

Task Title: Use Jobs Map features to find Information

# OALCF Cover Sheet – Practitioner Copy



**Learner Name:**

**Date Started (m/d/yyyy):**

**Date Completed (m/d/yyyy):**

**Successful Completion:**  Yes No 

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Task Description:** The learner will navigate a Jobs Map on a Job Board website to find information.

**Competency:** A: Find and Use Information

B: Communicate Ideas and Information

D. Use Digital Technology

**Task Groups:** A1: Read continuous text
 A2: Interpret documents
 B2: Write continuous text
 D2: Perform well-defined, multi-step digital tasks

**Level Indicators:**

* A1.1: Read brief texts to locate specific details
* A2.1: Interpret very simple documents to locate specific details
* A2.2: Interpret simple documents to locate and connect information
* B2.1: Write brief texts to convey simple ideas and factual information
* D.2 : Perform well-defined, multi-step digital tasks

**Performance Descriptors:** See chart on last page

**Materials Required:** Pen and Paper and/or Digital Device

# Learner Information and Work Sheet

In this task, you will follow instructions to navigate the Jobs Map on the Connect2Jobs website and answer questions.

**Task 1:** Open up the web browser on the computer. Type in or copy and paste this address: <https://employmentbghs.ca/connect2jobs/>. What is the name of the website?

Answer:



**Task 2:** Find the “Jobs Map” link in the middle of the page and click on “Learn More”. What happens when you click this link?

Answer:



**Task 3:** Many towns and cities show on the map. List six of them here.

Answer:



**Task 4:** Use the mouse to move your cursor anywhere on the map that doesn’t have a circle. Click and hold the left mouse button down. Now move the mouse around. What happens?

Answer:



**Task 5 a):** You will see “Job Markers” in the top left corner of the screen. Click on these words. Write what happens below.

Answer:



**Task 5 b):** List four menu items you see when you click on “Job Markers”. Answer:



**Task 6:** Click on “Job Markers” again.From the drop-down menu click on the drop-down arrow next to “Show all Occupational Categories”. Select “Health Care”. Write what happens.

Answer:



**Task 7 a):** On the left-hand side in the menu you will see other categories that have an icon on their left and a checkbox on their right. List three of these menu items below.

Answer:



**Task 7 b):** Click the checkbox beside “Bicycle Paths and Trails”. Describe what changes on the map?

Answer:



**Task 7 c):** Uncheck “Bicycle Paths and Trails” and “Job Markers”. Now check the box for “Literacy & Basic Skills”. List 2 “Literacy & Basic Skills” locations.

Answer:



# Notes for instructors/facilitators:

This Task Set is specific to Literacy and Basic Skills (LBS) learners / jobseekers located in, or looking for work in the counties of Huron, Perth, Bruce, Grey, and/or South Georgian Bay (QUILL Region).

It is taken from a “Job Search Resource Manual” created by the Four County Labour Market Planning Board in partnership with the QUILL Learning Network. Activities in the manual help job seekers / learners on the employment goal path learn how to use local labour market information and job search tools available to them on the [Connect2Jobs](https://www.connect2jobs.ca) website.

The full “Job Search Resource Manual” can be found on the Four County Labour Market Planning Board website at  <https://www.planningboard.ca/resources-aids/jobsearchmanual/>  .

# Answers

**Task 1:** Open up the web browser on the computer. Type in or copy and paste this address: <https://employmentbghs.ca/connect2jobs/> .

What is the name of the website?

Answer: **Connect2JOBS, although learner may write Employment Services Bruce, Grey, Huron, Perth.**

**Task 2:** Find the “Jobs Map” link in the middle of the page and Click on “Learn More”. What happens when you click this link?

Answer: **A map comes up. Learner may also note that a drop-down menu/list (Job Markers) appears on the left side of the page.**

**Task 3:** Many towns and cities show on the map. List six of them here.

Answer: **Answers will vary.**

**Task 4:** Use the mouse to move your cursor anywhere on the map that doesn’t have a circle. Click and hold the left mouse button down. Now move the mouse around. What happens?

Answer: **Learner can move the map around/reposition the map on the screen.**

**Task 5 a):** You will see “Job Markers” in the top left corner of the screen. Click on these words. Write what happens below.

Answer: **The drop-down menu changes (to either a search list with icons and checkboxes, OR a search list with different categories and drop-down menus)**

**Task 5 b):** List four menu items you see when you click on “Job Markers”.

Answer: **Any four of the following: Job Markers; Bicycle Paths and Trails; Regional Bus Routes; Owen Sound Transit; Grey County Transit; Child Care Centres; DriveTest Centres; Education-Elementary Schools; Education-Secondary Schools; Education-Post Secondary; Employment Ontario Services; Hospitals & Health Services; Libraries, Literacy & Basic Skills; Ontario Disability Support Program; Ontario MLITSD Apprenticeship Office; Ontario Works; Service Canada; Service Ontario; Union Halls.**

**Task 6:** Click on “Job Markers” again.From the drop-down menu click on the drop-down arrow next to “Show all Occupational Categories”. Select “Health Care”. Write what happens.

Answer: **The number of green circles on the map changes (there are less).**

**Task 7 a):** On the left-hand side in the menu you will see other categories that have an icon on their left and a checkbox on their right. List three of these menu items below.

Answer: **Any three of the following: Bicycle Paths and Trails; Regional Bus Routes; Owen Sound Transit; Grey County Transit; Child Care Centres; DriveTest Centres; Education-Elementary Schools; Education-Secondary Schools; Education-Post Secondary; Employment Ontario Services; Hospitals & Health Services; Libraries, Literacy & Basic Skills; Ontario Disability Support Program; Ontario MLITSD Apprenticeship Office; Ontario Works; Service Canada; Service Ontario; Union Halls.**



**Task 7 b):** Click the checkbox beside “Bicycle Paths and Trails”. Describe what changes on the map?

Answer: **Bicycle paths and trails are added to the map.**

**Task 7 c):** Uncheck “Bicycle Paths and Trails” and “Job Markers”. Now check the box for “Literacy & Basic Skills”. List 2 “Literacy & Basic Skills” locations.

Answer: **Any two of the following: Wingham Centre for Employment & Learning Nigh School; Adult Learning Centres (Walkerton); Adult Learning Centres (Kincardine); Adult Learning Centres (Port Elgin); Saugeen First Nations; Adult Learning Centres (Wiarton); Adult Learning Programs of Perth-Stratford; Adult Learning Programs of Perth-St Marys.**

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.1 | Reads short texts to locate a single piece of information |  |  |  |
| A1.1 | Decodes words and makes meaning of sentences in a single text |  |  |  |
| A1.1 | Follows the sequence of events in straight forward chronological texts |  |  |  |
| A2.1 | Scans to locate specific details |  |  |  |
| A2.1 | Scans to locate a single piece of information or specific details |  |  |  |
| A2.2 | Uses layout to locate information |  |  |  |
| A2.2 | Performs limited searches using one or two search criteria |  |  |  |
| A2.2 | Extracts information from tables and forms |  |  |  |
| A2.2 | Locates information in simple graphs and maps |  |  |  |
| A2.2 | Makes low-level inferences |  |  |  |
| A2.2 | Begins to identify sources and evaluate information |  |  |  |
| B2.1 | Conveys simple ideas and factual information |  |  |  |
| D.2 | Selects and follows appropriate steps to complete tasks |  |  |  |
| D.2 | Locates and recognizes functions and commands |  |  |  |
| D.2 | Makes low-level inferences to interpret icons and text |  |  |  |
| D.2 | Begins to identify sources and evaluate information |  |  |  |
| D.2 | Performs simple searches using keywords (e.g. internet, software help menu) |  |  |  |

This task: Was successfully completed Needs to be tried again 

Learner Comments:

Instructor (print): Learner (print):



# URLs

<https://employmentbghs.ca/connect2jobs/>

<https://www.planningboard.ca/resources-aids/jobsearchmanual/>