

## Entry Level ICT – 01679/05556

### Open or closed tasks?

Using closed tasks is a sensible approach in the early stages of introducing new skills but, by the time they are ready for assessment, students should have the confidence to tackle more open-ended tasks. These will encourage students to build on their own interests and experience and thus demonstrate what they know and can do in a relevant and motivating context.

#### Unit 1

An introductory task might ask for a poster to advertise an event and give the student all the relevant details of location, time, cost etc. Using the template, practice assignments can become less restricted and provide more freedom of choice for individuals. Tutors can work at an appropriate level with each student to help prepare text, choice of image, layout etc. When the student is ready, only the ICT skills will be assessed.

#### Unit 2

An introductory task might direct a student to a particular television website and ask for details of a particular programme. Using the template, practice assignments can direct all students to one website but encourage them to explore independently, eg going to a mapping site and entering their own postcode.

#### Unit 3

An introductory task might give an address, subject and text for a message so that the student only has to concentrate on the mechanics of creating the email. Using the template, practice assignments can work towards setting students open tasks, eg to set up a meeting with a friend so they choose recipient, subject and message to suit their own needs.

#### Unit 4

An introductory task may give a simple data set and instructions on how to create a particular chart. The student would follow the instructions referring to the particular data items. Students familiar with the process might want to chart information other than that provided by the tutor. It may come from a class survey (eg bar chart of favourite food), data from Internet searches (eg line chart showing weather statistics) or data they have collected personally (eg pie chart of hours spent on different activities in a day). Tutors can either provide the data as a file for the student to use or let students enter the data themselves. In the latter case, tutors must check that data entered is 100% correct and appropriate to the chart type before students start creating the chart.

**At entry level, the aim is to build confidence and self-esteem in the students. So assessment has to take place in a meaningful context and avoid creating an “exam” atmosphere with the negative stress of pass or fail. Where assessment objectives are not met on the first attempt, tutors will give feedback and support to complete all objectives successfully. Only evidence that is satisfactory and sufficient should be sent for moderation.**

# The first stage is always SCRIBBLE!

## Vocabulary

Entry level students must have time to experiment and become familiar with so many different things. List just 5 things in each section:

- Hardware
- Input devices
- Output devices
- Software types
- Keyboard keys
- Mouse actions
- Formatting commands

It is very easy to forget just how much you know as a tutor

## Communication

How can you tell that the student has heard and understood:

“Right click” not “Write click”?

How do you promote language development?  
What are the basic principles?

## Scribble

Make sure students have plenty of activities to play with mouse, the keyboard, the commands and all before you expect them to produce the perfect poster

Then plan a progression to develop:

- Confidence
- Independence
- Competence

## Second stage: present content in full; give precise instructions on what to do and show how to do it

The Duddon and Furness  
Mountain Rescue Team  
JUMBLE SALE  
Victory Hall  
Broughton in Furness  
Entry £1.00  
Saturday, October 25th  
Your Name Draft Copy

Find a suitable  
picture

### Displaying Information Copy a poster

- Create a poster for the Post Office window
- Copy the text carefully
- Put an image on the page – something to do with mountains or jumble sales
- Save your work in your folder with the name **rescue**
- Print a copy of your draft poster

- Centre** all of the text on the page



- Make some of the text **at least twice** the size



- Change some of the text to a **clearly different** style



- Emphasize some of the text by using Underline



- Move the image to a new position

- Edit your text to show it is the **Final Copy**

- Save your work in your folder with the new name **rescue2**

- Print a copy of your poster

The Duddon and Furness  
Mountain Rescue Team

**JUMBLE SALE**

Move  
your  
picture

Victory Hall  
Broughton in Furness

Entry £1.00  
Saturday, October 25th

Your Name Final Copy

## Third stage: suggest content; give some instructions and suggest what to do but still show how to do it

FOR SALE  
(What you are selling)  
(Short description)  
(Price)  
(Address)  
(Contact telephone)  
(Good time to call)  
Your Name Draft Copy

Find a suitable  
picture

### Displaying Information: Create an advert

- Create an advert for something you want to sell
- Enter about 15 words and some numbers
- Check your spelling carefully
- Put an image on the page – something to do with what you are selling
- Save your work in your folder with the name **advert**
- Print a copy of your draft advert
- Centre** all of the text on the page



- Make some of the text **at least twice** the size



- Change some of the text to a **clearly different** style



- Emphasize some of the text by using **Bold**



- Move the image to a new position

- Edit your text to show it is the **Final Copy**

- Save your work in your folder with the new name **advert2**

- Print a copy of your advert

**FOR SALE**  
**Your Item**

(Short description)

Move your  
picture

**(Price)**

(Address)

(Contact telephone)

(Good time to call)

Your Name Final Copy

## Fourth stage: give instructions on what needs to be done using context added to template

You are going to produce a poster for a **fund raising event** of your choice. It needs about **15 words** and **must** have some **numbers**

The following information is likely to be on the poster, so decide on:

- the **type of event** eg Jumble Sale, Coffee Morning, Sponsored Event
- the **name of the venue** eg Tin Chapel, Village Hall, Berner's Pool
- the **date** of the event eg 1<sup>st</sup> May 2006, the **start time** eg 7:30pm
- who the event is **supporting** eg Mountain Rescue, RNIB, Help the Aged
- Insert** at least one **image** on your poster
- Add your name and the words **Draft Copy**
- Save** your poster and **print** out a copy
- Close** your poster

You are going to edit the poster to make it more eye-catching

- Open** your poster and **save** it with a **different name**
- Align all the text into the **centre** of the page
- Make some of the text **clearly bigger**
- Make some of the text a **clearly different font style**
- Emphasise some of your text with **bold**, *italic* or underline
- Move** the image to a **clearly different place** on the poster
- Delete** the words **Draft Copy** and enter the words **Final copy**
- Check that your name is still present
- Use the spellchecker to check for accuracy
- Save** your poster and **print** out a copy
- Close** your poster

Check the two prints carefully. Tick the boxes on this sheet to make sure you have done everything

## 6 Improvements to assessment

### Ideas for Creating Documents

|                           |                         |                      |
|---------------------------|-------------------------|----------------------|
| <b>Address book</b>       | <b>Directions</b>       | <b>Poster</b>        |
| Home                      | Recipe                  | Concert              |
| College                   | Simple task             | Sport                |
| Email                     | Travel                  | Event                |
|                           | How to ...              | Safety               |
| <b>Advert</b>             |                         | Warning              |
| For Sale                  | <b>Filling in forms</b> | Certificate          |
| Wanted                    | Application             | For Sale             |
| Job                       | Paper/online            |                      |
| Holiday                   | Complaints              | <b>Review</b>        |
| Lost/found                | Questions for interview | TV programme         |
| <b>Course information</b> |                         | Film/DVD             |
|                           | <b>Invitation</b>       | CD                   |
| <b>Announcements</b>      | Party                   | Product              |
| Births                    | Wedding                 | Centre facilities    |
| Marriages                 | Fund raising            |                      |
| Funerals                  |                         | <b>Short writing</b> |
|                           | <b>List</b>             | Memory               |
| <b>Cover</b>              | Shopping                | I like to do...      |
| For Book                  | To do                   | I want to do...      |
| For CD                    | Spelling                | Poem                 |
|                           | Reminders               | Song lyrics          |
| <b>Descriptions</b>       | Labels                  | Personal profile     |
| Places                    |                         | Joke                 |
| Person                    | <b>Message</b>          | My favourite ...     |
| Pet                       | Letter                  |                      |
| Objects                   | Memo                    |                      |
| Event                     | Holiday card            |                      |
| Labels                    | Text                    |                      |
|                           | Telegram                |                      |
| <b>Diary</b>              | Email                   |                      |
| Entry for day             |                         |                      |
| Week plan                 |                         |                      |
| Important event           |                         |                      |
| Itinerary                 |                         |                      |

## Ideas for Searches

Remember to make the question open-ended but the target simple and specific  
eg weather forecast for a place you'd like to visit this weekend

Using a search engine or CD Rom search box:

|   |  |
|---|--|
| Line of a song  | Unusual animal/bird/plant  |
| Line of a poem  | Unusual ingredient in a recipe   |
| Someone who shares your full name   | Famous person who shares your first name                                       |
| Book or CD title -author/cost   | Currency exchange rate   |
| Temperature today where you spent your summer holidays                              | Real Names -<br>Cliff, Sting, Eminem   |
| Initials and Abbreviations -<br>LS Lowry, JRR Tolkien, AA Milne<br>UNESCO ATM SCUBA | What happened on the day you were born/married, on today's date, your birthday |
| Trace a relative - name, parish, census 1891/1901                                   | Details of medicine/medical treatment/illness                                  |

Searching on specific sites:

|  |  |
|--|--|
| <a href="http://www.rail.co.uk">www.rail.co.uk</a>   | Plan a train trip from A to B  |
| <a href="http://www.gobycoach.com">www.gobycoach.com</a>   | Plan a coach trip from A to B  |
| <a href="http://www.theaa.com">www.theaa.com</a>   | Plan a road trip from A to B   |
| <a href="http://maps.google.co.uk">http://maps.google.co.uk</a><br><a href="http://local.live.com">http://local.live.com</a><br><a href="http://earth.google.com/download-earth.html">earth.google.com/download-earth.html</a> | Get a map of any location from a postcode/address for the world – needs installing |
| <a href="http://www.cwgc.org">www.cwgc.org</a><br>Commonwealth War Graves  | Trace family members killed in action  |
| <a href="http://www.theyworkforyou.com">www.theyworkforyou.com</a>   | How your MP is doing in parliament   |
| <a href="http://www.bbc.co.uk/onthisday">www.bbc.co.uk/onthisday</a>   | News events from the past  |
| <a href="http://www.baby-names.co.uk">www.baby-names.co.uk</a>   | Popularity stats and meanings  |
| <a href="http://www.the-alist.org">www.the-alist.org</a><br><a href="http://www.popstarsplus.com">www.popstarsplus.com</a>   | Lots of people you've never heard of!<br>Students seem to want to know ...         |
| <a href="http://www.ukphonebook.com">www.ukphonebook.com</a>   | Save on Directory Enquiries  |

Create a "real" project to integrate searches

|  |   |
|--|---|
| 1. Choose a place to visit                         | Print CD Rom information  |
| 2. Use www to find Hotel                           | Print map of location from postcode                               |
| 3. Use www to arrange transport                    | Print timetable details   |
| 4. Use spreadsheet to find distance to destination | Print out tutor-made spreadsheet showing road atlas mileage chart |

## Ideas for using Help files

Some things are too easy to need "help" and you will have taught them anyway eg font size, underline etc so extend them to font effects or decorative underline

Some things are too obscure or too technical for entry level students eg modem settings, pivot tables etc

Get to know what is there – some Help files are not at all helpful!

This is a list of what several groups of students asked about and were sent to look up in Help files. They seem to fit somewhere in between.

| Subject                  | Application | Subject  | Application |
|--------------------------|-------------|--|-------------|
| forwarding               | email       | address envelopes  | word pro    |
| address books            | email       | autosshapes  | word pro    |
| copy file to floppy      | filing      | bullets  | word pro    |
| copy files to CD         | filing      | check grammar  | word pro    |
| create folder            | filing      | columns  | word pro    |
| delete files             | filing      | count words  | word pro    |
| picture saved from web   | filing      | dictionary   | word pro    |
| pictures from camera     | filing      | double line spacing  | word pro    |
| recycle bin              | filing      | flip picture   | word pro    |
| search for files         | filing      | fractions  | word pro    |
| print help files (!)     | help        | header and footer  | word pro    |
| favourites               | internet    | indents  | word pro    |
| history                  | internet    | labels   | word pro    |
| function keys            | many        | line spacing   | word pro    |
| page orientation         | many        | lines and shapes   | word pro    |
| shortcut keys            | many        | mail merge   | word pro    |
| toolbars                 | many        | margins  | word pro    |
| cancel printing          | print       | numbering paragraphs   | word pro    |
| new printer installation | print       | page breaks  | word pro    |
| paper types              | print       | page numbers   | word pro    |
| print quality            | print       | rotate picture   | word pro    |
| accessibility options    | system task | spelling   | word pro    |
| date and time            | system task | subscript (H <sub>2</sub> O)   | word pro    |
| desktop appearance       | system task | superscript (m <sup>2</sup> )  | word pro    |
| install new device       | system task | symbols  | word pro    |
| new application from CD  | system task | tables   | word pro    |
| passwords                | system task | tabs   | word pro    |
| screen saver             | system task | text direction   | word pro    |
| short cut on desktop     | system task | word art   | word pro    |
| time and date            | system task |  |             |
| volume control           | system task | <b>Most applications have help files - CDs, webmail etc - introduce them all</b> |             |



## Ideas for email messages

Three prints are required. The second and third emails should be a "matched pair" - one clearly being a reply to the other. The third printout should show evidence that the reply facility has been used eg RE: in the header or copy of the incoming message. All email prints should show header details – To: From: Date etc. Ensure students add their own name to the message where they can not be identified by the account name.

The actual content of message is a centre issue - anything from formal letter style to txt msg abbreviation is acceptable because it is not an ICT assessment objective. You would need to be more careful if the evidence was also being submitted for literacy assessment. There is not much point marking spelling/grammar errors on printouts. Work with individual students, providing appropriate help in the preparation of the message before sending.

There is no need for screen prints to evidence deletions - just a tick on the Candidate Evidence Sheet is sufficient.

Below is a selection of some of the themes used in recent messages that have come for moderation. Some are obviously variations on a theme

- What are your favourite/ideal/most recent
  - hobby/sport/activity?
  - musical genre/TV programme/film/entertainment?
  - city/country/holiday destination/ tourist attraction?
  - recipe/food/drink/eating place?
  - saying/cliché/limerick/joke? (set standards to prevent offensiveness)
- What do you use your home computer for?
- What are your plans for the weekend/coming holiday/summer/Christmas?
- What is your ideal holiday?
- What do think about facilities in college/school/local area?
- Are you going on to do another course?
- What is your ideal job and why?
- What part of the course did you find easiest/hardest/most interesting?
- Can you send a simple question to use in the end of course quiz?
- We are organising a trip/party/event on ... Can you come/help/provide ...?
- Can you tell me three things from the Health & Safety poster on the wall?
- What has been happening in the local area/ national news/international affairs?
- What would you recommend visitors to your area to do/visit/avoid?
- Conduct an email survey and use the results for making charts for unit 4.
- How are you going to celebrate the end of the course?

It is worth creating a simple distribution list so you can send out messages quickly to all the students and concentrate on going round the class helping out.