NORTHSTAR DIGITAL LITERACY
A program of **Literacy Minnesota**

Basic Computer Skills, Lesson 7: Screen Interaction

Northstar Digital Literacy Standards *This lesson aligns with the following standard/s.*	Vocabulary *This lesson focuses on the following digital literacy terms.*
9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling).	**check boxes** **drop-down menu** **radio buttons** **scroll up/down** **scroll wheel** **trackpad**

Technology Concepts
Important lesson background and teaching tips for instructors

In this lesson, learners will practice how to fill out common online forms and how to select answers using **check boxes**, **radio buttons** or **drop-down menus.** They will also practice filling in forms that ask for detailed information, such as names and addresses, when prompted.

Teaching Tips:
- This lesson uses an online form that can be accessed at the website: **tinyurl.com/northstarbasics**. To save time opening the form during class, consider bookmarking or opening it prior to class on learners' computers.
- Learners and teachers will not be able to see the results after submitting the online form. The objective of the online form is to begin to recognize the difference between **check boxes**, **radio buttons** and **drop-down menus.**

Teacher Prep Guide
Follow these steps to prepare for teaching this lesson

General Prep	❏ **Prepare to open tinyurl.com/northstarbasics on the projected computer.**
Do it Together	❏ **Copy Handout A for each learner.**
Vocabulary Work	❏ **Copy Handout B for each learner.**

Warm Up
Find out what learners know and prime them for the work ahead.

Pair/Small Group Work (Think-Pair-Share)**:**
➔ *Directions: Give two minutes to <u>think</u> about questions projected on screen, then discuss in <u>pairs</u> for two minutes, and finally <u>share</u> together as a class.*

◆ What kinds of forms or applications have you filled out before?
◆ What information did they ask for?

We will Learn…
Sharing learner friendly objectives helps set goals for today's learning.

List objectives on board or project. Read through them together to set goals for today's learning.

We will learn to:

use the mouse to **scroll up** (move a page up) or **scroll down** (move a page down).

type information into online forms.

select answers in online forms.

MODEL & EXPLAIN
Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

<u>Scrolling Up and Down</u>
➔ Open **tinyurl.com/northstarbasics** on the projected computer.
➔ Say to learners:
◆ "People frequently use computers to fill out forms like job and school applications. To fill out a form, we first need to see all the questions. To go up or down the page, we can **scroll up and down. Scroll** means to move the text on the computer screen up or down in order to see different parts."
➔ Show learners how to **scroll up and down** using either the **scroll wheel** or the **trackpad**.

<u>Answering Questions in Online Forms</u>
➔ Say to learners:
◆ "Online forms have different kinds of questions. For some questions, you need to type an answer."
➔ On the projected form **tinyurl.com/northstarbasics**, type your first name into question 1.
➔ Say to learners:

◆ "Some questions ask us to pick only one answer. These questions have circles called **radio buttons**."
➜ Show learners question 2 ("Do you have a computer or smartphone?") on the projected form. Select one answer.
➜ Say to learners:
◆ "Some questions ask you to pick one or more answers. These questions have **check boxes**."
➜ Show learners question 3. ("What kinds of computers have you used?")
➜ Say to learners:
◆ "On some questions, you can choose 'other' if you don't see your answer. For example, on question 3, I have also used a tablet before, so I can check the box and write tablet."
➜ On the projected form, check 'other' and write 'tablet'.
➜ Say to learners:
◆ "For some questions, you need to click and open a list called a **drop-down menu**. For a **drop-down menu** you can only pick one answer. You might need to **scroll down** to see all the answers."
➜ On the projected form, answer question 4. ("How many phones do you and your family have?")

DO IT TOGETHER

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

➜ Ask learners the following questions aloud. Learners first talk to a partner and then share answers with the class:
◆ If a question has circles or **radio buttons**, how many answers can I pick? (one)
◆ If a question has **check boxes** how many answers can I pick? (one or more)
◆ If a question has a **drop-down menu** how many answers can I pick? (one)
◆ How do you move a page up or down? (**scroll up/down**).
➜ Give learners **Handout A**.
➜ Learners fill out the form on paper.
➜ Share answers together as a class.

PAIR EXPLORE

Teacher has modeled the skills, and skills have been practiced together. Now, allow learners time to explore these skills with a partner **without step-by-step guidance from the teacher**. **Refer to the "How to Facilitate Pair Explore" for teacher support.*

➜ Support learners in opening an internet browser and opening **tinyurl.com/northstarbasics**.
➜ In pairs, learners should fill out the first page only.

Task

Learners practice skills by completing an authentic task/s.

➜ Project the second page of **https://tinyurl.com/northstarbasics**
➜ Ask learners:
◆ "What questions do you see on this page?"
➜ Ask learners:

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- ◆ "What questions on this page use **radio buttons**? What questions use **check boxes**? What questions use **drop-down menus**? How do you know?"
- ➔ Now, ask learners to work on their own to answer the questions on the second page of **tinyurl.com/northstarbasics**
- ➔ Circulate to check for understanding and to support learners.
- ➔ After learners complete the survey, ask the questions from the survey aloud and discuss as a class:
  - ◆ "What device to learners' prefer to use? Why?"

Vocabulary Work
Learners practice vocabulary presented within the lesson.

- ➔ Give learners **Handout B**.
- ➔ Learners label the pictures with the correct vocabulary.
- ➔ Check answers together as a class.

Wrap-Up
A final check in with learners. An opportunity to review, reflect, or check for understanding.

- ➔ Ask learners the following questions aloud. Learners discuss in pairs before sharing answers as a class:
  - ◆ "How do you move a page up or down?" (**scroll up/down**)
  - ◆ "In online forms, what kinds of questions have only one answer?" (**radio buttons** or **drop-down menu**).
  - ◆ "In online forms, what kinds of questions have more than one answer?" (**check boxes**).

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Online Forms

Directions: Fill out the form below.

1) What is your first name?

Short answer text

2) Do you have a computer or smartphone?

○ Yes

○ No

3) What kinds of computers have you used?
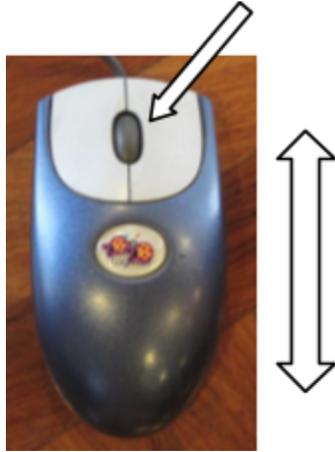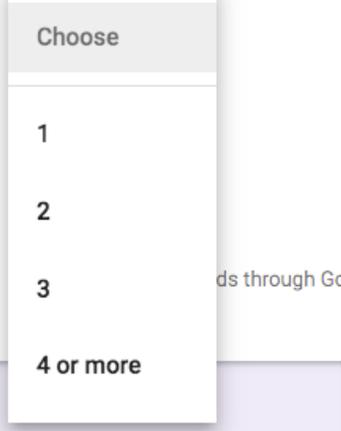
☐ Desktop Computer

☐ Laptop

☐ Smartphone

☐ Other...

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Online Forms - Vocabulary

Directions: Label each picture with the correct vocabulary word.

check boxes	radio buttons
drop-down menu	scroll up/down

Do you have a computer? ◯ yes ◯ no	
4) How many phones Choose 1 2 3 4 or more ...ds through G...	What kinds of computers have you used? ☐ Desktop ☐ Laptop ☐ Smartphone ☐ Other: _____

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