

OALCF Task Cover Sheet

Task Title: Navigate the colleges.ca website to learn about colleges and their programs

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ✓ Independence ___	
Task Description: Adults interested in attending post-secondary school need to research different schools to make the most informed decisions when applying. In this task the learner will navigate the colleges.ca website and learn about different colleges and the programs they offer.	
Competency: A. Find and Use Information D. Use Digital Technology	Task Group(s): A1—Read continuous text n/a
Level Indicators: A1.1: Read brief texts to locate specific details A1.2: Read texts to locate and connect ideas and information A1.3: Read texts to connect, evaluate and integrate ideas and information D. 2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Computer with internet access• Pen/paper	

Instructor Preparation: Set the learner up on a computer and ensure it is connected to the internet with the browser open. Consider having discussions prior to the task about the learner's interests and potential courses they would like to take at college.

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Task 1: With the internet connected and the browser window open type in www.ontariocolleges.ca

Task 2: On the Home Page locate the coloured tabs labelled Plan, Find, Apply, Confirm. Click on the blue tab labelled Find.

Task 3: Locate the box in the upper left corner of the page entitled Search By Keyword. Enter the keyword of the program you are interested in. For example, if you are interested in nursing, enter the word nursing in the box. If you are interested in being a millwright, enter the word millwright in the box.

Task 4: The next page that appears will have a description of the program you are interested and a list of all the colleges in Ontario that offer that program. Read the description about the program.

Task 5: On this same page, locate the box near the bottom left of the screen that says Refine Your Search. Click the + sign in the box beside the words Program Start Date.

Task 6: The space will expand to show you all the options for starting the program. Select the best start date for you by moving your cursor over the date and clicking once the hand icon appears. This will refresh the page to list all the colleges that offer a start date you are interested in.

Task 7: Return to the box that says Refine Your Search and click the + sign in the box beside the words Language of Instruction.

Task 8: The space will expand to show you the options of English and French. Select the language you prefer to learn on by moving your cursor over the language and clicking once the hand icon appears. This will refresh the page to list all the colleges that offer your program, at the start date you want, and in the language you want.

Task 9: Review the list of colleges that appear on the screen. Scroll across each row to read the program titles, the location of the campuses and the program length.

Task 10: When you find a college program that has a campus location and program length you are interested in, click on the word Visit under the column titled Website of the college you want.

Task 11: This will take you to another website of the college you selected. Read through all the information provided on the site about the program at this college.

Task 12: When finished, close this window by clicking on the x in the upper right corner. You should now be back to the original page with the different college listings. Continue to reviewing other colleges by repeating Tasks 9, 10 and 11.

Task 13: Keep track of the colleges you like by writing them down on a piece of paper. Refer to the list whenever you are ready to take the next step to apply.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
A1.3	<ul style="list-style-type: none"> integrates several pieces of information from texts 			
	<ul style="list-style-type: none"> manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks 			
	<ul style="list-style-type: none"> identifies the purpose and relevance of texts 			
	<ul style="list-style-type: none"> skims to get the gist of longer texts 			
	<ul style="list-style-type: none"> compares or contrasts information between two or more texts 			
	<ul style="list-style-type: none"> uses organizational features, such as headings, to locate information 			
	<ul style="list-style-type: none"> follows the main events of descriptive, narrative, informational and persuasive texts 			
	<ul style="list-style-type: none"> obtains information from detailed reading 			
D.2	<ul style="list-style-type: none"> selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> locates and recognizes functions and commands 			
	<ul style="list-style-type: none"> makes low-level inferences to interpret icons and text 			
	<ul style="list-style-type: none"> performs simple searches using keywords (e.g. internet, software help menu) 			

