# Gathering Information and Communicating Online

## Professional Skills

Show us you know how to find and retrieve online information and to communicate and connect with other users in a safe and appropriate manner.

Level **2**
Credits **5**
$99 NZD (GST incl.)

## Assessment

You are required to submit evidence of the following:

Use digital tools to find, retrieve and present information from the internet.
Describe and use online tools to collaborate with other users in the workplace.
Describe and use messaging and social media tools to communicate with other users in a work context.
Use the internet in a safe and appropriate manner.

All work for this EduBit must be your own.

## Learning Recommendations

Netsafe

Cyberwise - Top Digital Citizenship Resources

## Tasks

Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

General Information

*Please provide:*

The name of your organisation.
What type of industry you work in.

Task 1: Use digital tools to find, retrieve and present information from the internet.

*You will need to:*

1.1. Provide details of two (2) times you have used a search engine to find specific information from the internet for your work.

Include at least one (1) advanced search option (e.g. for numbers within a range; a search that excludes certain words).

For each, include:

The kind of information you found and retrieved.
The search engine and any advanced search options you used.
Why you chose that search engine or advanced search option.

1.2. Provide details of one (1) time you gathered together information from the internet in one place for people at your workplace to see. Include all of the following:

The kind of information you gathered.
A copy of the table/document/spreadsheet/email/etc, in which you gathered this information for others to see. This can be a photograph or screenshot.
Why you chose this method/tool to gather together and present the information to others.

If needed, please download the Photo Evidence Guidelines.

Task 2. Describe and use online tools to collaborate with other users in the workplace.

*You will need to:*

2.1. Describe three (3) collaboration tools you have used in your workplace. For each tool, include:

The tool you have used and its main features. This can be a written description or a video/screencast of you demonstrating the tool.
One (1) specific example of how you have used the tool to collaborate with others.

 Each video must be no longer than 5 minutes.

Please download the Video Evidence Guidelines.

Task 3. Describe and use messaging and social media tools to communicate with other users in a work context.

*You will need to:*

3.1. Describe the main features of three (3) messaging and social media tools you have used for your work. This can be a written description or a video/screencast of you demonstrating the tool.

Each video included must be no longer than 5 minutes.

Please download the Video Evidence Guidelines.


3.2. Describe three (3) considerations when you use online social media tools to connect with others. For each, provide one (1) specific example of a time you have put this into action for your work.


Task 4. Use the internet in a safe and appropriate manner.

You will need to:

4.1. Identify three (3) possible risks that might result from the use of online tools in your workplace. For each, suggest strategies to minimise those risks.

This can be written or a video of you describing these risks and strategies. Your video must be no longer than 10 minutes.

Please download the Video Evidence Guidelines.

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