NORTHSTAR DIGITAL LITERACY
A program of Literacy Minnesota

Internet Basics, Lesson 9: Online Forms

Northstar Digital Literacy Standards *This lesson aligns with the following standard/s.*	Vocabulary *This lesson focuses on the following digital literacy terms.*
8. Demonstrate to a website that you are a legitimate user using CAPTCHA or other verification methods. 9. Fill out an online form. 16. Enable a specific pop-up window.	**asterisk** **bot** **enable** **CAPTCHA** **pop-up**

Technology Concepts
Important lesson background and teaching tips for instructors

In this lesson, learners will practice filling out online forms and navigating common online form challenges. They will learn to identify required information in an online form. Learners will also practice completing a **CAPTCHA** and **enabling** a **pop-up** window in order to access an online form.

Teaching Tips:
- This lesson features several websites with fake demos of **pop-up** windows and **CAPTCHAs**. If you have examples of websites that authentically use **pop-up** windows and **CAPTCHAs**, consider showing them to learners.
- In this lesson, learners will navigate to three websites: webroot.com/services/popuptester1.htm, online practice job application, and CAPTCHA demo. To save time, consider bookmarking these websites on learner computers prior to class.

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

General Prep	❏ Open and try pop-up tester on the projected computer. ❏ Open online practice job application and CAPTCHA demo in separate tabs. ❏ Prepare to project Reference A for Model & Explain 2.
Do It Together 1	❏ Copy Handout A for each learner or pair of learners.
Do It Together 2	❏ Copy Handout B for each learner.
Task	❏ Copy Handout C for learners who might need support filling out a job application.
Vocabulary Work	❏ Copy Handout D for each learner.

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

Pair/Small Group Work (Think-Pair-Share)**:**
➔ *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 information is usually required on a job application?
◆ When was the last time you filled out a job application? What did you apply for?
◆ Have you filled out a job application on the internet before? Why or why not?

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:

fill out an online job application form.

allow the computer to open an extra window.

use a **CAPTCHA** to show the computer you are a real person and not a robot.

MODEL & EXPLAIN 1
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>Required Information</u>
➔ Open up and project the **online practice job application** available at Minnesota State CareerWise.
➔ Say to learners:
◆ "When you fill out a job application online, there is some information you <u>must</u> fill out and some information you <u>do not need</u> to fill out. Required information will sometimes have an **asterisk**. An **asterisk** is a small star shape. The **asterisk** tells you information <u>must</u> be completed in an online form. However, you should answer every question you can, even if it doesn't have an **asterisk.**"
➔ Show learners the **asterisks** in the job application.
➔ Say to learners:
◆ "It is also important to follow directions and not make typing mistakes. The application may not work if you make typing mistakes."

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- ➔ Model for learners by filling out the first page with your information. For phone number, write a phone number without dashes. The application should reject it when you press next.
- ➔ Say to learners:
  - ◆ "I made a mistake. It did not work. The red words under the section tell me what I did wrong."
- ➔ Ask learners:
  - ◆ "What did I do wrong?" (no dashes or lines in phone number).

DO IT TOGETHER 1
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:
  - ◆ "How do you know what information is required to complete an online form?" (it has an **asterisk**)
- ➔ Give **Handout A** to learners.
- ➔ Learners work in pairs to circle each required item (has an **asterisk**).
- ➔ Check answers together as a class.

MODEL & EXPLAIN 2
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.

Pop-up Windows
- ➔ Say to learners:
  - ◆ "Sometimes, when you fill out an application or use the internet, the website will try to open a new, small window called a **pop-up**."
  - ◆ "**Pop-ups** are small windows that 'pop-up' over the top of the webpage you are looking at. **Pop-ups** sometimes provide helpful information. They can also be used for advertisements."
  - ◆ "The computer will sometimes stop the **pop-up**. If you want the **pop-up**, you have to turn on, or **enable** the **pop-up**. **Enable** means to allow something to happen. Sometimes you want to **enable** a **pop-up**, especially if it is helpful."
- ➔ Open **pop-up tester**.
- ➔ Show learners how to **enable** a pop-up window.

CAPTCHA
- ➔ Say to learners:
  - ◆ "Sometimes when you finish a job application or you log-in to your account, the computer will ask if you are a real person. This is because websites need to protect themselves, **CAPTCHA** helps with security for websites."
  - ◆ "There are some people who use computers to make large numbers of fake accounts on websites like Twitter, Facebook, Gmail, and Instagram. These computers are called **bots**."
  - ◆ "To show the website you are a real person and not a **bot**, you need to fill out a **CAPTCHA**."
- ➔ Open **CAPTCHA demo**.
- ➔ Show learners how to click the **CAPTCHA** box.

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- ➔ Say to learners:
  - ◆ "Some **CAPTCHAs** will ask you to identify objects in pictures or read complicated letters."
- ➔ Project **Reference A** for examples.
- ➔ Show learners how to select correct pictures/read **CAPTCHA** words.

DO IT TOGETHER 2
Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- ➔ Give **Handout B** to learners.
- ➔ Talk through the directions with learners, and guide them through **Handout B**.
- ➔ Learners should fill in their information and check the **CAPTCHA** box.
- ➔ Then, learners should select all the pictures in the sample **CAPTCHA**.
- ➔ Check 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 to open **pop-up tester**.
  - ◆ Ask learners to use **pop-up tester** to **enable** a **pop-up** window.
- ➔ Support learners to Google **'CAPTCHA** practice' and click the first result.
  - ◆ Go to the **CAPTCHA** practice. Here is a **direct link** for teacher reference.
    - ● Ask learners to click on the "I'm not a robot" box.
    - ● Then, learners should practice completing the **CAPTCHA**.

Task
Learners practice skills by completing an authentic task/s.

- ➔ Support learners in opening the **sample job application** at MinnesotaState Careerwise's website.
  - ◆ Learners can Google 'practice job application careerwise' and it should be the first result.
- ➔ Learners work individually, or in pairs, to fill out the job application.
- ➔ If learners do not have enough work experience, or do not remember the details of their work experience, give them **Handout C** and tell them to copy the information from the demo resume.
- ➔ Check in with learners as they complete the task.

Vocabulary Work
Learners practice vocabulary presented within the lesson.

- ➔ Give **Handout D** to learners.
- ➔ Learners draw lines to connect the words with the correct definition or picture.
- ➔ Check answers together as a class.

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Wrap-Up

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

➔ Write questions on the board, or read each aloud.
➔ Have learners turn and talk and then share out:
   ◆ How do you know if information is required in an online form? (it has an **asterisk**)
   ◆ How do you show the computer you are a real person and not a **bot**? (fill in a **CAPTCHA**)

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CAPTCHA Examples
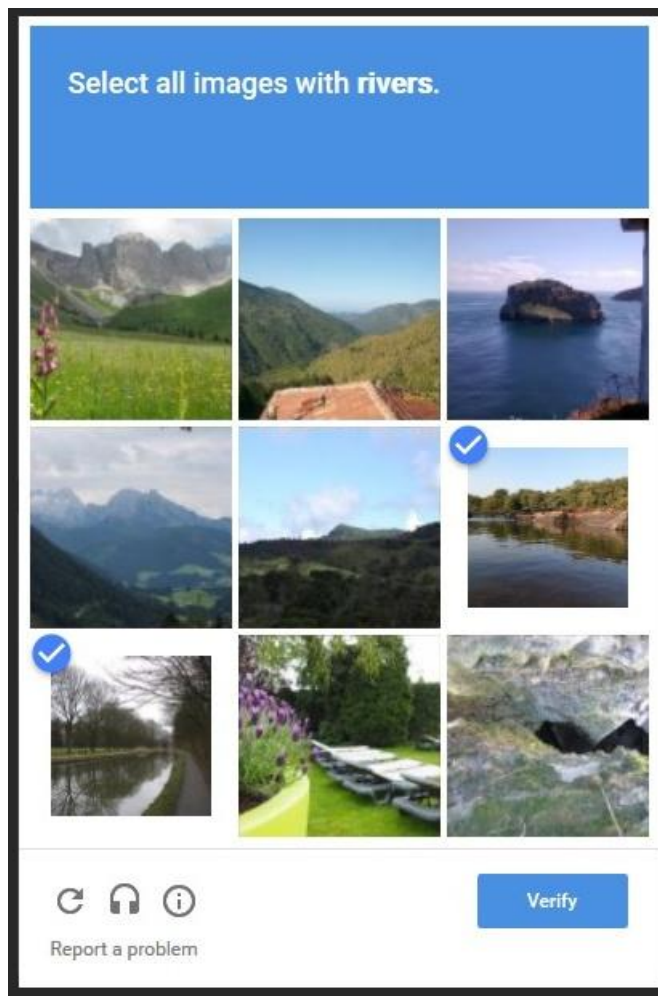
Asterisks - Required Information

Directions: Highlight or circle the required information. It will have an asterisk (*).

Items with an asterisk (*) must be completed to move to the Next step.

Personal contact information

Please provide contact information.

*First Name:

2

*Last Name:

*E-mail:

*Address:

Address 2:

*City:

*State:

MN

*ZIP Code:

Enter your 5-digit ZIP code

*Phone Number:

Enter your phone number using the following format:

xxx-xxx-xxxx

Next

How helpful was this page?

Practice CAPTCHA

Directions: Fill out your information on the form and check the CAPTCHA box. Then, check all images with chairs.

FORM   **IMAGES**
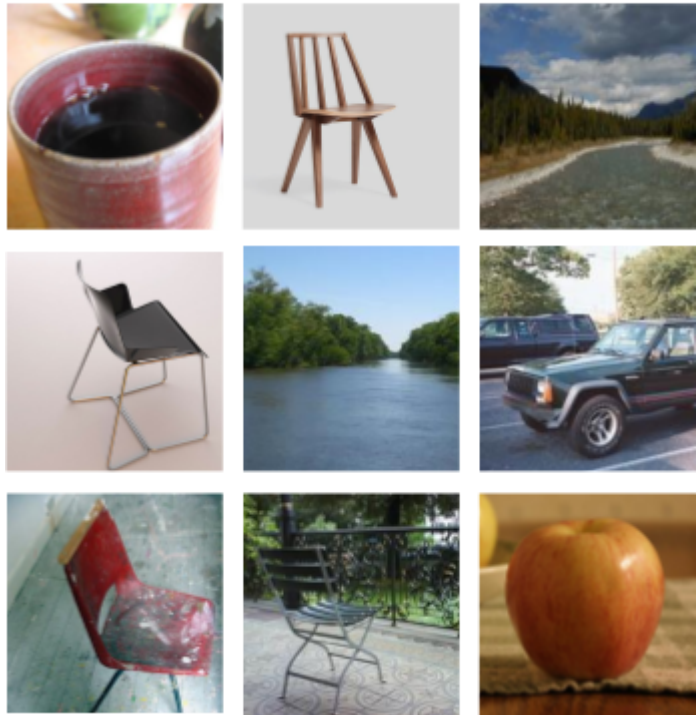
Sample Resume

Directions: Use the information on the sample resume to fill out the job application online.

Maria is applying for a job as a Registered Nurse. She found a position for a <u>Registered Nurse in Pediatrics</u> St. Paul General Hospital on **monster.com**. She is hoping to find a position that pays $70,000 a year. Use the information in her resume to fill out the job application online.

Maria Gonzalez - Registered Nurse

1734 Ethernet Drive, Computerville, MN, 55555 · mgonzalez@northstar.com · 651-555-5555

WORK EXPERIENCE

Minnesota General Hospital	*Minneapolis, MN*
Registered Nurse - Pediatrics	July 2012 - September 2019
- Assisted medical care providers in pediatric intensive care unit - Starting salary: $55,000/year - Ending salary: $65,000/year - Supervisor: Ruqiyo Hassan (Lead Nurse), 612-555-5555	

Starlight Children's Hospital	*Duluth, MN*
Registered Nurse - Pediatric Oncology	December 2009 - July 2012
- Registered Nurse in outpatient clinics in Pediatric Oncology Department - Starting salary: $50,0000/year - Ending salary: $54,000/year - Supervisor: Lisa Johnson (Head Nurse), 218-555-5555	

EDUCATION

Metropolitan State University	*Saint Paul, MN*
Bachelor of Science - Nursing Studies	August 2005 - June 2009

SKILLS AND CERTIFICATIONS
- Minnesota State Nurse License
- Fluent in Spanish and English
- Proficient in Microsoft Office programs, including Word, Powerpoint, Excel, and Outlook

REFERENCES

Mai Yang - anatomy professor Phone number: 651-555-1111	**Steven Hendrickson** - supervising physician Phone number: 612-555-1111

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Online Forms - Vocabulary

Directions: Draw a line to connect the word to the definition or picture.

Asterisk   A computer that makes fake accounts

Enable   A small window that opens up

Pop-up   To turn on or allow something to happen

CAPTCHA   ✳

Bot
                                              reCAPTCHA

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