Learner Full Name: _____ **School:** _____

Assigned Workstation: _____ **Class:** _____

Session 15: Skills Lab 2: Online Basics

No new lessons today: today you **show what you can do**. You will visit four stations and use everything from Sessions 11–14: the browser, searching, email and online forms. Finish them all, pass your typing check, and you earn your **Bronze Passport** for Sessions 1–15!

1. How a Skills Lab Works

Figure 15.0: The Skills Lab circuit. Your mentor may start you at a different station: just go round in order.

Work **on your own**. Each station page has the task, a time limit and a checklist your mentor ticks. Stuck? Read the **hints** on the page, then try again. You may re-try any station once. Your team earns a point for every station a member completes, and a bonus for helping (with words, not hands!).

2. Typing Check Record

Do the 3-minute typing check in the typing trainer and record your result (you may re-try once; the better result counts).

Typing check	Speed (wpm)	Accuracy (%)	Trainer stage	Bronze met?
3-minute check	----------	----------	----------	☐
Re-try (if needed)	----------	----------	----------	☐

3. Block 3 Skills You Will Show Today

🌐 **BROWSER & SEARCH (Sessions 11–12)**

Address bar and tabs · bookmarks · downloads and the Downloads folder · keywords and operators ("quotes", minus, site: and OR) · the 4-Way Shield · citing a source (title, website, date).

📧 **EMAIL & FORMS (Sessions 13–14)**

To, Cc and a clear subject · the 4-part email · safe attachments · every form field · exact names, dates and phone numbers · checking before Submit · saving the confirmation.

STATION 1: THE SEARCH RACE

1. Your Task

Draw a topic card. Find **5 true facts** about your topic, each with a full source, using **at least two different operators**. At least one source must be a .gov.gh, .edu.gh or national news website. **Time limit: 15 minutes.**

YOU NEED

A PC with internet and a browser; a topic card from your mentor (Lake Bosomtwe, Wli Waterfalls, Akosombo Dam, Paga crocodile ponds or shea butter in Ghana).

HINTS FOR A RE-TRY

Plan 3–4 keywords first. Put names in "quotes". Add site:gov.gh or site:edu.gh. Skip "Sponsored" results. Use `Ctrl` + `F` to find the fact on a second site.

My topic:

#	Fact (in my own words)	Search I typed	Source: title · website · date
1	----------	----------	----------
2	----------	----------	----------
3	----------	----------	----------
4	----------	----------	----------
5	----------	----------	----------

Time taken:

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2. Mentor Checklist

- [ ] 5 facts, each true and written in the pupil's own words.
- [ ] Every fact has a title, a website and a date (or "no date").
- [ ] At least two different operators used correctly (no space after - or site:).
- [ ] At least one source is .gov.gh, .edu.gh or established national news.
- [ ] The pupil can explain how they checked one fact with the 4-Way Shield.
- [ ] Finished within 15 minutes.

STATION 2: BOOKMARK & DOWNLOAD

1. Your Task

Save a web page as a bookmark, download a file, put it in the right folder with the right name, and find it again. **Time limit: 10 minutes.**

YOU NEED

A PC with internet and a browser; the web page and the file your mentor names on the board (for example the club's Session 15 page and its workbook PDF).

THE RIGHT PLACE

Folder: Documents > BIH_TechClub > Online_Basics (make Online_Basics if it is not there). File name: TechClub_SkillsLab2_YourName, e.g. TechClub_SkillsLab2_AmaMensah.pdf.

1. **Go direct:** type the page's address into the address bar (not into a search engine).
2. **Bookmark it** on the bookmarks bar with the name Skills Lab 2.
3. **Download** the file your mentor names. Find it in the browser's downloads list.
4. **Tidy it:** in File Explorer, move it from Downloads to the Online_Basics folder and rename it with the naming standard.
5. **Prove it:** close everything. Then reopen the page from your bookmark, and find your file again using the search box in File Explorer. Show your mentor.

HINTS FOR A RE-TRY

Bookmark: `Ctrl` + `D`, then choose the bookmarks bar (Edge: Favourites bar). Show the bar: `Ctrl` + `Shift` + `B`. Downloads list: `Ctrl` + `J`. File Explorer: `Win` + `E`, then **Downloads** in the left pane. Move: cut (`Ctrl` + `X`) and paste (`Ctrl` + `V`). Rename: `F2`.

Where my file is now (the full path):

Time taken:

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2. Mentor Checklist

- [ ] Page opened by typing its address in the address bar.
- [ ] Bookmark named "Skills Lab 2" is on the bookmarks bar and opens the right page.
- [ ] File downloaded, and no longer left in the Downloads folder.
- [ ] File is in Documents > BIH_TechClub > Online_Basics.
- [ ] File named correctly (TechClub_SkillsLab2_Name, no spaces or illegal characters).
- [ ] Pupil found the file again with File Explorer search. Finished within 10 minutes.

STATION 3: EMAIL WITH AN ATTACHMENT

1. Your Task

Send your mentor a correctly formatted email that **attaches the file from Station 2**. Use the Session 13 rules. **Time limit: 10 minutes.**

YOU NEED

The Hub email account your mentor gives you; the mentor's address from the board; your file TechClub_SkillsLab2_YourName.pdf (from Station 2). If you have not done Station 2 yet, your mentor will tell you which file to attach.

THE EMAIL

To: your mentor's address. **Subject:** Skills Lab 2 - JHS 1A - Your Name (use your own class and name). **Body:** the 4 parts: greeting, polite opening, 2–3 sentences saying what you attached, sign-off with full name and class.

Draft your email body here first:

HINTS FOR A RE-TRY

No spaces in the address: check every letter. The subject line is 4–7 words, no CAPITALS shouting and no "!!!". Attach with the **paperclip** icon, then go to Documents > BIH_TechClub > Online_Basics. Wait until the file has finished uploading before pressing Send. Read the whole email once more before you send it.

BEFORE YOU LEAVE THE STATION

Sign out of the email account, close the browser, and never let the browser save the password on this shared PC.

Time taken:

2. Mentor Checklist

- [ ] Email arrived in the mentor's inbox (address spelt correctly).
- [ ] Clear subject line with topic, class and name (4–7 words).
- [ ] Body has all 4 parts: greeting, opening, short message, sign-off with full name and class.
- [ ] The correct file is attached and opens (a safe type: .pdf or .docx).
- [ ] Polite netiquette: no ALL CAPS, no text-speak.
- [ ] Pupil signed out and closed the browser. Finished within 10 minutes.

STATION 4: THE ZERO-ERROR FORM

1. Your Task

Fill in the practice camp registration form for the **fictional** pupil below with **zero errors**, submit it once, and save the confirmation. **Time limit: 10 minutes.**

FICTIONAL PUPIL PROFILE (practice only)

Full name: Selasi Kafui Agbeko
Surname: Agbeko
Date of birth: 3 November 2011
Class: JHS 3
School: Bozoma Model JHS
Camp track: Robotics
Activities: Quiz and Football
Parent/guardian: Mrs Dzifa Agbeko
Guardian's phone: 0200000000 (practice: type it without spaces)
Email: selasi.agbeko@example.org

YOU NEED

A PC with internet; the link to the practice form (on the board). Save the confirmation in Documents > BIH_TechClub > Online_Basics as Form_Confirmation_YourName.

HINTS FOR A RE-TRY

Which part is the surname, which the first name, which the other names? Convert the date to the format the form shows. Count the phone digits (10) and type them without spaces. Caps Lock off. Check every * field. Save with `Ctrl` + `P` > *Save as PDF*.

The date of birth in DD/MM/YYYY format:

Reference number on the confirmation page:

Time taken:

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2. Mentor Checklist

- [ ] Names in the right boxes, spelt exactly (Agbeko / Selasi / Kafui), capital first letters.
- [ ] Date of birth correct: 03/11/2011 (3 November 2011).
- [ ] Drop-down, radio button and checkboxes all match the profile (JHS 3, Robotics, Quiz + Football only).
- [ ] Phone (10 digits) and email correct, no spaces.
- [ ] Submitted once only (one row in the response sheet).
- [ ] Confirmation saved with the right name in the right folder. Finished within 10 minutes.

1. Station Score Sheet

Station	Done?	Time	Re-try?	Mentor initials
Typing check (15 wpm, 90%)	☐	----------	☐	----------
1. The Search Race	☐	----------	☐	----------
2. Bookmark & Download	☐	----------	☐	----------
3. Email with an attachment	☐	----------	☐	----------
4. The zero-error form	☐	----------	☐	----------

2. Bronze Passport Sign-Off (Sessions 1–15)

Bronze skill	Shown	Mentor initials
Block 1, Getting Started: start and shut down safely, mouse and keyboard, windows, files, folders and the naming standard.	☐	----------
Block 2, Know Your Machine: hardware and devices, settings and the fix-it habit (Skills Lab 1 completed).	☐	----------
Block 3, Online Basics: browser, search with sources, email with an attachment, an error-free online form (Stations 1–4 today).	☐	----------
Typing: 15 words per minute at 90% accuracy or better.	☐	----------

BRONZE PASSPORT

All four rows signed? Congratulations: you are a **Bronze** BIH Tech Club member! Not yet? No problem: your mentor will tell you what to practise, and you can show it at a later session.

3. My Reflection

What I'm proud of:

What I'll practise:

Mentor Signature: _____ **Date Completed:** _____