

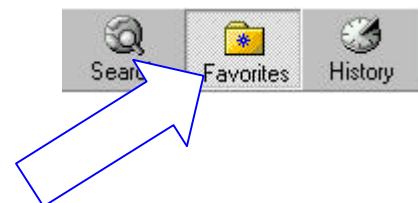
# Module 3

In this module you will teach the student how to:

**1. Go to a web address**



**2. Save a webpage in Favorites**



**3. Work offline and save \$\$\$\$ on Internet connection time.**

**Tutor preparation:** have you configured your computer?

## 1. Go to a web address

In this lesson you will teach the student how to go to a specific web address. Every webpage has a web address. You will find the address of the page you are reading in the Address box at the top centre of the screen.



To enter a new address, direct your student to follow these steps:

1. "Click your mouse anywhere in the Address box. A blue highlight will appear over the current address."



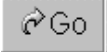
2. "Type the new address. When you begin typing, the blue highlighted text will disappear and your text will appear in the Address box."

Some addresses to try:

- [www.abc.net.au](http://www.abc.net.au) (abc)
- [www.citysearch.com.au](http://www.citysearch.com.au) (Australian cities information)
- [www.baggygreen.com.au](http://www.baggygreen.com.au) (cricket)
- [www.burkesbackyard.com.au/](http://www.burkesbackyard.com.au/) (gardening)

(Note that it is not necessary to type http:// at the beginning of a web address.)

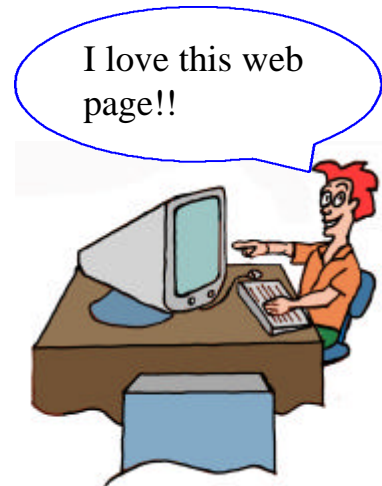
3. "To link to your new web page..."

- Click on the  button to the right of the Address box OR
- Press the enter key"

4. "A timer will appear. Wait and watch the progress meter at the bottom of the page. It indicates that your page is being downloaded."

## 2. Save a webpage in Favorites

When your student finds a page, which is exciting....show them how to save it to favourites, so that they can easily find it next time they are surfing.

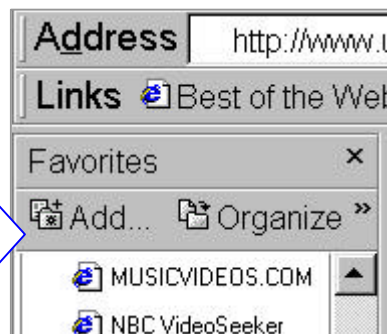
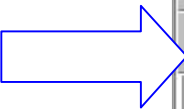


Guide your student through these steps:

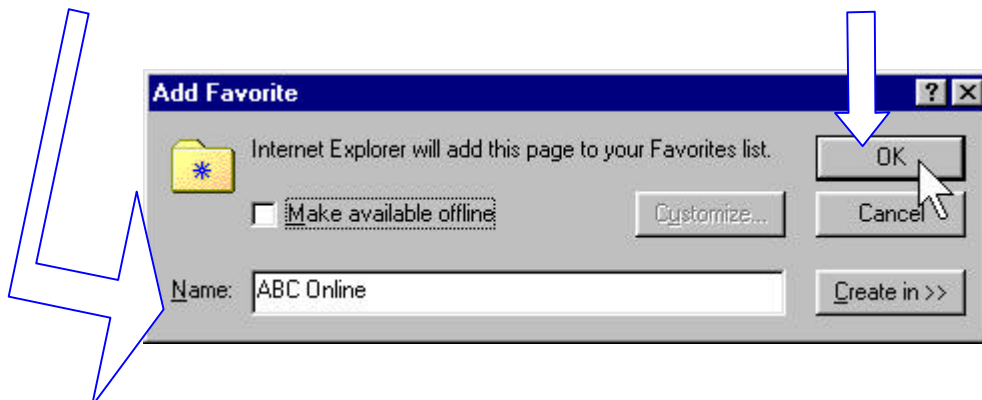
1. Click on Favorites



2. Click on Add



3. A window will appear. You will see the name of the web page you want to save. Click OK.



## How to find your favorites:

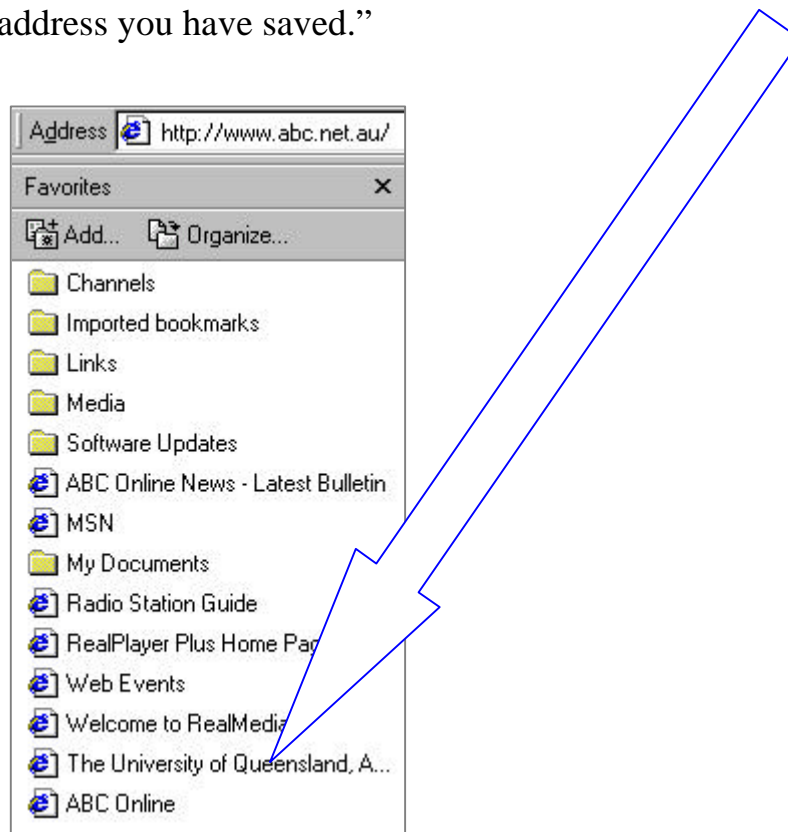
Show your student how to find the web site they have just saved.

Guide your student through these steps:

1. “Click on Favorites icon in navigation toolbar”



2. “Your Favorites are saved here. At the bottom of the list is the last web address you have saved.”



3. Click your mouse on any Favorite and go directly to this webpage.

Note: This can be quite a difficult concept to grasp. Do not be concerned if it takes a few sessions for your student to understand Favorites.

### 3. Work offline and save \$\$\$\$ on Internet connection time.

**Note: This section can be challenging for some people to understand. Go through it with your student and ask them if they are interested in working offline.**

People with a literacy or communication disability need more time to read web pages; so working offline is a good option to save connection time and money. Explain the terms downloading and offline to your student:

What is downloading?

“When you connect to the Internet you are constantly downloading (copying) web pages and files from another computer somewhere on the Internet to your computer. If you have unlimited hours of Internet time, this is fine. However if you have limited hours, you may wish to save Internet connection time and work offline.”

What is offline?

“When you are connected to the Internet, you are working online, that is you are connected by a telephone line to the Internet. Check if you are connected to the Internet right now.”



When you make a Web page available offline, you can read it when your computer is not connected to the Internet.

**To view favorite Web pages without being connected to the Internet, follow these instructions:**

Save the web in favorites.

1. Click Favorites – click Add favorite – tick the make available offline box.



There will be links to other pages on the web page you are reading. If you want to be able to connect to these pages when you are offline, you will need to use the customize button. Look through this with your student. Remember, this may be a difficult to grasp at first.

4. When you are ready to work offline,  
click on File and Work Offline



5. REMEMBER: To reconnect to the Internet, go to File and clear the check against work offline.

### To finish this session:

- Look through module 2 with your student and revise what you have covered today. *Show your student that the page numbers in module 3 are pink.*

On the next 2 pages:

- Record your own thoughts about how this session went.
- Ask your student for feedback and record their comments about the session.
- Complete the skills checklist with your student.

Name of student:

Name of tutor:

Date of session	Tutor's notes	Student's notes

**Module 3 skills checklist** 

**Date:**

**Name of Student:**

**Name of tutor:**

Ask the student to help you fill in a score of 1-5 in the boxes for the following skills.

Remember, it is not necessary for the student to be performing at an independent level before progressing to the next module.

**Rating scale:**

**I am able to do this-**

- 5 100% on my own
- 4 75%
- 3 50%
- 2 25%
- 1 I need someone to do this for me.

Go to a web address

Save a web address to favorites.

Find a favorite web address

Work offline

**Congratulations, you can go onto Module 4**