

Introducing Learners to Northstar Digital Literacy

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Agenda



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- Review
- Guiding learners through assessments
- Using the instructor led curricula for a class or reference
- Incorporating self-guided online lessons into classwork
- Explaining self-guided online lessons to patrons





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

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
- Your Digital Footprint
- Supporting K-12 Distance Learning
- [Accessing Telehealth Appointments](#)
- Cybersecurity Basics

**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
 - Screeners w/translation if necessary

Screeners



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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/learner logs in to learner dashboard

Remote Assessment Set-Up



- Add Learner to Learner Management System
- Learner has email and password
- Computer, laptop or Chromebook
- Internet Connection
- Share site specific launch page in the chat



Learners Access Assessments



Three Options:

1. Log in using Site Specific Url
2. Log in with Location Pin
3. Log in from Learner Dashboard

Location of Site Specific Url



Demo

Learners

Assessments

Reports

Curriculum

Location Info

Resources



Theresa ▾



Logging in with Site Specific URL



- Site Specific url found on Landing page
 - Bookmark on all computers
 - Add to website
 - Share via text, email, what's app, video conferencing platform



Quick Start Guide

Step by step guide to getting started with Northstar.

[View Quick Start Guide](#)

Video Tutorials

See quick, easy videos about how to do common tasks in Northstar.

[View Video Tutorials](#)

Northstar Manual

See the go-to reference for how Northstar works.

[View Manual](#)

Your Info

Location PIN:

TEAC

Using this PIN to access assessments ensures that results will feed into your location's reports. You can use it in either of these ways:

- Enter the PIN on our homepage.
- Bookmark the page it takes you to:

<https://www.digitalliteracyassessment.org/launch-from/7302-TEAC-demo-learning-site>


You're also welcome to post the location PIN in your computer lab for easy reference.

Demo

700 Raymond Ave
Suite 180
St. Paul, MN 55114
demo@email.com

NO PROCTOR AVAILABLE

VALIDATE COMPUTER VIA PIN

 Language: English ▼

Log in with a learner account:

LOG IN WITH NORTHSTAR

Otherwise, enter test-taker name here to get started without a learner account.

First Name

Last Name

CONTINUE



Logging in with Location Pin

- Location Pin found in Admin Portal on [Landing page](#)
 - Code is in Teal colored box
- Provide Northstar homepage url: www.digitalliteracyassessment.org to learners
- Provide 4-digit location pin to learners
- Learner enters pin in white oval and clicks “Go” in green
- Learner logs in as before



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Increase Digital Skills for your constituents through Northstar Digital Literacy!

Northstar is a program of



Northstar Digital Literacy helps subscribing organizations to provide constituents with tools to master the digital skills needed to work, learn, and participate fully in daily life.



Assessments

Online, self-guided assessments measure basic skills in each of 18 areas, allowing individuals to identify current skills and opportunities for learning new skills. [Learn more.](#)

TRY AN ASSESSMENT NOW



Education

Educational materials provide for self-guided online learning, one-on-one digital navigation, and instructor-led classes. Northstar standards define the basic skills needed to perform tasks on computers and online.

LEARN MORE



Reports

Individuals and instructors see progress and opportunities for learning, including organizational statistics on number of learners, number of assessments, and percentage of assessments passed.

LEARN MORE



Take an Assessment

Want to test what you know? Complete any of the following online assessments.

If you want to save your results to a Northstar location, enter its 4-digit PIN and click Go:

GO

If you are not part of a Northstar location yet, but would like to earn a certificate for passing the assessments, [find a Northstar location near you](#).

Language: English ▾



Essential Computer Skills



Phone Keyboard Basics & Logging In



Basic Computer Skills



Essential Software Skills



Microsoft Word



Microsoft Excel



Using Technology in Daily Life



Social Media



Information Literacy

Logging in from Learner Dashboard



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- [Learner logs in to Northstar homepage](#) from grey oval on top
- Dashboard opens
- Learner clicks “Assessment” of choice
- Learner is brought to site specific url and is already logged in
- Learner clicks on Assessment of choice



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Assessments

Online, self-guided assessments



Education

Educational materials provide for



Reports

Individuals and instructors see

ESSENTIAL SOFTWARE SKILLS

MS Word



PROGRESS

- Assessment Mastery (0%)
- NSOL Practice Completion (14%)



Take Assessment



Lessons

MS Excel

[Complete this assessment to see your progress here.](#)



Take Assessment



Lessons

MS PowerPoint

[Complete this assessment to see your progress here.](#)



Take Assessment



Lessons

Docs

[Complete this assessment to see your progress here.](#)



Take Assessment



Lessons


Demo

700 Raymond Ave
Suite 180
St. Paul, MN 55114
demo@email.com

NO PROCTOR AVAILABLE



[VALIDATE COMPUTER VIA PIN](#)

Language: English ▼

LOGGED IN AS
 **Theresa Sladek**





Essential Computer Skills

-  Phone Keyboard Basics & Logging In
-  Basic Computer Skills





Essential Software Skills

-  Microsoft Word
-  Microsoft Excel



Using Technology in Daily Life

-  Social Media
-  Information Literacy

Assessment Navigation



- Digital Resiliency – tell them about it!
- Help in Navigating the screen
 - Describe, don't do
 - Use descriptive words and directions
 - Note when something is seen in many other places

Results Page



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Internet Basics

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@ Demo

NOT PROCTORED

> Your Results

You Passed!

92.9 %

How is my score calculated?

Go to NSOL

Claim Badge

Print Results

Name:

Theresa Sladek

Timestamp:

Nov 11 2024, 3:26 PM

Record ID:

12513570

Code:

8dfd78639b84

STANDARDS PASSED

You answered all questions correctly for the standards below

✓

1

Identify the different ways a person can connect to the internet.

Practice Complete

STANDARDS TO IMPROVE

You answered one or more questions incorrectly for the standards below

×

9

Fill out an online form.

Practice

Assessment Reports



- [Assessment Tab](#)
- Right hand side
- Filter by Tags, Date, and/or Topic
- Click on individual names

Northstar Results Tracker



- Spreadsheet
- Place an X in the cell for the standards that are noted as “Needing Improvement.”
- Look for pattern of what class needs to learn



Score Sheet



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[illegible]

Curriculum Example:



- [Curriculum Tab](#) in Admin Portal
- Use Scope and Sequence to determine Lessons
- Basic Computer, Lesson 2: Mouse Skills
- Print out Teacher Guide to refer to during Lesson

Self Guided Practice Lessons



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- 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)

Learner Dashboard



- The dashboard shows your progress on assessments (outer ring) and your progress on the learning and practice (inner ring) for each topic
- Hexagons in the middle indicate assessment has been passed, those in color were proctored
- Click Lessons to learn more



Viewing Module Progress



- Start Practice to begin where you left off
- 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

The Lessons



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- 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



- 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

Returning to Dashboard



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



Instructor View and Resources



- 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/>

