

Sample online instructional resources

To Support Competency D: Use Digital Technology



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This resource was prepared by Anne-Marie Kaskens.



Download this document in pdf format at <http://usedigitaltechnology.alphaplus.ca>.

All activity pages are available in Word format (Creative Commons Licence).



Introduction

This resource listing represents a small sample of resources that are available online. The resources are organized into two sections: Interactive resources and printable resources. Interactive resources offer online learning. Printable resources are workbooks or tutorials that are available in PDF form and can be downloaded or printed. All the resources can be accessed for free. In each section, Canadian resources are listed first, and include a Canadian flag icon.

The resources can support practitioners to:

- Help learners develop the skills, practice and confidence to use digital technology for real life tasks.
- Use digital technology as a medium to enhance instruction and learning in other competency areas (e.g., viewing an online video on *addition* to enhance a numeracy lesson)

Section A: Interactive Resources

AlphaRoute Access



<http://199.71.28.160/Home.html> > Explore the Internet

AlphaRoute is an online learning resource produced for LBS learners in Ontario. In the “explore the Internet” section, there are several multimedia learning modules in the following topic areas:

- **Links to the Web:** Health and Wellness | Employment | Math
- **Cyber Search:** Canada Post | Moster.ca | Canada411 | Recipes | Chinese Astrology | Health | Use a Search Engine to Answer a Questions | Dreams | International Women’s Day | Vacation | Earth Day | Inventions | Weather Conditions | eHow | Job Bank | Where Do You Live | Favourite Holiday | MapQuest
- **Learn to Use a Search Engine**

The LearningHUB



<http://www.learninghub.ca>

The LearningHUB offers free online courses to Ontario adults who want to upgrade their reading, writing, math, computer or other essential skills. Courses are free to eligible learners, but registration and an intake assessment is required. The LearningHUB offers three kinds of courses:

1 Independent study courses: These courses are always available and allow a learner to access and complete learning activities on their own, anytime. Learners are assigned an online teacher.

- Essential Skills
- GED Prep
- Math
- Reading and Writing

2 Live classes: These are scheduled, live, online two-hour mini-courses. They have a scheduled date and time and are facilitated online by an instructor. Classes include:

- Decimals
- Spelling
- Fractions in Everyday Live
- Surfing the Internet for Beginners
- Reading prescriptions labels
- Using e-Mail in the workplace
- Filling in Forms
- and many more

3 Short courses: These have specific start and end dates and the coursework must be completed within those dates. They require 3-5 hours/week, for up to five weeks. Courses include:

- Apprenticeship Math
- Becoming a Better Speller
- Goal setting – Discovering Your Goals
- Improving Your Job Skills
- Learning to Communicate by Understanding Internet and e-Mail
- Learning to Communicate using Excel
- Learning to Communicate using MS Word
- Maintaining Healthy Self-Esteem On and Off the Job
- On the Job Report Writing
- Reading to Understand the Ontario Driver's G1 Knowledge Test

Good Learning Anywhere



<http://www.goodlearninganywhere.com>

Good Learning Anywhere, facilitated by Sioux Hudson Literacy Council, offers free online courses to Aboriginal adults in Ontario who want to upgrade their reading, writing, math, computer or other essential skills. Courses are free to eligible learners, but registration and an intake assessment is required. Good Learning Anywhere offers similar kinds of courses as The Learning Hub (described above).



<http://www.thewclc.ca/edge/>

The Learning Edge is an interactive online newsletter for Ontario adult literacy learners, produced by the Wellington County Learning Centre. Twelve issues feature several stories in each issue, with audio (so learners can listen as they read it the text) and comprehension activities.

- | | | | |
|----------|--|---------|--|
| Issue 12 | ◆ The apprenticeship issue 3
◆ Apprenticeship—making it happen | Issue 5 | ◆ The changing face of work
◆ Networking, cold calling
◆ Using the Internet to find work
◆ To 10 interview questions |
| Issue 11 | ◆ The apprenticeship issue 2
◆ Navigating the apprenticeship system | Issue 4 | ◆ Health: Less meat, more beans
◆ Paying a utility bill
◆ Housing ads
◆ Missing work |
| Issue 10 | ◆ The apprenticeship issue 1
◆ Five steps of apprenticeship | Issue 3 | ◆ Health: Menopause
◆ How to write a good cover letter
◆ Learn to use a search engine |
| Issue 9 | ◆ Transferable skills
◆ Working as a cashier
◆ Working as a floral assistant | Issue 2 | ◆ Shoes: Made elsewhere, sold in Canada
◆ Emergencies
◆ Health: feeling the blues
◆ Alcohol quiz |
| Issue 8 | ◆ Goal setting | Issue 1 | ◆ About the Learning Edge
◆ Health: Preparing for a Dr. appointment
◆ Health: Men don't eat enough vegetables
◆ How Canadians spend their money |
| Issue 7 | ◆ Communication in the workplace
◆ Workplace safety
◆ Essential workplace skills | | |
| Issue 6 | ◆ Statement of earnings
◆ Payday loans
◆ Communicate for success
◆ Assertiveness quiz | | |

A similar newsletter is produced for adult literacy learners in Nova Scotia, titled The Learning Beacon, (at <http://www.ns.literacy.ca/TheLearningBeacon/index.html>)

A similar newsletter is produced for adult literacy learners in the North, titled The Northern Edge, at: <http://www.nwt.literacy.ca/resources/northernedge/edge.htm>

BBC Skillswise

 <http://www.bbc.co.uk/skillswise>

BBC Skillswise, produced by the BBC Learning department in Salford, UK, is a free-access website for adult numeracy and literacy practitioners and learners. It includes printable worksheets, factsheets and online games, videos and quizzes that can be used in class or by learners at home.

- English: Reading | Writing | Spelling | Grammar | Speaking and listening
- Math: Numbers | Calculation | Percent and fractions | Measuring shapes | Graphs
- Job Skills: Private sector | Public sector | Self-employed | Finding a new job

BBC Webwise online courses

 <http://www.bbc.co.uk/webwise/courses/>

Webwise offers four free online courses:

- **WebWise:** Using Mobiles, Using Email, Using the Internet, Keeping Safe Online
- **Internet Basics:** Your Internet Browser, Searching the Internet, Using Email, Shopping Online
- **Computer Basics:** The Mouse, Keyboard, Icons and Windows, Music and Photos, Printing
- **Social Media Basics:** Getting Started with Social Networks, Communicating Using Social Networks, Staying Safe, Protecting Your Privacy, Etiquette, Photo/video Sharing, Organizing Events, Joining Groups

Microsoft Digital Literacy Curriculum

 <http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/default.aspx>

Microsoft offers three free curriculum resources to foster digital literacy. Each curriculum includes e-learning and MS Word printable options, an assessment of learning, and takes about 2-3 hrs per course.

- **Basic Curriculum:** For absolute beginners, introduces learners to:
The value of computers | Using a mouse | Using a keyboard
- **Standard Curriculum:** includes five courses:
Computer basics | The Internet | Productivity programs | Computer security | Digital lifestyles
- **Advanced Curriculum:** includes four courses:
Creating an Internet Email Account | Writing a Resume by Using MS Office Word
Finding and Evaluating Resources of the Web | Using Social Networking to Connect with the World

ALISON online mini-courses

 <http://alison.com/>

Advance Learning Interactive Systems Online (ALISON) is a free online learning resource with dozens of interactive self-paced multimedia mini-courses, each about 1-3 hours long. Each course includes short modules of instruction, an assessment and a discussion forum. The courseware is free, but users have to register for an account. There are 10-second ads that appear before each module (paid subscriptions provide ad-free viewing). Among other courses, in the *Digital Literacy and IT Skills* section, ALISON offers about 50 mini courses, such as:

- Exploring Google Earth
- Using Skype
- Using YouTube for Video Sharing
- Using Twitter
- Google Blogger
- Podcasting
- Touch Typing
- Using Gmail
- Video Editing and Publishing
- Windows Internet Explorer

GCF LearnFree online courses

 <http://www.GCFLearnFree.org>

GCFLearnFree.org, with proceeds from Goodwill Industries retail stores in Eastern North Carolina, provides free online learning to improve technology, literacy and math skills. There are over hundreds of video-based lessons in computer, reading and math topics. Topics include:

Computers

Computer Basics
Email Basics
Google
Internet Basics
iPad Basics
iCloud
iTunes
Microsoft Excel
Microsoft Word
Microsoft
PowerPoint
Social Media
Windows

Social Media

Blog Basics
Chat
Facebook
Google
Skype
Twitter
Digital photography

Career

Career Planning
Classified
Cover Letters
Interviewing Skills
Job Applications
Job Search
Money
Resume Writing
Workplace Basics

Reading

Blast Off!
Sound Match
Word Explorer
Word Fill-ins

Everyday Life

ATM
Bake
Bus Map
Cash Back
Check Your Receipt
Count Change
Deposit
Food Labels
Grocery Shelves
Measure
Microwave
Pay Bills
Pay Debit
Phone Numbers
Prescription
Telling Time

Math

Addition
Subtraction
Cash Back
Count Change
Count Bills
Decimals
Percent
Fractions
Money
Multiplication
Division

Section B: Printable Resources

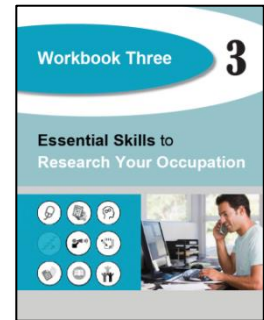
Essential Skills Workbook Series (2011)



<http://library.nald.ca/>

The following workbooks were developed by Literacy Link South Central, Ontario (2011). They incorporate the use of digital literacy skills into the activities. Each workbook is 40-60 pages in length. To find the free workbooks, enter the title into the NALD library site search bar.

- Workbook 1-Essential Skills to Identify the Job Searcher
- Workbook 2-Essential Skills to Identify the Job
- Workbook 3-Essential Skills to Research Your Occupation
- Workbook 4-Essential Skills to Search for Jobs
- Workbook 5-Essential Skills to Market Yourself with a Resume & Cover Letter
- Workbook 6-Essential Skills to Market Yourself at the Interview
- Workbook 7-Essential Skills to Maintain Employability



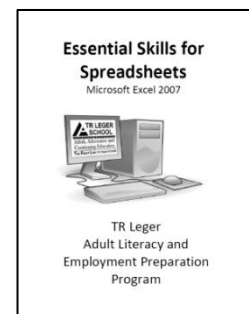
Essential Skills Workbook Series (2009)



<http://library.nald.ca/>

The following workbooks (2009) were developed by the TR Leger Adult Literacy and Employment Preparation Program, Upper Canada District School Board, Ontario. Each workbook is 70-120 pages long. To find the free workbooks, enter the title into the NALD library site search bar.

- Essential Skills for Word Processing
- Essential Skills for Internet Use
- Essential Skills for Spreadsheets



SPCLC Basic Computer Skills Curriculum

<http://spclc.org/curricula/computer>

Saint Paul Community Literacy Consortium (SPCLC) SPCLC is based in St. Paul, Minnesota and works to benefit adults and their families needing literacy services. Their basic computer skills curriculum is printable and freely offered on their website. It includes activities and simple step-by-step instructions with visuals on:

- Very Basic Computer Skills
- Computer Vocabulary
- Opening and Saving Files
- Skills and Activities Practice
- MS Word Exercises
- Excel Exercises
- Internet
- PowerPoint

Decoda Computer Lesson Plans & workbooks



<http://decoda.ca/adults/adult-literacy-resources/computer-literacy-workshops-and-lesson-plans/>

This is a series of lesson plans and student workbooks on basic computer literacy for adults, created by literacy practitioners in 2011 for the Columbia Basin Alliance for Literacy, funded by the Government of Canada's New Horizons for Seniors Program. Each of the topics (below) includes a lesson plan and a learner workbook of tasks.

- Intro to Computers
- Caring for Your Computer
- Getting to Know Your Computer
- Shopping Safely Online
- Using Facebook
- Using Gmail
- Using Skype
- Working with Photos

CLEO ESL Kits



<http://www.cleo.on.ca/en/publications/eslkits>

CLEO (Community Legal Education Ontario) produces clear legal information to help people understand their legal rights. CLEO has over 25 ESL activity kits, which include information and classroom activities on a range of topics, including:

- Deposits and other charges
- Fighting an eviction
- Maintenance and repairs
- Moving in
- Moving out
- What tenants need to know
- Paying your rent
- Privacy in your home
- Rent increases
- Breaks at work
- Have you been fired or laid off
- Holiday pay
- Hours of work
- Hours of work and overtime
- Your rights as a worker
- Laws about pay

In Pictures (MS Office tutorials in pictures)

<http://inpics.net/>

In Pictures offers free online tutorials on MS office applications based mainly on pictures, rather than words. Reading is limited to one sentence per screen, and includes an image. For example, the image to the right is of the first page of the tutorial of the MS Word task `Create a new document`. Each tutorial is a step-by-step walk-through of common MS Office task (including Excel, PowerPoint, Publisher, Word and Access).

