



Task-based Activity Cover Sheet

Task Title: Logging into a computer account

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
Task Description: In this task, the learner will need to demonstrate logging in to an account. They will also create a Google account in order to log into it.	
Competency: D: Use Digital Technology	Task Group(s): D.1: Perform simple digital tasks according to a set procedure.
Level Indicators: D.1: Perform simple digital tasks according to a set procedure.	
Performance Descriptors: see chart on last page or click here	
Links to skill building activities: see the last page or click here	
Materials Required: <ul style="list-style-type: none">• Computer with internet access• Student will need an email address	



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ESKARGO:

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

D1

- Follows apparent steps to complete tasks
- Interprets brief text and icon
- Understands basic vocabulary of Internet use (e.g., online, offline, address bar, scroll, social networking, URL, website, web page, internet provider, browser, drop down menu, etc.)
- Understands purpose and use of a pointer and hand cursor
- Understands conventions of Internet addresses; uses address bar
- Uses the mouse online; uses scroll bars; navigates backwards and forwards
- Understands and uses search engines for simple Internet searches



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Learner Information and Tasks:

People need to be able to log onto computer accounts at home, school or workplace. Logins are required for many applications including: personal email, a bank account, library account, forums, message boards, blogs, social media, twitter, Instagram, gaming systems, and/or a staff website.

Look at the “Log In” information.

Click on the following internet link:

<https://accounts.google.com/ServiceLogin?hl=en&continue=https://support.google.com/calendar/answer/2465776%3Fhl%3Den>

Task 1: Create an account.

Task 2: Close the account and close the internet.

Task 3: Sign into Google Calendar with the username and password you created.

Task 4: Log out of the account.



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Answer Sheet

Task 1: Learner(s) will create Google Account for Google calendar

Task 2: The learner(s) will log out of the Google account

Task 3: The learner(s) will sign into Google Calendar successfully.



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
D.1	<ul style="list-style-type: none"> follows simple prompts 			
	<ul style="list-style-type: none"> follows apparent steps to complete tasks 			
	<ul style="list-style-type: none"> interprets brief text and icons 			
	<ul style="list-style-type: none"> locates specific functions and information 			
	<ul style="list-style-type: none"> begins to perform simple searches (e.g. internet, software help menu) 			
	<ul style="list-style-type: none"> Requires support to identify sources and to evaluate and integrate information 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activity

Links to Online Resources:

- **GCF LearnFree**

- Email 101 – Tutorials on how email works, how to create an account and use email software

- <http://www.gcflearnfree.org/email101>

- Understanding the basics of Windows and creating user

- <http://www.gcflearnfree.org/windowsbasics/7>

- Understanding the cloud and how to create an account to use Google Docs

- <http://www.gcflearnfree.org/usingthecloud>

- Facebook 101 – Tutorials on how to create, use and maintain a Facebook Account

- <http://www.gcflearnfree.org/facebook101>

- Pinterest - Tutorials on how to use Pinterest, the popular social network for collecting and sharing the things you find online.

- <http://www.gcflearnfree.org/pinterest>

- **Microsoft Digital Literacy**

- This short course introduces you to the fundamentals of computing, explains the components of a computer, explores operating system basics, and shows you how to use a mouse and a keyboard. The course also explains how computers can be used in different aspects of everyday life.

- <http://www.microsoft.com/about/corporatecitizenship/dl/courses/2695DE/onlinelauncher.htm>

- This course shows you how to connect to the Internet, browse webpages and websites, use search engines, and communicate with others using email, instant messaging, blogs, and other media.

- <http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/courses/2696DE/onlineLauncher.htm>

- This course introduces you to digital technologies, including digital audio, digital video, and digital photography. It explores how these and other computing technologies are creating new career opportunities and shaping the world we live in.

- <http://www.microsoft.com/about/corporatecitizenship/dl/courses/2699DE/onlinelauncher.htm>

- How to create an Microsoft account and tutorials on using Windows

- <http://windows.microsoft.com/en-ca/windows/support#1TC=windows-7>

- **My web my way**

- How to guides for using the internet for learners with accessibility needs.

- <http://www.bbc.co.uk/accessibility/>

- **BBC Webwise**



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Information on Security software, safe downloading, parenting online, online abuse
<http://www.bbc.co.uk/skillswise/english>

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- **CTDLC.org E-learning resources**

- Web based course on basic computer skills such as using the mouse, keyboard, opening and closing software applications and files.

- <http://www.ctdlc.org/remediation/indexComputer.html>

- **Literacy Online**

- Computer skill assessment documents (bottom of the page) and Computer curriculum material. Links to keyboard and mouse practice websites.

- <https://sites.google.com/site/literacyonline/teaching-materials/technology>

LearningHUB online courses available:

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

- Computer Use (Plato)

- **Independent Study, Short Courses (assigned by practitioner after assessment):**

- Creating a Digital Portfolio
- Creating Your Digital Footprint
- Learning to Communicate by Understanding Internet and e-Mail
- Learning to Communicate using MS Word

Live Classes (SABA) – Introduction to SABA, Basic Computer Functions, Using Email in the Workplace, How to Save/Manage Computer Files, Filling in Forms, Surfing the Internet for Beginners

***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%202023,%202014%20revision.pdf>