Task-based Activity Cover Sheet

Task Title: Take an Online Course

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___

Goal Path: Employment✓ Apprenticeship✓ Secondary School___ Post Secondary ✓ Independence___

Task Description:

Use the internet to search, locate, register for and complete an online course through E-Channel, specifically ACE Distance.

Competency:	**Task Group(s):**
D: Use Digital Technology	D3: Use Digital Technology
A: Find and Use Information	A1: Read continuous text
B: Communicate Ideas and Information	A2: Interpret documents
	B3: Complete and create documents

Level Indicators:

D3:   Experiment and problem-solve to perform multi-step digital tasks

A1.2:   Read texts to locate and connect ideas and information

A2.2:   Interpret simple documents to locate and connect information

B3.2a: Use layout to determine where to make entries in simple documents

Performance Descriptors: see chart or click here

Skill Building Activities: see the last page or click here

Materials Required:

- Computer with internet access and printer
- *Note to practitioner: this task set will take over 20 hours to complete as the learner will be completing the Learning 2 Learn program online but the learner is allowed 30 days to complete the course*

ESKARGO:

Digital Technology

- Experiments and problem-solves to achieve desired results
- Selects and installs software; downloads and uses a range of apps
- Manages unfamiliar elements (vocabulary, context, topic) to complete tasks
- Makes inferences to interpret icons and text
- Selects appropriate software when required by the task
- Identifies sources, evaluates and integrates information
- Discriminates between trustworthy and untrustworthy online information (i.e., current, accurate and reliable)

Internet

- Demonstrates proficiency with D.2 skills for Internet use
- Discriminates between information that is or is not current, accurate and reliable
- Discriminates re: the sharing of personal information online
- Uses Google Images, Videos, Maps, News, YouTube, Groups, Gmail, and Documents etc.
- Conduct transactions online e.g. banking, shopping, selling, request/receive email notification for various purposes
- Prints documents and selected text from the Internet; uses print preview and print options
- Registers for and takes an online course; participates in a webinar
- Accesses, uses and/or contributes to a wiki; creates new blog post with contents from a document
- Performs advanced searches (e.g., refines search terms, uses advanced search features, cross-refers between websites)

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

□ Attitude is not important   □ Attitude is somewhat important   □ Attitude is very important

Task Title: Take an Online Course

Learner Information and Tasks:

Online courses are becoming a reality for many people today. Quite often it may be the only opportunity to advance an educational goal. In this task you will sign up for an online course that does not have a cost associated with it. This online course is a step towards taking the Academic Career Entrance Certificate (A.C.E.) or, if you are only in need of one course such as apprenticeship math you may decide to follow through with that.

Task 1:   Do a keyword search for E-Channel and locate and select the ACE Distance link.

Task 2:   Locate and register for the Learn 2 Learn (L2L) course.

Task 3:   Print your completed registration

Task 4:   What is the length of the L2L course?

Task 5:   List three of the ACE courses offered after completing the L2L course.

Task 6:   Why is it necessary to take L2L before taking any ACE Distance courses?

Task 7:   Complete the Learn 2 Learn course online.

Task Title: Take an Online Course

Answer Key

Task 1- 3:   **The learner will give you the printed registration**

Task 4:   What is the length of the L2L course?

   20 hrs

Task 5:   List three of the ACE courses offered after completing the L2L course.

   Any two of the following:

- **Apprenticeship Math**

- **Business Math**

- **Core Math**

- **Technology Math**

- **Biology**

- **Chemistry**

- **Physics**

- **Self-Management and Self Direction**

- **Communications**

- **Computers**

- **Communication Support**

- **Numeracy Support**

Task 6:   Why is it necessary to take L2L before taking any ACE Distance courses?

   Learn to Learn consists of assessments and assignments designed to determine if you have the necessary personal, computer and academic skills as well as the confidence to successfully participate in ACE Distance courses.

Task 7:   **The learner will complete the L2L course.**

Task Title: **Take an Online Course**

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D3	• experiments and problem-solves to achieve the desired results • manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks • makes inferences to interpret icons and text • selects appropriate software when required by the task • identifies sources, evaluates and integrates information • customizes software interfaces (e.g. toolbar, homepage settings) • performs advanced searches (e.g. refines search terms, uses advanced search features, cross-refers between websites)			
A1.2	• scans text to locate information • follows the main events of descriptive, narrative and informational texts • begins to identify sources and evaluate information			
A2.2	• performs limited searches using one or two search criteria • uses layout to locate information			
B3.2a	• uses layout to determine where to make entries • begins to make some inferences to decide what information is needed, where and how to enter the information • follows instructions on documents			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**

Skill Building Activities

Links to online resources:

Essential Skills for Internet Use- TR Leger Adult Literacy and Employment Preparation Program
http://en.copian.ca/library/learning/trl/internet_use/internet_use.pdf
Read about and complete exercises on: Google maps, news and email (p. 33), searching for images (p. 47)
internet banking (p.44), social websites (p.68) and printing from the internet (p. 56)

GCF LearnFree.org- Search Better
http://www.gcflearnfree.org/digitalskills/searchbetter
Online tutorial that involves readings and short videos on: online searching, Google tips, How to read a web page, judging online Information and evaluating a webpage.

GCSC Library- Evaluating Websites
https://www.youtube.com/watch?v=aem3JahbXfk
Video (2 minutes) clarifies how to evaluate the information found on websites and identifies locations on a webpage to look for bias information.

GCF LearnFree.org- Use Information Correctly

http://www.gcflearnfree.org/useinformationcorrectly
Online tutorial that involves readings and short videos on how to use information correctly, create quality content and protect the intellectual property of others.

GCF LearnFree.org- Internet Safety
http://www.gcflearnfree.org/internetsafety
Online tutorial that involves readings and short videos on strategies, skills, and mindset needed to protect yourself, your computer, and your privacy when browsing the web, checking email, making online financial transactions, and participating in social networking.

GCF LearnFree.org- Blog Basics
http://www.gcflearnfree.org/socialmedia/blogbasics
Online tutorial that involves readings and short videos on: subscribing to blogs, developing blogs, choosing a blog service, writing and promoting a blog.

ACEDistance- Introduction to Online Learning Course (IOL)
http://www.acedistancedelivery.ca/registration-IOL.php
Register for a online course designed to help students become familiar with participating in online courses. Learners require a professional email address and have 30 days to complete course.

ELEARNINGNC- FAQs-What type of browser plug-ins does eLearning classes require?
http://www.elearningnc.gov/about_elearning/faqs/what_type_of_browser_plug-ins_do_elearning_classes_require_how_can_i_get_/

List and links to typical plug-ins needed for working in online classes

Netiquette Guide for online Learning
http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf
Guidelines for online course behavior and interaction in email and message boards

LearningHUB online courses available:

- **Essential Skills, Independent Study (Assigned by practitioner after assessment):**

    o   Computer Use Level 1- provides an introduction to computers and searching the internet

- **Independent Study Short Courses (Moodle)**

    o   Learning to Communicate by Understanding Internet and e-Mail- learn the basics of using Internet and e-mail. Discover commonly used terms, how to search the World Wide Web, the difference between a web browser and a search engine, how to use the favorites tool, tips for printing information and practise basic e-mail use.

    o   Manage College: College Readiness Tips- Develop skills in: classroom and online learning, textbook reading and effective note taking, studying and remembering, overcoming obstacles, time management and organization

    o   Memory and Study Tips for Students- Develop memory and studying skills and learn how information is transferred. Understand what to study, how to study and create effective study materials

- **Live Classes (SABA)**

    o   Surfing the Internet for Beginners- learn how to surf the internet to access information on the local weather, used cars for sale, health information, etc

*To access LearningHUB courses, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

*To Access LearningHUB Course Catalogue:
http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf
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