

GOAL: Independence

A Find and Use Information – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:
Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
A1.1	Read instructions on a cleaning product label			
A1.1	Read a brief email confirming the date and time of a meeting			
A1.1	Follow directions to a local store			
A1.1	Read a brief blog entry on a familiar topic			
A1.1	Read a note in a log book			
Sup	Read instructions from a medication insert to find out the correct dosage			
Sup	Read and follow the instructions for cooking a frozen dinner			
Sup	Read a newspaper ad to find a used kitchen appliance or power tool			
Sup	In a child's journal, read a brief teacher's note about an upcoming appointment			

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LEVEL 1 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
M1	Read a classified advertisement to extract details such as a company's services. Read an email message to identify the sender, recipient and purpose			
A2.1	Find the expiry date on a coupon			
A2.1	Read a parking sign to identify restrictions			
A2.1	Interpret danger symbols on a product label			
A2.1	Read a clothing label to identify washing instructions			
A2.1	Verify contact information on a simple personal information form			
Sup	Obtain a list of events happening at a community powwow to choose one for which you would like to volunteer			
Sup	Review a list of four plants used in a smudging ceremony to make sure they are on hand for an upcoming community event			
Sup	Refer to a list of people from other bands and clans to find the phone numbers of several people you want to invite to an upcoming event			
Sup	Follow an illustration that outlines proper hand- washing techniques at work			
Sup	Look at a sign to find out the business hours of a store or an office			
M8	Locate product uses and instructions, and interpret symbols on a product label			

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LEVEL 2					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
A1.2	Follow instructions in a recipe				
A1.2	Read a brief letter from a landlord about scheduled maintenance and repairs				
A1.2	Read a community notice about its recycling program				
A1.2	Read an email outlining project expectations				
Sup	Read a brochure from a utility company describing changes in service				
Sup	Read a recall memo about a faulty appliance from a manufacturer so that you can take the required action				
Sup	Read a flier about a local attraction to plan a family outing				
Sup	Read an email outlining upcoming community events to choose those that best suit your schedule				
Sup	Read a job description to determine your suitability for the position				
M3	Read a detailed information sheet to obtain company and product information				
A2.2	Locate fire exits on a floor plan				
A2.2	Review information on a job application form				
A2.2	Refer to a table of contents to find the page number of a troubleshooting section				

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LEVEL 2 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
A2.2	Interpret survey results displayed in a circle graph				
Sup	Read a simple map that provides directions to your child's sports game or activity				
Sup	Look at a pie chart to determine the cost of books and housing to help plan your child's first year of postsecondary education				
Sup	Refer to a Band Office/municipal organizational chart to locate the supervisor of a department				
Sup	Use a transportation schedule listed on a website to find out the cost and travel times for a weekend trip				
Sup	Verify information on a personal, work, or school form to make sure all the information is complete				
Sup	As research for an upcoming project, review a chart in a consumer guide outlining the various features of a product				
M10	Locate and connect details in a nutritional label and table				
M11	Refer to a table of contents and catalogue to extract and connect detailed information				

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LEVEL 3					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
A1.3	Read a newspaper article to learn about a current political situation				
A1.3	Read a brochure from a utility company describing rebate programs				
A1.3	Compare consumer reviews from a variety of web sites to choose a new computer				
A1.3	Read an information package from a charity to decide whether to make a donation				
Sup	Read three different news accounts of the same event and compare the similarities and differences				
M5	Read an information package from a charity to connect, evaluate and integrate information				
A2.3	Verify accuracy of income and deductions on an income tax form				
A2.3	Compare a bus route map and a city map to locate the nearest bus stop				
A2.3	Browse classified listings online and in newspapers to search for used furniture				
Sup	Use a postal rate chart to identify the cost of sending a package to a particular location				
M12	Refer to several documents to connect, evaluate and integrate information				

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UN-LEVELED				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
A3	Watch a safety video to learn about the potential hazards in a workplace			
A3	Observe a demonstration to learn about the uses of a new product			
A3	Listen to a podcast to learn about recent events			
A3	Attend a presentation to learn about a post-secondary program			
A3	Watch a webinar to learn about a topic			
A3	Attend a public panel discussion on a controversial topic to learn about the different perspectives			
Sup	Listen to an elder speak about traditional methods of healing to learn more about self-care and living well			
Sup	Listen to traditional stories, i.e., Iroquoian, Anishnawbe, Cree, etc., to learn more about how to live wisely and avoid conflict			
Sup	Obtain a phone number from a television commercial to order an advertised product			
Sup	Attend a short presentation at the library to learn about programs for children or seniors			
Sup	Watch a brief promotional video to learn about becoming a volunteer with a local community organization			
Sup	Watch a first aid training video to be able to identify the five common signs of stroke			
Sup	Attend a workshop at a local hardware store to learn how to perform a household repair			
M14	Watch and/or listen to a film, broadcast or presentation to extract information			

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B Communicate Ideas and Information – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
B1.1	Make an appointment			
B1.1	Relate a personal experience during a conversation			
B1.1	Describe a routine task			
B1.1	State a food preference when ordering in a restaurant			
Sup	Welcome an elder to the learning environment			
Sup	Make an appointment by phone with your Health Access Centre			
Sup	Make plans with a friend to go to the Friendship Centre			
Sup	Greet a regular volunteer at the learning environment, community centre or workplace			
Sup	Make plans with a friend to see a movie together			

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LEVEL 1 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Show a peer where the lunchroom is located			
Sup	Let your child's school secretary know the best dates for your parent-teacher interview			
Sup	Give instructions to a child about how to play a simple game			
Sup	Teach a friend how to do a craft			
M15	Provide directions to a familiar location and instructions for how to carry out a familiar process			
B2.1	Write a reminder note about upcoming plans			
B2.1	Write a thank you note			
B2.1	Write a brief email to request information			
B2.1	Write a telephone message			
B2.1	Write instructions to describe a simple procedure			
B2.1	Send a text message with directions to a destination			
Sup	Write an email to your Band Education Authority to inform them that you are registered in school			
Sup	Write a get-well card to a friend who has been ill, and include a short note			
Sup	Write an email or a note to a friend informing her or him about an upcoming community event			

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LEVEL 1 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Write a brief set of instructions for your child to carry out household chores			
M20	Write brief texts to express thanks to a neighbour and to make a request			
B3.1	Complete a simple personal information form			
B3.1	Record an appointment in an agenda or calendar			
B3.1	Write a cheque			
B3.1	Write a "to do" list			
Sup	Complete an inventory for a community swap and shop			
Sup	Complete or update your status card with a recent photo			
Sup	Fill in a visitor log book in a company's front office			
Sup	Complete a simple pledge form to sponsor someone for a walk-a-thon			
Sup	Complete a brief comment card for a business or service			
Sup	Complete an application for membership at a local library			
Sup	Subscribe to a magazine using a paper-based form			
Sup	Register for a general interest or fitness class			

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LEVEL 1 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
M27	Complete a simple form and make entries in a calendar				
M28	Create and organize a to-do list				

LEVEL 2					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
B1.2	Brainstorm to generate solutions to a problem				
B1.2	Share an opinion about the outcomes of a recent election				
Sup	Participate in a Talking Circle, and make suggestions to improve a situation in your learning or work environment				
Sup	Explain to a small group how to play a short game, such as Hangman, Old Maid, Scrabble, Bingo, or Boggle				
Sup	Share opinions with your peers to generate solutions to a problem				
Sup	Participate in a group discussion to determine roles and responsibilities in a group project				
M16	Carry on a brief exchange to share and support your opinion				
B2.2	Write a notice to advertise an event				
B2.2	Write an email to explain steps involved in a project				
B2.2	Write a letter to request a refund for a product				

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LEVEL 2 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Write an explanation describing the meaning of your traditional name			
Sup	Write a story for the Native community newsletter about how a particular ceremony changed your life			
Sup	Write a letter to a local business thanking them for their excellent customer service			
Sup	Write a letter to your child's teacher explaining difficulties that he or she is having, and requesting additional help			
Sup	Write a journal entry describing a recent visit, conversation, or disagreement you had with a friend or family member			
M21	Write an email to express interest and to provide information supporting a request			
B3.2	Complete a job application form			
B3.2	Book a hotel room online			
B3.2	Complete a customer satisfaction survey			
B3.2	Draw a floor plan to figure out where to place furniture or equipment			
B3.2	Create a table to compare products, supplies, or services			
Sup	Complete an application form from the Indian and Northern Affairs website			
Sup	Complete a medical history form for a doctor or a dentist			
Sup	Fill out a maintenance request form to ask for a repair in your residence or at work			

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LEVEL 2 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
Sup	Complete a survey about a product or service				
Sup	Create a chart for organizing duties for three to four people, such as for housecleaning duties				
M29	Complete a registration form to enroll in a course				
M30	Create a table to organize and compare product or service information				

LEVEL 3					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
B1.3	Participate in a job interview				
B1.3	Negotiate with a service provider to obtain a discount				
B1.3	Explore concepts in an extended discussion about politics, comparing and contrasting ideas				
Sup	Make a presentation asking for a new resolution at a Band Council meeting				
Sup	Participate in a panel discussion on an educational, a work, or a community topic				
Sup	Propose a change to a by-law for a community organization				
Sup	Make a 15-minute presentation to peers on career research				

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LEVEL 3 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Present a report at a meeting, such as a public meeting about a local issue or a parent's meeting about a school issue			
Sup	Negotiate budget requirements as part of a proposal for funding for your small business or community group			
M17	Make a 10- to 15-minute presentation to propose a solution, to persuade or to inform others about a topic			
B2.3	Write a letter to a Band/public official outlining concerns about neighbourhood safety			
B2.3	Write a letter to a post-secondary institution to request accommodations in the classroom			
Sup	Write a memo to the Band Office advising on how repair work should be carried out in the community school			
Sup	Prepare a written speech for a community meeting or event to convince others of an important issue			
Sup	Write a cover letter for a resume			
Sup	Write a letter to the editor or to your mayor expressing your opinion about an environmental or safety issue			
Sup	Write a letter to a Band/public official to ask for a donation to your community group or charity			
M24	Write a formal letter to express concerns and to propose solutions			

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LEVEL 3 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
B3.3	Complete an Employment Insurance application form				
B3.3	Fill out a student loan application				
B3.3	Complete or create a budget template with sub-categories for expenses and income				
B3.3	Create a scale drawing for a front yard landscaping project				
Sup	Complete forms for a Band Council resolution				
Sup	Apply for a scholarship or bursary to continue your education				
Sup	Complete forms to start a business with Aboriginal Business Canada				
Sup	Complete an apartment or automobile lease				
Sup	Fill out an application for power of attorney				
M32	Enter information on a somewhat complex form				
M34	Create a multi-phase schedule to display a sequence of activities				

UN-LEVELLED					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
B4	Create a collage (e.g. vision board)				
B4	Write a poem to express oneself				

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UN-LEVELED Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
B4	Tell or sign a story			
B4	Keep a journal or blog to record experiences, feelings, and thoughts			
B4	Make a card for a friend, a relative, an instructor, or a guest presenter			
B4	Select photos to post on a personal social networking page			
Sup	Perform a traditional dance at a community powwow, i.e, Jingle Dress, Grass Dance			
Sup	At a children's assembly, share a traditional legend through storytelling			
Sup	For a public event, write and re-enact a historic play depicting an event from your community or culture			
Sup	At a community event, participate in the drumming and singing circle			
Sup	Make a collage expressing who you are, using symbols and colours relating to your cultural identity			
Sup	Make a card for a friend, relative, co-worker, instructor, or guest presenter			
Sup	Create a calendar using original photography or artwork for a personal gift or for a group fundraiser			
Sup	Use an arts or crafts medium of your choice to express your thoughts and experiences			
Sup	Write a skit for a workshop or an event			

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UN-LEVELED Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Collect memorabilia to be used at a gathering to honour a person or group			
M36	Use a medium of your choice to express yourself creatively			

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C Understand and Use Numbers – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
C1.1	Calculate the final price of a coat using a store coupon			
C1.1	Compare the cost of buying two or more products at two grocery stores			
C1.1	Keep a running total of travel expenses over the course of a month			
C1.1	Calculate change from a purchase			
Sup	Fill out twelve postdated cheques to give to a landlord for a one-year lease on an apartment			
Sup	Subtotal the cost of a list of materials for a project			
Sup	Use a food price list in a school newsletter to determine how much money to take to a parent-child event			

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LEVEL 1 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Calculate the cost gas or the cost of using public transit for one month to travel from home to the learning centre or from home to work			
Sup	Calculate the yearly cost of a household utility or a regular expense			
Sup	Use coins and bills (or “mock” money) to count out exact change for the purchase of small items			
M37	Refer to flyers and price lists to make simple comparisons and calculations			
C2.1	Use a stopwatch to time an event			
C2.1	Use “best before” dates to select fresh foods			
C2.1	Calculate the number of hours a class is offered in a week			
C2.1	Calculate travel time from departure and arrival times			
C2.1	Compare finish times for a marathon			
Sup	Track the number of minutes per week that you spend doing homework, housework, or another activity			
M41	Read time on digital and analog clocks and calculate elapsed time			
C3.1	Use a store flyer to select a desk that is big enough to fit a computer and printer			
C3.1	Check the temperature on an outdoor thermometer			

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LEVEL 1 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
C3.1	Compare grams of sodium in two types of soup			
C3.1	Check a child's height against the minimum measure for an amusement park ride			
C3.1	Work out personal weight gain or loss over a period of time			
C3.1	Estimate whether a jacket is the correct size			
C3.1	Compare distances in a ski jumping event			
C3.1	Measure a piece of furniture to see if it will fit through a doorway			
Sup	Create a Medicine Wheel and divide it into four equal sectors			
Sup	Measure ingredients for an Apple Bannock recipe to make for a family gathering			
Sup	Identify various standard measuring tools to select which ones would be used for different projects or tasks			
Sup	Combine one-quarter cup sugar and 1 cup boiling water to make a hummingbird food mixture			
Sup	Measure the air pressure in bicycle or car tires			
Sup	Use Imperial measurement to calculate the dimensions of a room to see how much of a decorative border would be needed			
Sup	Estimate the length of a piece of fabric to determine if there is enough material to complete a craft or sewing project			

GOAL: Independence

LEVEL 1 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
M45	Identify distances, measure temperature, make simple comparisons and calculations				
C4.1	Compare two boxes of granola bars to find out which box contains more bars				
C4.1	Calculate the number of cars required to take a class of children to a sporting event				
M48	Interpret survey data to make calculations and comparisons				

LEVEL 2					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
C1.2	Calculate the cost of each pair of shoes during a "buy one, get one at 1/2 off" sale				
C1.2	Calculate cost savings on a purchase during a "15% off" sale				
C1.2	Calculate one's share of a restaurant bill including tip				
C1.2	Calculate the unit price of each item sold in a package				
C1.2	Estimate the cost of a roast using the price per kilo				
Sup	Determine the amount of HST that you paid on an item and the amount that will be rebated on the PST 8% portion				
Sup	Calculate the amount of Canadian money needed to purchase \$500 US at today's exchange rate				

GOAL: Independence

LEVEL 2 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Calculate the total cost (including HST) for the purchase of three items, such as a piece of clothing, a haircut, and a binder			
Sup	Look at a local grocery store flyer to calculate the cost of 2.5 kg of produce or meat			
Sup	Refer to a restaurant menu to estimate the total bill based on the cost of food, beverage, tax, and tip			
M38	Refer to receipts to verify costs and make calculations			
C2.2	Calculate the cooking time for a chicken using a rate			
C2.2	Plan one's day by estimating how long activities will take and sequence them accordingly			
C2.2	Convert minutes logged on the Internet to hours and minutes			
C2.2	Convert a departure time from the 24-hour to 12-hour clock			
Sup	Estimate the length of time to do your grocery shopping and to attend an appointment so you can determine whether or not you will be on time to pick up your children from school			
Sup	Convert the number of hours to complete a project into days, for the purpose of budgeting			
Sup	Convert a train, bus, or flight schedule from 24-hour time to 12-hour time, indicating a.m. or p.m. so that your departure and arrival times correspond to your analog clocks			
M42	Make calculations using a timesheet			

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LEVEL 2 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
C3.2	Adjust quantities to double or half a recipe			
C3.2	Using a floor plan, calculate and compare the square footage of two hotel rooms			
C3.2	Use a map scale to calculate the distance between two points			
C3.2	Convert kilobytes to megabytes to determine the remaining capacity of an electronic device			
C3.2	Dilute a cleaning product using a ratio			
C3.2	Estimate whether there is enough flour and sugar on hand to carry out a recipe			
Sup	Using the pattern of a birch bark canoe, have learners measure and calculate how much birch bark they would need to make a canoe			
Sup	Use ratios to make a correct gasoline-oil mixture for a piece of equipment			
Sup	Estimate the volume of a fish tank or small pool to determine how much water is needed to fill it			
Sup	Calculate the total floor area of the rooms in a residence for a potential rental or sale listing			
Sup	Calculate the kilometres per litre on three different vehicles to determine which vehicle has the best "fuel economy"			
Sup	Leaving a 30-centimetre perimeter from the walls, measure the length and width of a rectangular room and calculate the area to determine what size area rug will best fit the room			
M46	Refer to a map and directions to calculate and convert distances			

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LEVEL 2 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
C4.2	Compare employment rates among graduates from different college programs				
C4.2	Interpret a pie graph to identify election results				
Sup	Survey family members to predict health risks				
M50	Make summary calculations to interpret household utility data				

LEVEL 3					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
C1.3	Prepare and monitor a household budget				
C1.3	Compare costs and services from several providers to select a cell phone plan				
C1.3	Calculate and compare the annual costs of owning a car, carpooling, and using public transportation				
Sup	Create a "want list" and a "need list", and estimate the total cost of each list, including taxes and rebates, where applicable				
Sup	Use an online shopping site to get prices for a particular list of items to find the total cost of those items, including applicable taxes and rebates				
Sup	Calculate the cost of hydro power during peak and off-peak hours to compare the difference				

GOAL: Independence

LEVEL 3 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
Sup	Calculate the total interest cost from three financial institutions to determine the most economical choice for borrowing money to purchase a new item or to pay for your college tuition fees			
Sup	Track the progress of a \$1,000 stock investment on the TSX (Toronto Stock Exchange) for a specified period to calculate the gain or loss			
M40	Create a budget to achieve a financial goal			
C2.3	Identify and schedule activities			
Sup	Determine the best investment option by calculating the time required for a fixed amount to produce a particular return at three different compounded interest rates			
Sup	Visit online travel sites and use a travel database to plan, schedule, and budget for a trip			
M44	Create a multi-phase schedule to plan and sequence activities			
C3.3	Calculate paint quantity given room dimensions and paint coverage rates			
C3.3	Calculate the number of cans of tomatoes (in ml) needed when doubling a recipe calling for ounces			
C3.3	Calculate the area of a room that includes a bay window			
C3.3	Estimate the volume of sand required to prepare the foundation for a curved walkway			

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LEVEL 3 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
C3.3	Create a scale drawing for a shed				
C3.3	Calculate the area of an irregularly shaped room to determine whether furniture and equipment will fit				
Sup	Create a pattern drawn to scale to construct a tipi that could be built for a ceremony or celebration				
Sup	Calculate the angle(s) at which lumber would need to be cut to create a raised triangular flowerbed or other similar structure				
Sup	Determine the number of sprinklers required for an in-ground sprinkler system, given lawn dimensions and the area covered by each sprinkler				
Sup	Complete a scale drawing of a birdhouse to submit to a design competition				
Sup	Create a design for a two-level area, such as a deck, and determine how much material you would require for the floor area of this structure				
M47	Refer to dimensions and quantities to calculate and convert measurements				
C4.3	Collect and interpret income data across several occupations to establish an employment goal				
C4.3	Monitor a child's growth over time using weight and height percentiles				
C4.3	Predict which sports team will win the championship using team and player statistics				

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LEVEL 3 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
C4.3	Estimate expected household internet data usage for the next year, taking into account previous patterns of use and changing family needs				
Sup	Estimate the time needed to complete your Learner Plan based on the time you attend, the amount of time you spend outside of class on your schoolwork, and the requirements for your goal completion				
M52	Interpret data and make predictions from income data				
M53	Interpret data and make predictions from employment data				

GOAL: Independence

D Use Digital Technology – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
D.1	Use a debit or credit machine to make a purchase			
D.1	Set or disarm an alarm system			
D.1	Log in to a user account on a computer			
D.1	Change the temperature setting on a digital thermostat			
D.1	Delete photos from a digital camera			
D.1	Use basic word processing software, such as Notepad, to write a note			
Sup	Insert Native art into a Word document to advertise a community event			
Sup	Use a blood pressure sleeve at the pharmacy to monitor your health			
Sup	Save homework assignments to a flash drive			

GOAL: Independence

LEVEL 1 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
Sup	Fax a resume and cover letter as part of a job application				
Sup	Use a hand-held device to record voice notes				
Sup	Use keyboarding software to practice keyboarding skills				
Sup	Create a password for access to a personal or work email account				
Sup	Use the calculator on the computer to tally weekly expenses				
Sup	Enter names and phone numbers into a pre-formatted table to make a contact list				
M54	Log into a user account on a computer				

LEVEL 2					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
D.2	Send a text message				
D.2	Create and save a simple Excel spreadsheet				
D.2	Establish a wireless connection				
D.2	Use online banking to check a bank balance or pay a bill				
D.2	Program a street navigation GPS unit to find directions to a destination				
D.2	Access a social networking website and post a message				

GOAL: Independence

LEVEL 2 Cont'd				
Tasks		Can Do Already	Cannot Do	Would Like to Learn
D.2	Send and receive an email			
D.2	Conduct a keyword search to find a website			
D.2	Purchase a bus ticket online			
D.2	Organize digital files into folders			
D.2	Conduct a computer search to locate a recently used document			
D.2	Create a new user account on a computer			
D.2	Download and watch a podcast			
D.2	Complete an online questionnaire			
Sup	Transfer and save photos from a digital camera to a computer or an external storage device			
Sup	Connect a projector to a desktop or laptop computer to give a presentation at an event or special occasion			
Sup	Use a document scanner to scan materials that you want to save electronically, as part of your personal portfolio, such as a PLAR portfolio			
Sup	Video-record a presentation by a learner or guest speaker			
Sup	Use word processing software to create a simple poster or notice about a community event			

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LEVEL 2 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
Sup	Using presentation software, create a simple slideshow to accompany an oral presentation				
Sup	Using video-editing software, create a photo loop to present photos at an event or special occasion				
M55	Conduct an Internet search				

LEVEL 3					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
D.3	Create a report using a variety of formatting options, such as inserting a table, graph, and contents list				
D.3	Use a handheld GPS unit to record points along a route (e.g. use menus, etc.)				
D.3	Find and install a freeware version of software				
D.3	Upload a file and post it on a wiki page				
D.3	Locate and browse several websites to explore career options				
D.3	Program a universal remote to use with a television, DVD player, and digital tuner				
D.3	Re-establish an inoperative internet connection				
D.3	Take an online course that requires participants to upload assignments and use collaborative tools, such as discussion boards				

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LEVEL 3 Cont'd					
Tasks		Can Do Already	Cannot Do	Would Like to Learn	
Sup	Find and download an e-reader application to a digital device				
Sup	Install and configure a local computer printer				
Sup	Use tax preparation software to complete your personal income tax				
Sup	Use a template to produce a multi-page newsletter for an organization or event				
Sup	Use photography software to create a double-sided brochure for a fundraiser				
Sup	Install and configure a firewall on a personal computer for security protection				
M56	Select a computer program and use a wide range of software features to present information				

GOAL: Independence

E Manage Learning – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

Performance Descriptors		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
E	Demonstrating a positive attitude toward learning			
E	Accepting positive feedback and constructive criticism			
E	Recognizing and expressing when I do not know something			
E	Accepting new learning challenges			
E	Willing to work independently			
E	Taking responsibility for my learning			
E	Taking initiative to start working on my own			
E	Taking risks in learning situations that feel unfamiliar			
E	Managing my time (e.g. making realistic estimates about time, meeting deadlines, completing activities and tasks in a logical order)			

GOAL: Independence

Tasks		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
E	Attending class regularly and on time			
E	Checking the accuracy of my work			
E	Following instructions			
E	Taking clear and correct notes			
E	Highlighting or underlining key information			
E	Organizing my learning materials			
E	Using a calendar or agenda			
E	Identifying ways to remember information and reinforce what I'm learning (e.g. reviewing my notes)			
E	Creating "to do" lists to keep organized			
M57	Identify the ways you have begun to demonstrate that you can set realistic short-term goals, use learning strategies, and monitor your own learning			
M58	Identify the ways you have demonstrated that you can set realistic short- and long-term goals, have begun to use a variety of learning strategies and monitor and evaluate your own learning			
M59	Identify the ways you have demonstrated that you can set realistic short- and long-term goals, use a variety of learning strategies, and monitor and evaluate your own learning			

GOAL: Independence

F Engage With Others – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

Performance Descriptors		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
F	When I am working with others, I make sure I understand my role and seeks clarification as required			
F	I recognize the roles of others			
F	I am able to acknowledge and identify my responsibilities and those of others			
F	I am able to accepts my share of responsibilities when working with others			
F	I am respectful of others by acknowledging and accepting their perspectives even though I may not agree			
F	When working with others, I am able to be flexible and adapt my behaviour to the demands of the situation			
F	When working with others, I show up prepared to participate and try my best to meet deadlines			

GOAL: Independence

Tasks		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
F	I am willing to help others			
F	I am able to make contributions that take into account my strengths and limitations			
F	I recognize that there may be areas of agreement and disagreement when working with others			
F	I am able to identify options for resolving disagreements			
F	When there is a disagreement, I contribute to finding a mutually agreeable resolution			
F	I take positive action to resolve conflict with others			
M60	Engage with others to achieve a shared outcome			