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ISSofBC

issbc.org

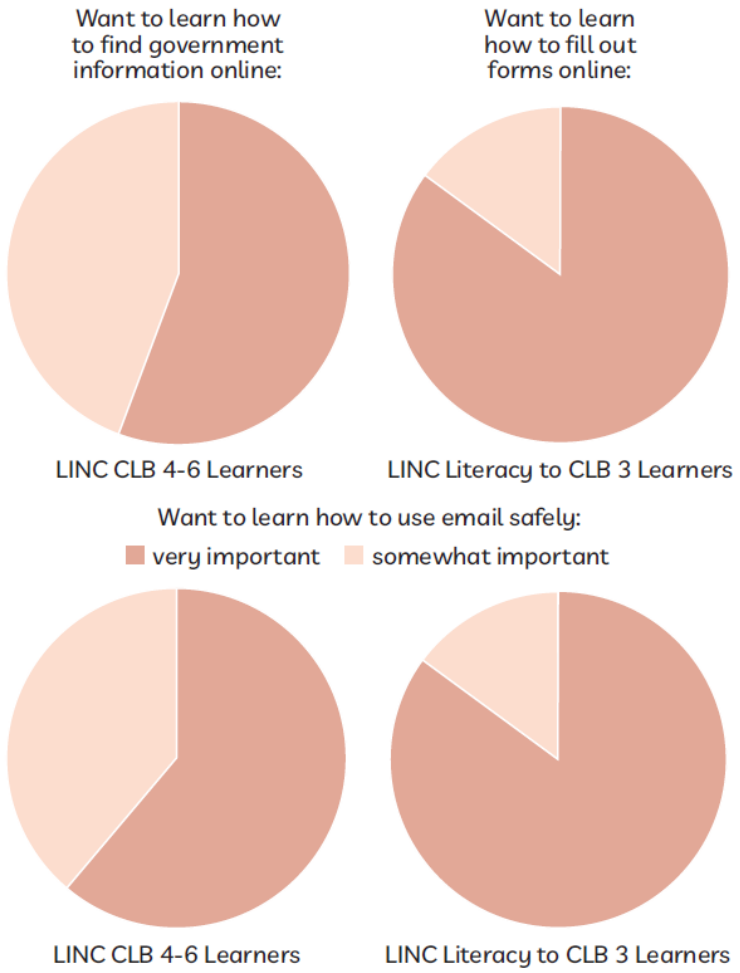
Helping immigrants build a future in Canada

Building Digital Literacy with ISSofBC's Digital Literacy Materials

Research

Based on research with

- 587 newcomers from literacy to CLB 6
- 71 professionals including LINC Teachers, and Administrators, Employment Counsellors and Settlement Workers



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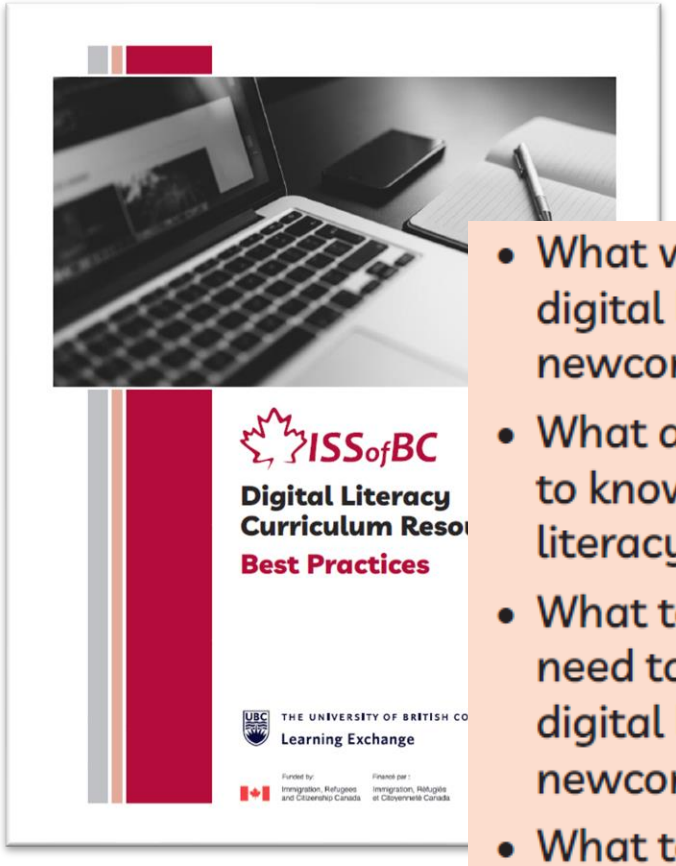
The Best Practices document:

- Provides key guidelines for incorporating digital literacy support and instruction into programing for newcomers
- Aids EAL teachers who incorporate lessons on digital literacy into classes
- Aids service providers that organize digital literacy workshops for learners with varying levels of English



- What we know about digital literacy for newcomers
- What administrators need to know about digital literacy for newcomers
- What teachers/facilitators need to know about digital literacy for newcomers
- What teachers need to know if they are using this curriculum resource in a LINC class

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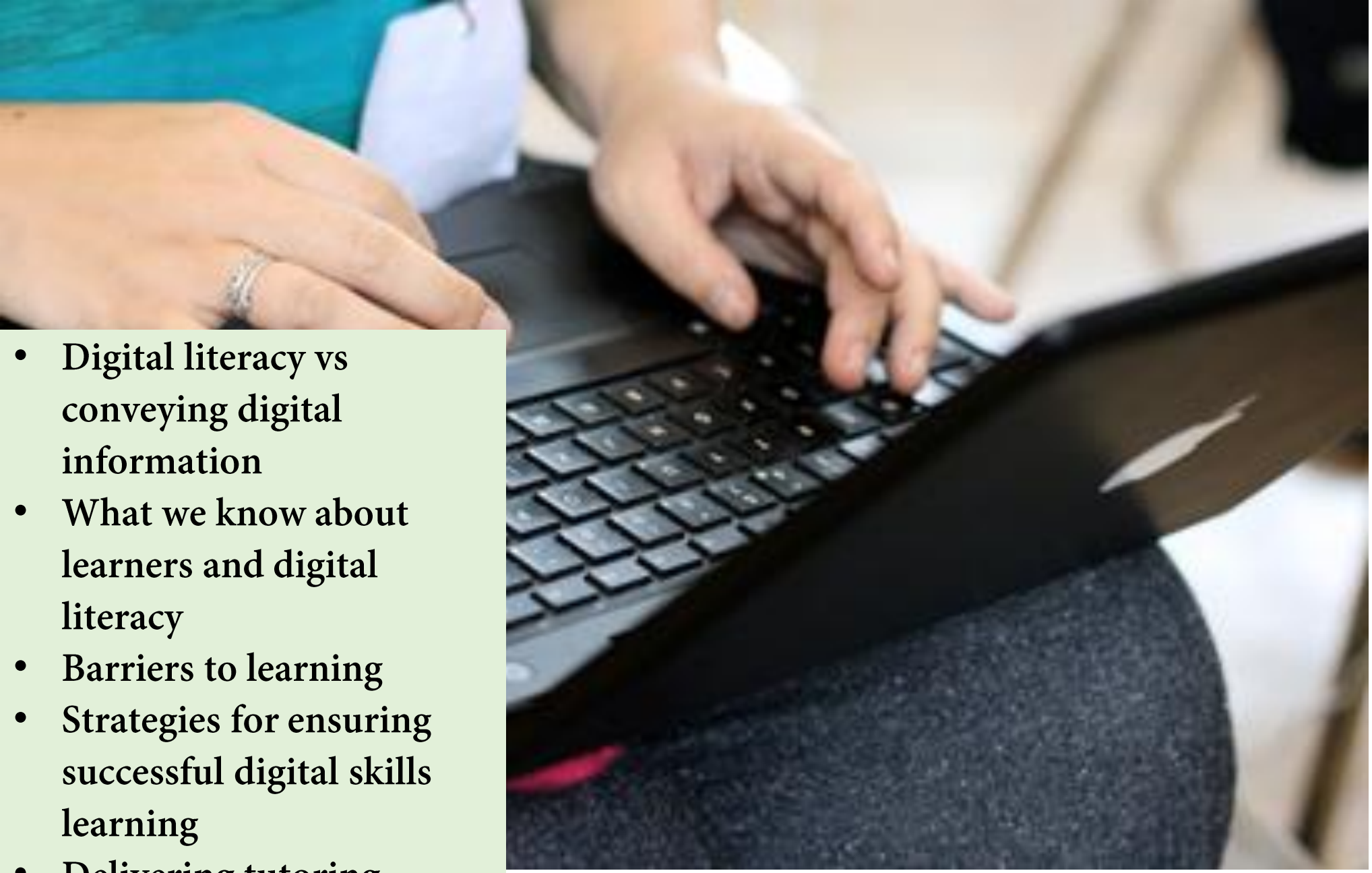

- Digital literacy vs conveying digital information
- What we know about learners and digital literacy
- Barriers to learning
- Strategies for ensuring successful digital skills learning
- Delivering tutoring

ISS*of*BC Digital Literacy Project for CLBC

Best Practices

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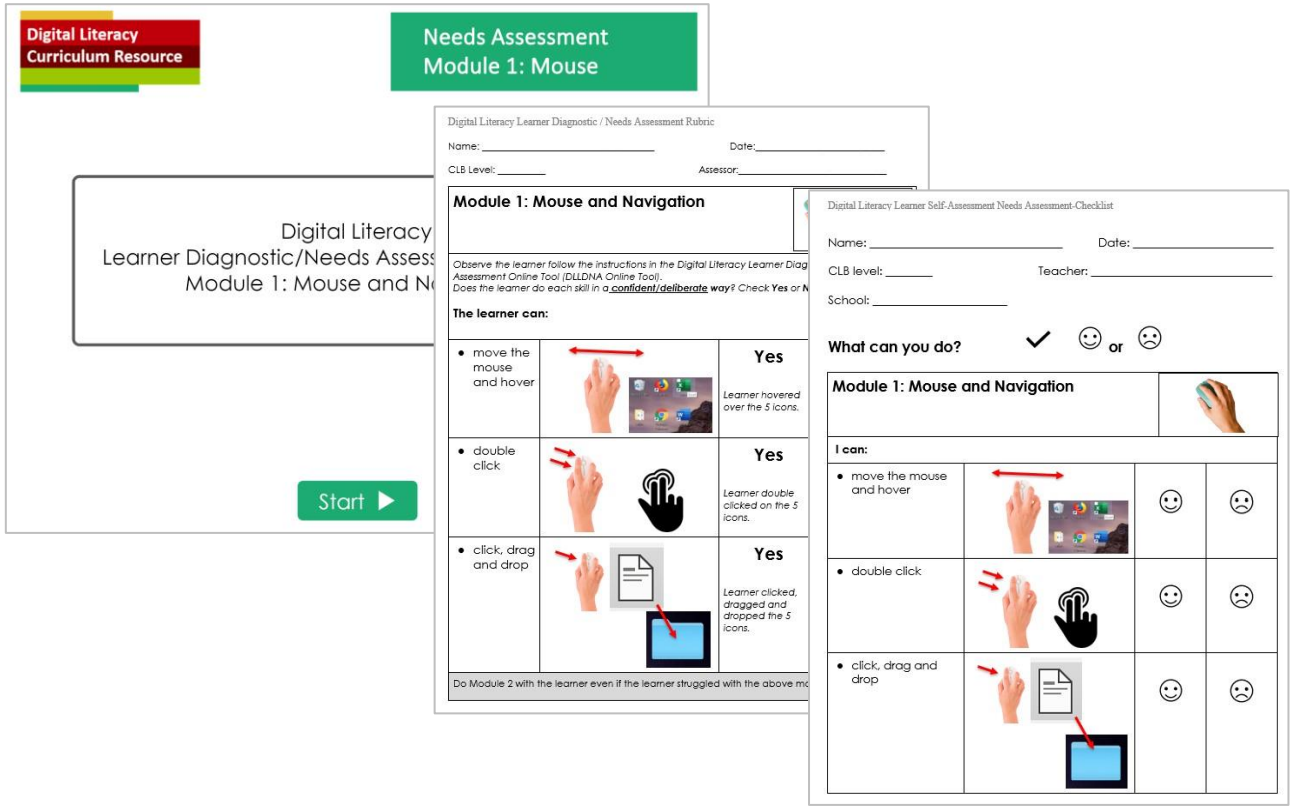
Overview of Contents

Diagnostic/Needs Assessment Tool

DNA tool consists of:

- Online diagnostic activities
- Rubrics for assessor
- Self assessment for learner



Digital Skills

Module 1 – CLB Lit/1 – Mouse & Navigating Download	Module 2 – CLB Lit/1 – Keyboarding Download	Module 3 – CLB Lit/1 – Online Skills Basics Download	Module 4 – CLB Lit/1 – Online Skills Download
Module 5 – CLB Lit/1 – Email Download	Module 6 – CLB Lit/1 – Mobile Phones Download	Module 7 – CLB Lit/1 – Safety & Security Download	Module 8 – CLB Lit/1 – Zoom on Computer Download

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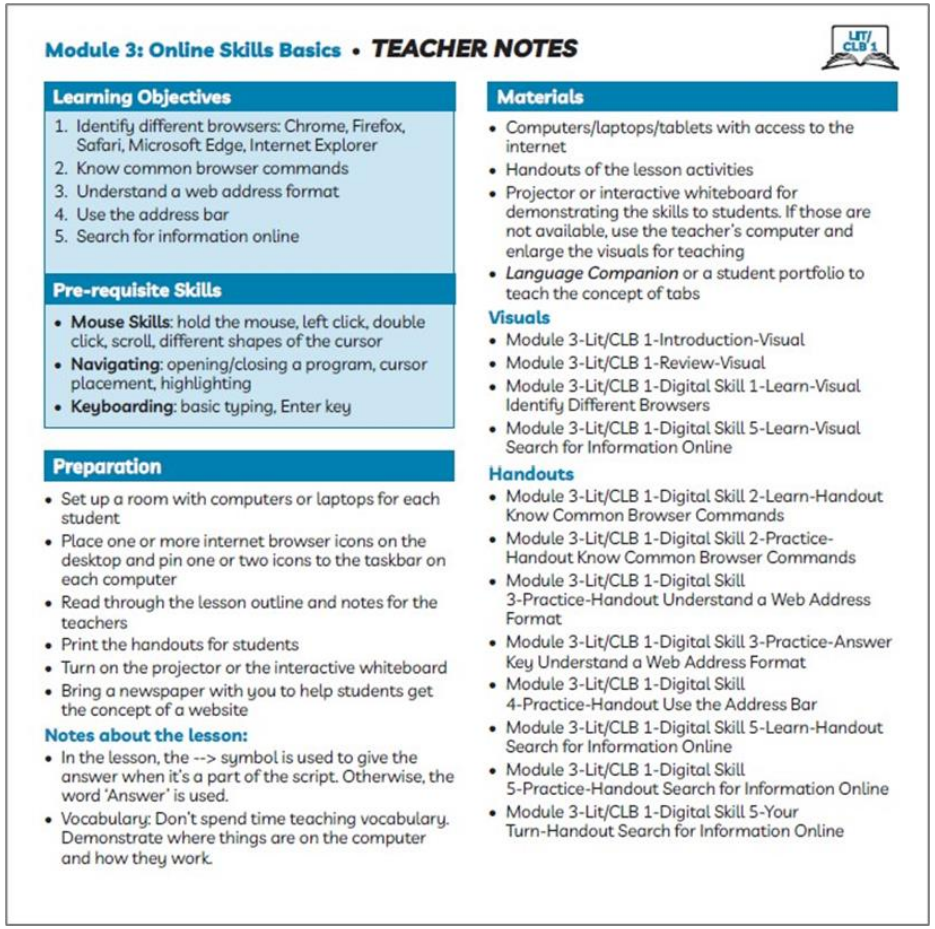
Lessons



Module 3: Online Skills Basics • *TEACHER NOTES*

Learning Objectives

1. Identify different browsers: Chrome, Firefox, Safari, Microsoft Edge, Internet Explorer
2. Know common browser commands
3. Understand a web address format
4. Use the address bar
5. Search for information online

Pre-requisite Skills

- **Mouse Skills**: hold the mouse, left click, double click, scroll, different shapes of the cursor
- **Navigating**: opening/closing a program, cursor placement, highlighting
- **Keyboarding**: basic typing, Enter key

Preparation

- Set up a room with computers or laptops for each student
- Place one or more internet browser icons on the desktop and pin one or two icons to the taskbar on each computer
- Read through the lesson outline and notes for the teachers
- Print the handouts for students
- Turn on the projector or the interactive whiteboard
- Bring a newspaper with you to help students get the concept of a website

Notes about the lesson:

- In the lesson, the --> symbol is used to give the answer when it's a part of the script. Otherwise, the word 'Answer' is used.
- Vocabulary: Don't spend time teaching vocabulary. Demonstrate where things are on the computer and how they work.

Materials

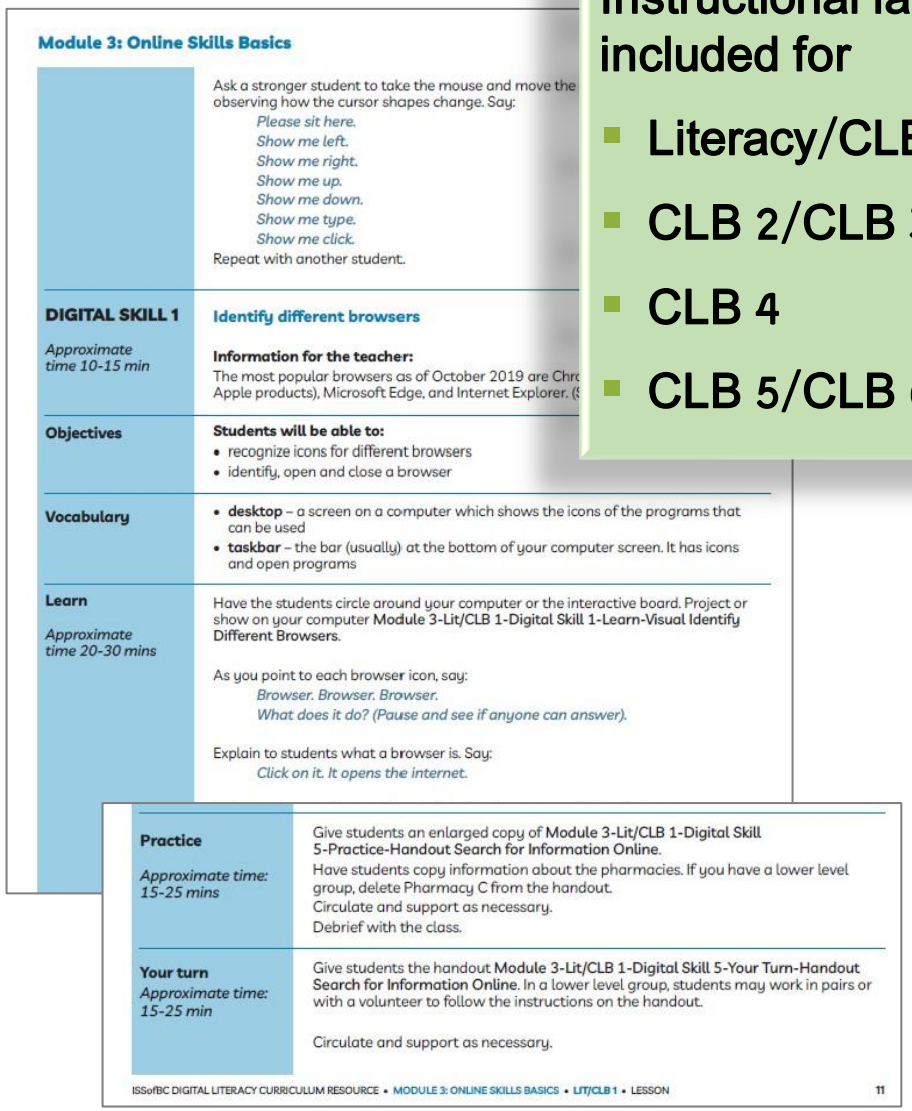
- Computers/laptops/tablets with access to the internet
- Handouts of the lesson activities
- Projector or interactive whiteboard for demonstrating the skills to students. If those are not available, use the teacher's computer and enlarge the visuals for teaching
- *Language Companion* or a student portfolio to teach the concept of tabs

Visuals

- Module 3-Lit/CLB 1-Introduction-Visual
- Module 3-Lit/CLB 1-Review-Visual
- Module 3-Lit/CLB 1-Digital Skill 1-Learn-Visual Identify Different Browsers
- Module 3-Lit/CLB 1-Digital Skill 5-Learn-Visual Search for Information Online

Handouts

- Module 3-Lit/CLB 1-Digital Skill 2-Learn-Handout Know Common Browser Commands
- Module 3-Lit/CLB 1-Digital Skill 2-Practice-Handout Know Common Browser Commands
- Module 3-Lit/CLB 1-Digital Skill 3-Practice-Handout Understand a Web Address Format
- Module 3-Lit/CLB 1-Digital Skill 3-Practice-Answer Key Understand a Web Address Format
- Module 3-Lit/CLB 1-Digital Skill 4-Practice-Handout Use the Address Bar
- Module 3-Lit/CLB 1-Digital Skill 5-Learn-Handout Search for Information Online
- Module 3-Lit/CLB 1-Digital Skill 5-Practice-Handout Search for Information Online
- Module 3-Lit/CLB 1-Digital Skill 5-Your Turn-Handout Search for Information Online



Module 3: Online Skills Basics

Ask a stronger student to take the mouse and move the observing how the cursor shapes change. Say:

Please sit here.
Show me left.
Show me right.
Show me up.
Show me down.
Show me type.
Show me click.

Repeat with another student.

DIGITAL SKILL 1 — **Identify different browsers**

Approximate time 10-15 min

Information for the teacher:
The most popular browsers as of October 2019 are Chr
Apple products), Microsoft Edge, and Internet Explorer. (

Objectives

Students will be able to:
- recognize icons for different browsers
- identify, open and close a browser

Vocabulary

- **desktop** – a screen on a computer which shows the icons of the programs that can be used
- **taskbar** – the bar (usually) at the bottom of your computer screen. It has icons and open programs

Learn

Approximate time 20-30 mins

Have the students circle around your computer or the interactive board. Project or show on your computer **Module 3-Lit/CLB 1-Digital Skill 1-Learn-Visual Identify Different Browsers.**

As you point to each browser icon, say:

Browser. Browser. Browser.
What does it do? (Pause and see if anyone can answer).

Explain to students what a browser is. Say:

Click on it. It opens the internet.

Practice

Approximate time: 15-25 mins

Give students an enlarged copy of **Module 3-Lit/CLB 1-Digital Skill 5-Practice-Handout Search for Information Online.**
Have students copy information about the pharmacies. If you have a lower level group, delete Pharmacy C from the handout.
Circulate and support as necessary.
Debrief with the class.

Your turn

Approximate time: 15-25 min

Give students the handout **Module 3-Lit/CLB 1-Digital Skill 5-Your Turn-Handout Search for Information Online.** In a lower level group, students may work in pairs or with a volunteer to follow the instructions on the handout.

Circulate and support as necessary.

Instructional language included for

- Literacy/CLB 1
- CLB 2/CLB 3
- CLB 4
- CLB 5/CLB 6

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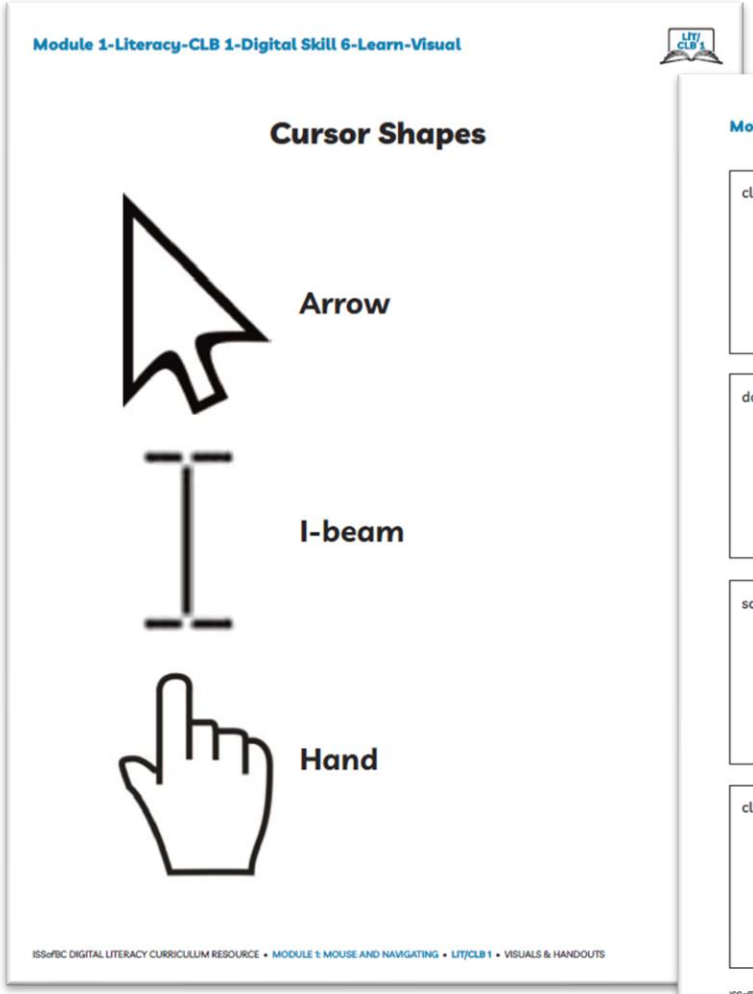
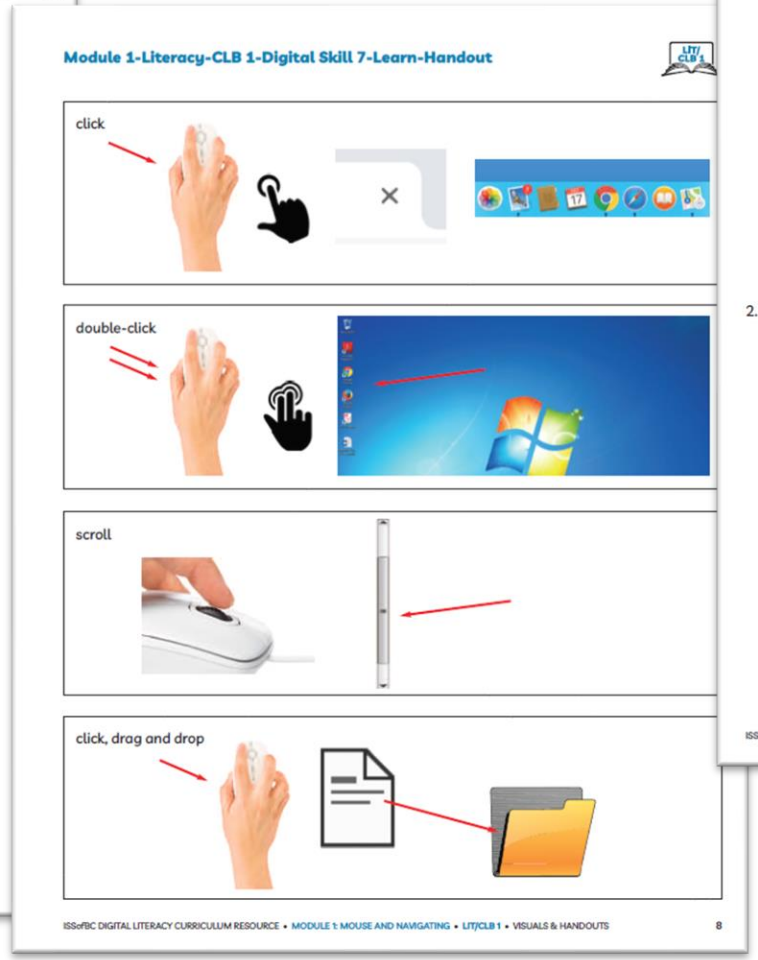
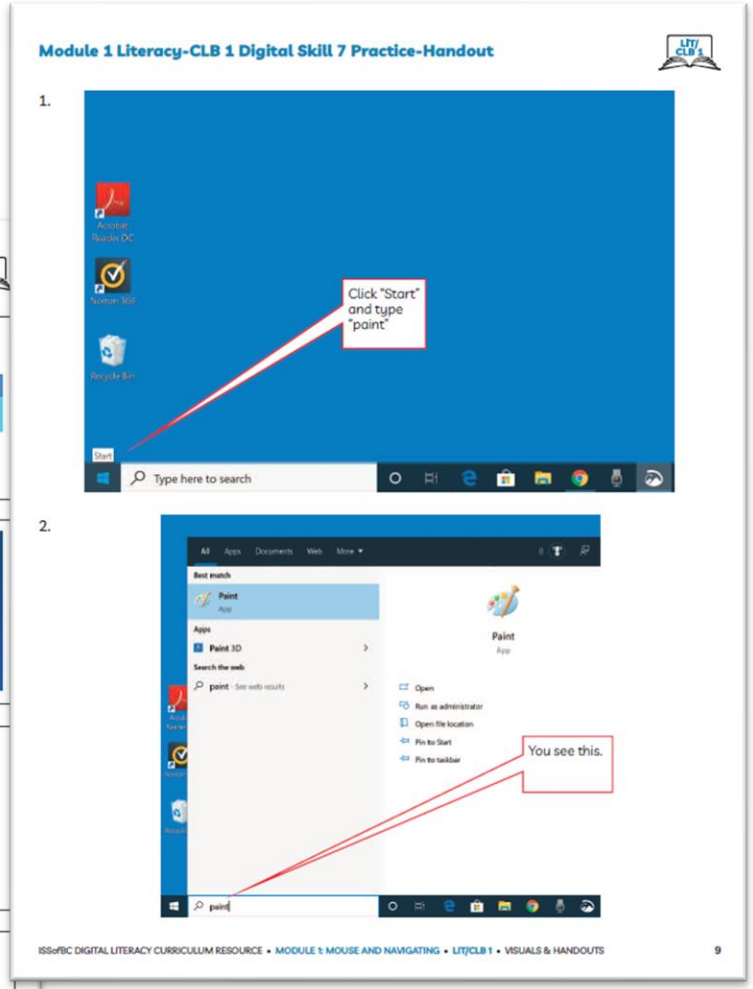
Visuals and Handouts



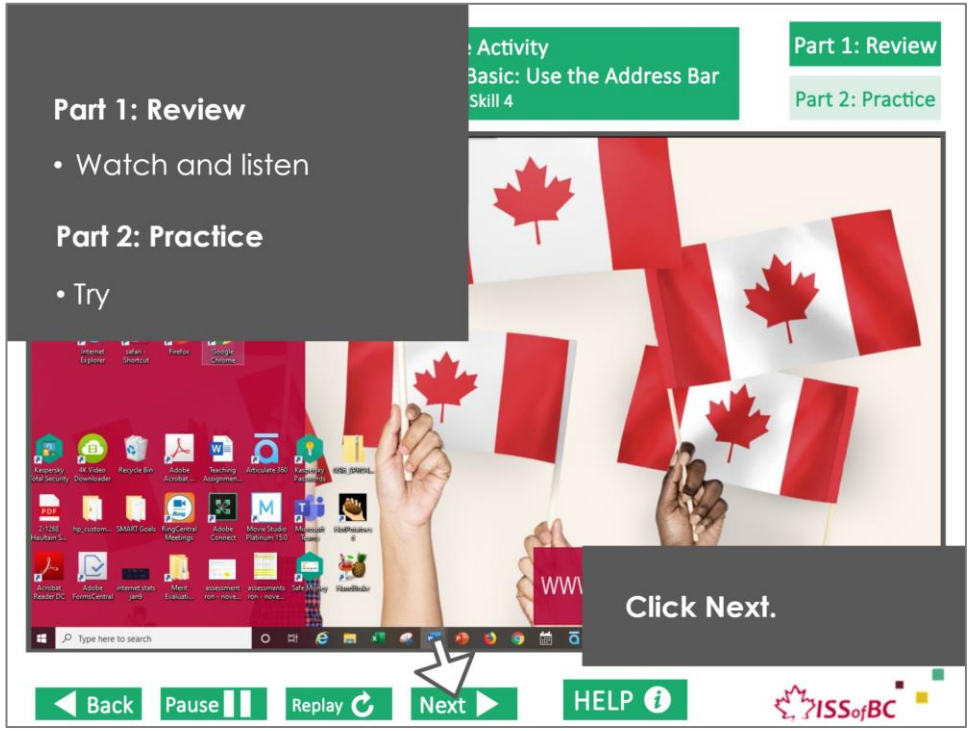




Extra Practice Activities

Extra Practice Activities:

- Provide extra practice learners can do on own time
- Allow learners to repeat key components of class lessons
- Allow learners to become more confident
- Should only be assigned after classroom instruction and in-class practice



PBLA Task

Module 3: Online Skills Basics

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	**Neighbourhood/Health and Safety**
Digital Literacy Curriculum Module	**Module 3: Online Skills – Basics**
Digital skills required for this task	Ensure that your students have the digital skills necessary for suc **Skills from other Modules:** • Mouse skills: hold the mouse, left click, double click, s cursor • Navigating: opening/closing a program, cur • Keyboarding: basic typing. Enter key **Skills from Module 3:** • Locate and open a web browser • Use keywords to search for information online • Understand search results • Identify ads and sponsored content
Level(s)	Literacy/CLB 1
Skill(s) and CLB competency(ies)	**Writing LIT/CLB 1-II: Reproducing Information** Copy numbers, letters, words, short phrases or sentences from sim short passages, for personal use or to complete short tasks.
Task description	Look for a walk-in clinic in the area. Take notes.
Information for the teacher	**Conditions for assessment:** Each student must have their own computer. **Reminder:** Teach the language skills prior to this assessment. **Specific information for this task:** • Ensure that the students use Google search engine for this task. Using other search engines (e.g. Bing) can alter search results. • Create an answer key specific to your task sheet. If you modify the task sheet, ensure that the comprehension questions are still correctly linked to the assessment criteria in the assessment tool.

Module 3: Online Skills Basics • PBLA Task – Handout

Task: Use Google. Search for walk-in clinics near you. Take notes.

Instructions:
Go to the internet
Type 'walk-in clinic'
Press Enter on the keyboard
Look under the map.
Copy

Walk-in Clinic A:
Name:
Address:
Phone number:

Walk-in Clinic B:
Name:
Address:
Phone number:

Module 3: Online Skills Basics • PBLA Assessment Tool

Student's Name: _____ Date: _____

Teacher's Name: _____

ng LIT/CLB 1-II: Reproducing Information
umbers, letters, words, short phrases or sentences from simple lists or very short passages, for use or to complete short tasks.

of learner task:
-in clinic in the area. Take notes.

	Can do	Not yet
words well rases and short sentences with capitals and punctuation		
hone numbers nventions and styles when copying addresses and phone numbers		
some difficulties decoding some letters		

* These criteria must be checked "Can do" to be successful at this task.

Success on the task: **Yes** **Not Yet**

Access and Support

https://digital-literacy.issbc.org/

communications@issbc.org

Thank You!