in a new tab. Sometimes, a link will open in a new tab. To go back to the previous page, click on the Save-on-Foods tab. Or you can click on the X on the "More Rewards" tab to close it.
- 7) You're back at the Save-on-Foods homepage.
- 8) Let's go to the top right links: "Join our Team, Help & FAQ, Contact Us..."
- 9) Click on "Join our Team". Oh! This is the same page that we visited before. Sometimes, websites put important pages in more than one place, so it's easy for people to find.
- 10) Let's click on "Help & FAQ", then click on "Contact Us".
- 11) Let's scroll down to the bottom of the page. Find "Help & FAQ" and "Contact Us" at the bottom of the page. Click on them. They are the same pages.
- 12) There's more than one way to go to these important pages.

### **Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)

### **CHECK THE LEARNER'S SKILLS:**

Has the learner shown you they can do the skills at least three times without support? If so, then they are ready to move on to the next part.

# Practice Between Sessions

- What did you learn/practice today?
- When are you going to practice?
- Practice Plan



## INSTRUCTIONS FOR THE TUTOR:

### In-person tutoring and Remote Tutoring:

- Make sure the learner knows how to access the video lesson(s) you just used so they can practice between tutoring sessions.
- If relevant, make sure the support person at home knows how to access the video(s) too.

### **Option One**

- Email the video link to the learner, and if relevant the at-home support person. They can use the link in the email to access the video lesson(s).

### **Option Two**

- Put a link to the specific video lesson(s) you did on the learner's desktop so they can access the video easily.

#### **How:**

- a. Open the website address for the lesson in the browser.
- b. In the address bar, click to highlight the lesson address.
- c. Drag the address (link) onto the desktop. It will make an icon on

- the desktop.
- d. Find the icon on the desktop and check that the link works.
- e. Show the learner where it is. Tell them to just click to access it for practice.

**Remote Tutoring Only:**

You can do Option Two above by using **Request Remote Control** in Zoom during the tutoring session.

Refer to the following for the steps on how to do that:

- **Tutor Checklist-During Remote Tutoring Sessions**
- **Learner Instructions: Let Tutor have Remote Control of your Computer During a Zoom Session**
- **IMPORTANT:** Keep in mind the following:
  - Before using **Remote Control**, be sure to get permission from your organization first.
  - It is crucial that the learner understands what it means, and gives you informed consent.
  - It is somewhat invasive and must be done respectfully and honouring the confidentiality of the learner.
  - Don't use the Request Remote Control feature first! It should be a last resort.
  - First, try your best to teach the learner and the support person how to do things using Share screen and demonstrating.
  - Use it if other ways do not work and the learner really needs to learn digital skills.
  - You may want to record the Zoom tutoring session in case of any possible accusations afterwards.

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\*\*\*\*\*

**SAY TO THE LEARNER:**

- *You did well today.*
- *So, what did you learn and practice today? →*  
*Today, we learned and practiced how to search for information online: [only mention the parts you covered]*
  - 1) *Use the browser to search for the indeed Canada website*
  - 2) *Navigate the indeed Canada website to look for job postings. You*
    - *Used the 'what' and 'where' boxes;*
    - *Used filters to look for job postings;*

- Read job postings.
- 3) Navigate the Save-on-Foods website
  - Explore the Save on Foods Homepage
  - Navigate About Us Page
  - Navigate Join our Team Page
- *It's really important to review and practice as much as you can! Please do that before our next tutoring session.*
- *Watch the video again, as many times as you need.*
- *I've emailed you the link. Let's make sure you can open it.*
- (OR)
- *We've put the link on your desktop. Here it is. Just click on it to watch the video. Let's make sure it works ok.*

### **Practice Plan**

Adapt the following according to what you reviewed in the session.

#### **Say to the learner:**

- *Practice at least three more times before our next session.*
- *Here is what to practice:*
- *I will email you this Practice Plan (see below). Please reply to the email so I know you got it and have what you need to do the practice.*

[Get learner to confirm they will practice and tell you when. Get specific.]

- *When are you going to do the practice? How many times? etc.*

#### **Instructions for the Tutor:**

Email the practice plans to the support person and learner. Please go through Practice Plans beforehand to make sure the website has not had recent updates. Please adapt Practice Plans accordingly if website has been updated.

#### **Practice Plan Part One:**

1. Use the browser to search for indeed Canada.
2. You're in indeed Canada. Look for three jobs using filters:
  - a. 'Grocery Clerk' in location (city where learner lives)  
Filters: permanent jobs; posted in the last 7 days; pays \$15+/hour
  - b. Warehouse worker in location (city where learner lives)  
Filters: full-time job; posted in the last 14 days; pays \$15+/hour
  - c. Cleaner in location (city where learner lives)  
Filters: part-time jobs; posted in the last 14 days; pays \$20+/hour

3. Click on the first job posting for each job. Scroll to read the job posting.

### **Practice Plan Part Two:**

You may email “Practice – Part Two” and “Extra Practice – Part Two” as part of the Practice Plan.

Below is another Practice Plan:

1. Open your browser.
2. In the Google search bar, enter “Save on Foods”
3. Click on the Save-on-Foods link.
4. You’re on the Save-on-Foods homepage.
5. Scroll down to the bottom of the page.
6. Look for “Retail Careers”. It is under “Our Company” in the left column
7. Click on “Retail Careers”.
8. Read “Benefits & Perks” in the middle of the page.
9. Scroll down to the bottom of the page.
10. Look for “In the News” in the middle column, under “Customer Service”.
11. Click on it.
12. Click on the latest news/media release.
13. Click ‘X’ to close the news/media release.
14. On the “In the News” page, click the back button to go back to the previous page.
15. You’re back at the “Retail Careers” page. Click on the Save-on-Foods logo to go back to the homepage.

# Confirm Next Session and Support



## Instructions for the Tutor:

- Confirm the next tutoring session.
- Clarify any support in-between sessions if you are offering that.  
If offering support outside the session time, put boundaries, be clear about when and how you are giving support.

## Say to the Learner.

*e.g. Great work today! etc.*

*Let's meet again on X date at X time. Does that work for you?*

*Wonderful.*

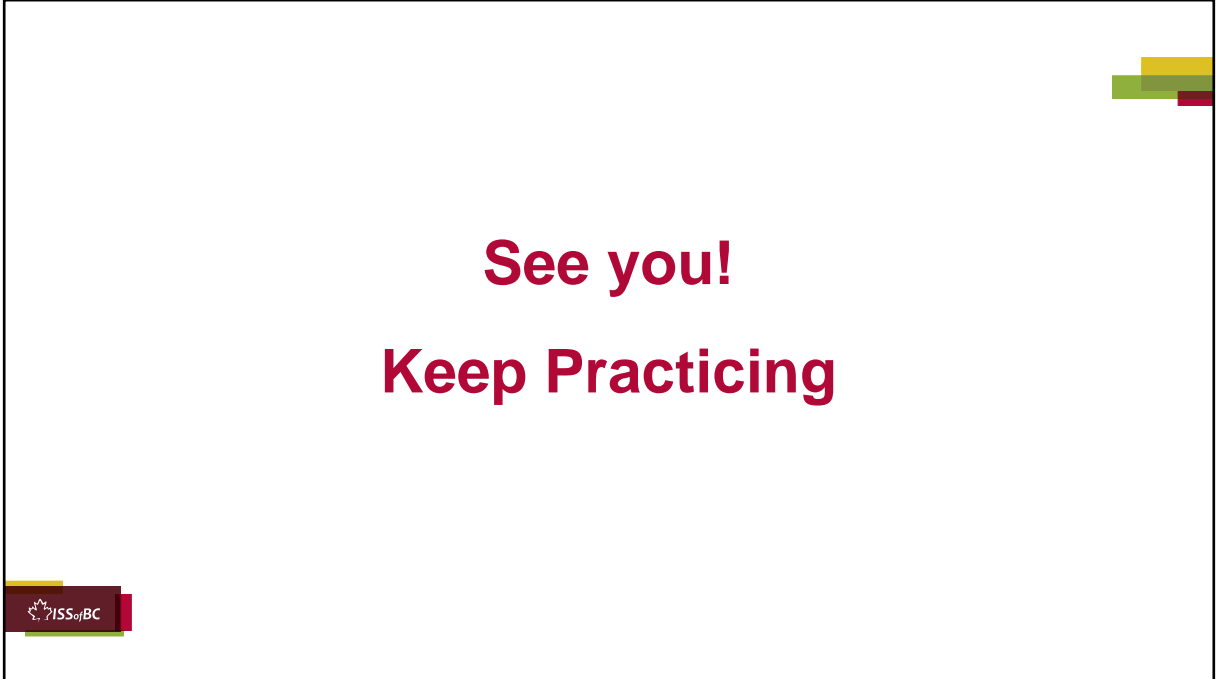
[If offering support before next session:]

*If you need support before our next session, please .....*

[For remote support:]

*I will send you the Zoom link the day before the tutoring session.*

*etc.*



Bye and see you on X date at X time.

Keep practicing!