Agenda

- Example work flow

- Guiding learners through assessments

- Explaining the student dashboard

- Orienting learners to Northstar self-directed Online Learning

- Instructor led curricula example lesson

Typical Northstar Flow

- Assess

- Review Results

- Educate
    - Instructor-led classes
    - One-on-one tutor or digital navigator
    - Self-guided online lessons

- Assess
    - Proctor and provide certificate

Implementation Decisions

- Assessments
  - Pre and Post testing?
  - Proctoring?
  - Remote, In-person? Or Both?
  - Data Accuracy?
  - How much can staff assist?

- Instructor-led curricula
  - Provide Classes?
  - Have staff/volunteer tutors/digital navigators?
  - Staff professional development?

- Self-Guided Practice Lessons

Assessments

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Essential Computer Skills
- Phone Keyboard Basics & Logging In
- Basic Computer
- Internet Basics
- Using Email
- Windows 10
- Windows 11
- Mac OS

Essential Software
- Microsoft Word
- Excel
- PowerPoint
- Google Docs

Using Technology in Daily Life
- Social Media
- Information Literacy
- Career Search Skills
- Accessing Telehealth Appointments
- Your Digital Footprint
- Supporting K-12 Distance Learning

Coming Up
- CyberSecurity – April

*Those listed in blue are Mobile Friendly

Why take an Assessment?

- Determine learning needs

- Time savings

- View Progress

- Resume/Interview builder

- Practice computer-based test taking

- Test Anxiety – a real issue

English Language Level

- Intermediate English Language Reading Level

- Grade 4 Reading Level

- CASAS Reading Level 211 or Higher

- TABE 11/12 Reading Score of 501 or higher

- Many instructors scaffold down

Alternatives to assessment

- When not to assess:

  - English Language level very low

  - Digital Literacy level very low

- Options
  - [Rubrics](#)
  - Screeners w/translation if necessary

Screeners

Northstar Manual   Quick Start Guide   Northstar Curriculum   Other Resources

- Press Release PPTX - Press release you can use to announce your signing up as a Northstar testing location. Help others know they're able to take assessments with you!

- Flyer PPTX - Promote and explain Northstar to potential test takers.

- Rack card PDF - basic rack card

- Rack card - "Ask us..." PDF - rack card that includes the text, "Ask us how to get started."

- Rack card - "Come on in..." PDF - rack card that includes the text, "Come on in to get started."

- Rack card - "Ask your librarian..." PDF - rack card that includes the text, "Ask your librarian how to get started."

Screeners - The screeners below are provided as a quick and easy way to determine whether low-literacy individuals have a level of computer skills needed to take the Northstar assessments in a meaningful manner. If individuals have very low skills, it is best to provide some instruction prior to having them take the assessments so they do not become overly frustrated by attempting to complete assessments far above their skill level. There are two versions of the screener, one for large group screening and one for one-to-one screening. The use of these screeners is not required, but recommended for use with low skills.

- Basic Screener PDF - better for use with large groups

- Interactive Screener PDF - better for use in one-to-one situations

In Person Assessment Set-Up

- Add Learner to Learner Management System

- Computer, laptop or Chromebook

- Internet Connection

- Headphones highly recommended if using audio

- Bookmark launch page or provide location code

Remote Assessment Set-Up

- User has email and password if using

- Computer, laptop or Chromebook

- Internet Connection

- Share site specific launch page in the chat

Accessing Assessments

- [Site Specific](#) launch page

  - Bookmarked on computers

  - Sent in chat

- "Take an Assessment" on [Learner Dashboard](#)

  - Use location code

Results Page

> Your Results

You've completed the assessment! After reviewing your results, close this browser tab/window to start another module.

You Passed!

85.8 %

How is my score calculated?

[⋔] Go to NSOL   🛡 Claim Badge   🖨 Print Results

Name: Theresa Sladek
Timestamp: Aug 18 2020, 4:43 PM
Record ID: 7632709
Code: 7d26f5822d33

Correct (29 out of 34)	Incorrect (5 out of 34)
MASTERED SKILLS	SKILLS TO IMPROVE

✓ ⊕ 1 Identify the different ways a person can connect to the internet.   [⋔] Practice

⊕ 2 Demonstrate knowledge of   [⋔] Practice

× ⊕ 5 Demonstrate understanding of how to use browser tools and settings to protect privacy (e.g., private browser windows, clearing search history, and declining to save passwords on shared computers).   [⋔] Practice

Student Log In Instructions

1. [Go to site specific url](#)

2. Click on "Log In with Northstar"

3. Enter email address and password and click "Log In"

4. Click on "Go to Northstar Online Learning"

5. Under "Where Are You"
   - Click "Yes" if you are in class or at school
   - Click "No" if you are practicing outside of class or school

Practice Lessons

- Click on Lessons to access practice modules and see more information about your progress

- Assessment topics which don't currently have lessons created will have a "details" button instead of a "lessons" button

- Click on "Need help getting started" or "Help" at the top of the screen to access several videos on how to use Northstar Online Learning (NSOL)

Help Getting Started

Click on "Need help getting started" or "Help" at the top of the screen to access several videos on how to use Northstar Online Learning (NSOL)

Dashboard

- Learner home screen

- The dashboard shows your progress on assessments (outer ring) and your progress on the learning and practice (inner ring) for each topic

- The lock icons on the learning and practice ring indicate the status of each section's review questions
  - Locked means you haven't finished the practice yet
  - Unlocked means the review questions are available
  - Checkmark means the review questions are complete

Viewing Module Progress

- Click on details or the module name to see more information about your progress

- You will see three tabs in grey under the circles
    - Practice
    - Standards
    - Assessment History

- The tab currently showing is in dark grey

Practice Tab

- Shows a list of lessons and the standards they cover

- A checkmark means you've completed that section in the learning and practice module you are looking at

Standards Tab

- Shows your mastery of each standard, based on your last assessment
  - A red x means you got at least one question about that standard wrong
  - A green checkmark means you got the question(s) to that standard correct

- The column on the right indicates whether you have completed the learning and practice lesson for the standard
  - Click on the blue "Practice" button if you would like to practice that standard

Assessment History Tab

- Shows Assessment History, including Badges and Certificates earned

- Click anywhere in a row to go to results page

Using Practice Mode

- Click "Start Practice" button with barbell picture wherever you see it

- Click on topics or standards in the Practice Tab

The Lessons

- Each lesson has something to read, watch or do
- The "Next" button at the bottom goes to the next screen
- "CC" turns on text for the audio
- The speaker button turns sound on or off
- The double arrow button makes the content fill the screen
- The curved arrow facing left replays the audio
- The three lined button allows you to go to different sections within the module

Review Questions

- A [green checkmark](#) means the lesson is complete
- When you've completed all the lessons in a section, the Review Questions are unlocked
- A red exclamation point indicates an incorrect answer, review the lesson, and try again

What are they?

What kinds of computers are there?

What is on them?

Review Questions

What are they?

What kinds of computers are there?

What is on them?

Review Questions

Returning to Dashboard

- Click the Northstar Online Learning Logo at the top of the page to return to the dashboard

Curriculum Example

- Using Email, Lesson 7: Spam and Phishing

- Next two slides are examples of the Teacher Guide

- Print out [Teacher Guide](#) to refer to during Lesson

Teacher Guide - Top

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

Using Email, Lesson 7: Spam and Phishing

Northstar Digital Literacy Standards *This lesson aligns with the following standard/s.*	Vocabulary *This lesson focuses on the following digital literacy terms.*
10. Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists. 12. Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information.	**hover** **phishing** **reputable** **spam** **suspicious** **virus**

Technology Concepts
Important lesson background and teaching tips for instructors

In this lesson, learners will practice recognizing the features of **suspicious** emails, including **spam** emails, **phishing** attempts, and emails that may include **viruses**. Learners will identify strategies for managing **spam** emails including moving them to the **spam** folder.

Teaching Tips:
- To show learners additional examples of **spam** or **phishing** emails, try checking your own **spam** folder or doing an internet search for 'spam/phishing email examples' (check before class - some emails may not be classroom appropriate).
- The **spam** folder may be referred to as a 'junk folder' depending on the email provider being used.

Teacher Guide - Bottom

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	Teacher Prep Guide *Follow these steps to prepare for teaching this lesson*
General Prep	❑ Open and log in to an email account to project for the class. ❑ Prepare to project Reference A for Model & Explain 1, Reference B and Reference C for Model & Explain 2, and Reference D for Pair Explore.
Task	❑ Copy Handout A for each learner. ❑ Copy Handout B for each learner (two pages).
Vocabulary Work	❑ Copy Handout C for each learner.

Using Email, Lesson 7

Vocabulary

hover
— phishing
— reputable
— spam
— suspicious
— virus

Warm Up

◆ How do you keep information like credit card or social security numbers safe?
◆ How do you decide if a business is **reputable** (good or bad)?
◆ What can you do to prevent theft?

We will Learn to:

recognize signs of a **suspicious** (untrustworthy) emails that could be trying to steal personal information.

identify signs of emails that may have **viruses**.

delete emails from untrustworthy sources.

Spam Examples

Directions: Read the list of common clues to help identify spam email.

Common Clues to Help You Identify Spam Emails
• Trying to sell things like: medicines, dating websites, amazing jobs with high pay, college degrees, weight loss, diets, money rewards, or casinos.   • CAPITAL LETTERS, Exclamation marks!!!, and speling mistakes   • Spam email sometimes have attachments (look for a paperclip icon (📎)   • Big discounts, cheap prices

Directions: Read the email subjects below. What common spam email clues do you see?

Spam Examples

KETO MIRACLE: Lose 20 pounds in one week! - This amazing new diet will inc...
50% all Microsoft Office Products - Word, Powerpoint, Excel, other software at an
Get College Degrees at HOME! - get your BA, BS, PHD, Masters from home with thi
YOU JUST WON $1 MILLION! - Click here now to retreive your reward. This is... 📎
60% of prescription drugs TODAY ONLY - get Lip1tor, Zoloft, Ambien right he...

Phishing Clues

- The email doesn't have your name; it only says "Dear customer"

- There are spelling and grammar mistakes

- The email asks you to email important information, like your password or phone number

- The email is from a company you don't use

Suspicious Emails

*Directions: How do you know these are **phishing** emails? Point out the clues.*

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Exclusively for: | VALUED CUSTOMER
Online Banking

Bank of America

Your Bank of America accounts has been locked!

There are a number of invalid login attempts on your account. We had to believe that, there might be some security problems on your account. So we have decided to put an extra verification process to ensure your identity and your account security.

Please click here to continue the verification process and ensure your account security.

Email Preferences
This is a service email from Bank of America. Please note that you may receive service email in accordance with your

irs Identity Verification Service — Inbox

irs gov 📎   Today at 5:02 AM

To: @kaspersky.com

irs Identity Verification Service

IRS

Dear Tax Payer,

This is an automated email, please do not reply.

We've notice your account information is missing or incorrect.
We need to verify your account information to file your Tax Refund.
Please follow this link to verify your information.

Thanks,

IRS Team
2016 IRS All right reserved.

IMPORTANT NOTE: If you receive this message in spam or junk it is a result of your
network provider. Please move this message to your inbox and follow the instruction above.

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Instructor View and Resources

- Inside look at the [Lesson Plan](#)

- Promoting Digital Literacy for Adult Learners: A free resource guide by Barbara Bush Foundation and Digital Promise https://www.barbarabush.org/wp-content/uploads/2022/04/Digital-Literacy-Resource-Guide-for-Adult-Learners-.pdf

- [Digital Access and Resilience in Texas (DART) Digital Literacy ELL Curriculum](#)

Contact Information

Northstar Support Team

support@digitalliteracyassessment.org

Northstar Digital Literacy Website

https://www.digitalliteracyassessment.org/