Unit Name: Locate and use relevant online information

Unit Number: ICAU1204A

<table>
<thead>
<tr>
<th>Learning Outcome &amp; Element</th>
<th>Performance Criteria</th>
<th>Activity in Get Flexible Resource</th>
<th>Unit Specific Activities</th>
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<tr>
<td>(1) Conduct basic search using a Search Engine</td>
<td>Open an internet application and locate and access a search engine on the internet Enter appropriate key words into the search engine to locate the desired information Refine a search depending on outcomes of the original search Conduct a thorough search within a website using the provided internal search facility if available</td>
<td>“Take the Fitness Test!”</td>
<td>Ability to access a specific URL Ability to recognise and follow hypertext link “Where do I find...” resource Conduct a simple search using an appropriate search engine Print or copy useful information Bookmark a website to return later Ability to move between websites using buttons or tabbed browsing “Where do I find?...” resource</td>
</tr>
</tbody>
</table>
| (2) Conduct an advanced search using search tools | Use advanced search features provided in most search engines  
Use Boolean search techniques when required to enhance the search  
Use multiple or meta search tools to a range of key words  
Use search engines particular to a field or knowledge to refine the outcome  
Access related online community site or newsgroups and note their objectives and operational arrangements | “Take the Fitness Test!” | Ability to use web conferencing or virtual meeting tools on the internet  
Ability to use text chat or instant messaging tools  
Ability to use and participate on the discussion forums or electronic bulletin boards  
“Anybody Out There” resource.  
Connecting with others worksheet  
Cyber-bullying worksheet  
Personal Learning Networks |
|---|---|---|---|
| (3) Use information that has been located | Cross reference the information found  
Check the date that the website was last updated  
Determine the website authority by looking at copyright statements | “Take the Fitness Test!” | “Website Rating Sheet” |