

Learner Full Name: _____	School: _____
Assigned Workstation: _____	Class: _____

Session 35: Skills Lab 4: Connected & Safe

Welcome to your fourth Skills Lab! There is nothing new to learn today. Instead, you will **prove** what you can already do. You will design, share, plan and protect, just like a real digital worker, at four timed stations. Finish them all and pass the typing check, and you earn your **Silver Passport** 🏆.

1. How a Skills Lab Works

1. Typing check first

Do the 3-minute typing check in the typing trainer and record your result below.

2. Four stations

Each page (2–5) is one station with a task and a time limit. Work alone unless the station says "pair". Try it first *without* the hints.

3. Mentor check

When you finish, put your hand up. Your mentor ticks the checklist and initials it. Be honest: an unticked box is not a failure, it's your next practice target.

4. Fix and re-try

At the end, go back to any station you didn't finish. Use the hints this time. Then fill in your score sheet on Page 6.

2. Typing Check: Silver Target 25 wpm at 92% Accuracy

Typing check	Speed (wpm)	Accuracy (%)	Trainer stage reached	Silver met?
My Bronze check (Skills Lab 2)	-----	-----	-----	–
Today's check	-----	-----	-----	☐
Re-try (if needed)	-----	-----	-----	☐

3. The Skills You Are Proving Today (Block 5)

Station	Skill	Learnt in
1	Design and download a poster	Session 27: Design with Canva
2	Co-edit a shared document, comment and resolve	Session 29: Digital Collaboration & Teamwork
3	Schedule a meeting with a cloud folder link	Session 30: Calendars, Video Calls & Cloud Storage
4	Share safely, check a viral post, protect P.I.I.	Sessions 29, 33 and 34

💡 SKILLS LAB TIPS

Read the whole brief before you click anything. Watch the clock, but accuracy beats speed. Use the **Feed Check** and **Club Planner** 3D labs on your session page to warm up while you wait for a station.

⌚ Time limit
20 minutes
📁 You need

Canva (signed in with the Hub's learning account) and the *Open Day details* card on your desk.

1. Your Brief
📄 FROM THE CLUB LEADER

"We need a poster for the **BIH Tech Club Open Day**. It must show the event name, the date, time and place from the details card, one sentence inviting families, and one picture. People must be able to read it from across the room. Please download it so we can print it."

2. Re-try Hints (use only if you get stuck)

- 1** On the Canva home page, search for **Poster** and choose a portrait poster template (or a blank poster).
- 2** Click each text box and replace the sample text with the details from the card. Make the event name the biggest text.
- 3** Use **Elements** (or Photos) in Canva's side panel to add one picture. Check the contrast: dark text on a light background, or light on dark.
- 4** Rename the design at the top: **TechClub_OpenDayPoster_[YourName]**. Then **Share → Download**, choose **PNG** and click **Download**. Find it in your Downloads folder.

3. Mentor Checklist

Check	✓
Event name, date, time and place are all correct (matching the card)	☐
The event name is the biggest text; there are no more than 2–3 fonts	☐
Strong contrast: readable from across the room	☐
One picture from Canva's library (no copied pictures, no faces of real pupils)	☐
Named TechClub_OpenDayPoster_[YourName] and downloaded as PNG (found in Downloads)	☐
No spelling mistakes	☐

Time taken:
Mentor initials:

⌚ Time limit

20 minutes, working in a pair on two computers

📁 You need

The shared Google Doc **OpenDay_Programme_Team[number]**, which your mentor has shared with both of you as Editors.

1. Your Brief
📄 FROM THE CLUB LEADER

"The Open Day programme is half written. **Partner A:** add a section called *Robot Corner* with two sentences. **Partner B:** add a section called *Typing Race* with two sentences. Then each of you leaves **one helpful comment** on your partner's section, using a comment frame. Fix what your partner suggests and **resolve** their comment. Last, find out **when** the document was first created."

2. Re-try Hints

- 1** Open the document from the link (or Google Drive → *Shared with me*). Look for your partner's coloured cursor: you are both in the same live file.
- 2** Type your heading and apply **Heading 2** so it matches the others. Write two sentences under it.
- 3** Select a word in your partner's section, press **Ctrl** + **Alt** + **M** (or the comment button), and start with "*I understood...*", "*One question I have is...*" or "*One helpful suggestion is...*". Click **Comment**.
- 4** Make the fix your partner suggested, then click the **✓ (Resolve)** on their comment. For the date: **File** → **Version history** → **See version history** and scroll to the bottom.

3. Record and Mentor Checklist

The comment I wrote:

.....

The document was first created on (date and time):

.....

Check	✓
My section is in the document with a matching Heading 2 and two sentences	☐
I left one kind, helpful comment using a frame	☐
I made my partner's suggested fix and resolved their comment	☐
I found the first version in Version history	☐
I didn't delete or change my partner's words (I commented instead)	☐

Time taken:

Mentor initials:

.....

⌚ Time limit

15 minutes

📁 You need

Google Drive and Google Calendar (Hub learning account), your poster from Station 1, and the *mentor's email address* on the board.

1. Your Brief

📄 FROM THE CLUB LEADER

"Please set up our planning meeting. Make a cloud folder for the Open Day, put the poster in it, and share the folder with me so I can **view** it. Then invite me to a **30-minute video meeting** next **Wednesday at 4:00 pm** called *Open Day Planning*, with the folder link in the invitation so I can find the files."

2. Re-try Hints

- 1 In **Google Drive**: **+ New → New folder**, name it **OpenDay_Planning_[YourName]**. Open it, then **+ New → File upload** and choose your poster from Downloads.
- 2 Right-click the folder → **Share**. Add the mentor's email, choose **Viewer**, click **Send**. Then right-click again → **Share → Copy link**.
- 3 In **Google Calendar**, click **+ Create → Event**, then **More options**. Type the title, set next Wednesday, 4:00 pm to 4:30 pm.
- 4 Click **Add Google Meet video conferencing**. Under *Add guests*, type the mentor's email. In the description, write one line about the meeting and paste the folder link (**Ctrl** + **V**). Click **Save**, then **Send**.

3. Record and Mentor Checklist

The folder link I pasted starts with:

Check	✓
Folder named OpenDay_Planning_[YourName] with the poster inside	☐
Folder shared with the mentor as Viewer (not Editor, not "Anyone with the link")	☐
Event title, date (next Wednesday) and time (4:00–4:30 pm) are correct	☐
Google Meet link added and the mentor invited as a guest	☐
Folder link in the description; the invitation arrived in the mentor's inbox	☐

Time taken:

Mentor initials:

⌚ Time limit

15 minutes for all three parts

📁 You need

This page, a pen, and Google Drive for part A. Hints: T.H.I.N.K. and P.I.I. (Session 33), W.A.I.T. (Session 34).

A. Right Permission, Right Person

Choose **Viewer**, **Commenter** or **Editor** for each person. Then do the first one for real in Drive with your poster file, sharing it with your Station 2 partner.

Who needs your poster?	Permission
Your teammate, who should only suggest changes, not make them	-----
Your teammate who is the Designer and will fix the layout	-----
The whole school, who only need to read it	-----

B. W.A.I.T.: Share or Not?

📱 From the page "Edu Ghana Gifts" (created 3 days ago)

🎁 FREE LAPTOPS for every JHS pupil! 10,000 laptops to give away. Register now at **free-laptops-gh.xyz** with your name, school and your parent's MoMo number. Offer ends TONIGHT!!! Share with all your friends!"

Two W.A.I.T. warning signs:

My decision and what I would do:

C. Profile Sanitiser

Akosua wants to post this on a club website. Strike out (or highlight) every piece of P.I.I., then rewrite a safe version.

"Hi! I'm **Akosua Owusu**, I'm 12 and in JHS 1 at Bozoma Model JHS. I live in House 17 behind the big mango tree on Ring Road. Every Saturday at 7 am I sell bread with my auntie at Kaneshie market. Call me on 055 000 1234! I love drawing, netball and jollof, and my dog is called Bingo (that's my password too 😊). One day I want to be an architect."

My safe version:

Mentor check	✓
A: all three permissions correct, and the poster really shared with the partner as Commenter	☐
B: two correct warning signs, and the decision is "don't share, report"	☐
C: every piece of P.I.I. found; the safe version keeps only safe facts	☐

Time taken:

Mentor initials:

1. My Score Sheet

Station	Done	Re-try needed?	Time	Mentor initials
Typing check (25 wpm at 92%)	☐	☐	-----	-----
1. Open Day Poster	☐	☐	-----	-----
2. Shared Programme	☐	☐	-----	-----
3. Planning Meeting	☐	☐	-----	-----
4. Safety Triple	☐	☐	-----	-----

2. Silver Passport 🏆 (Sessions 16–35)

Your mentor ticks each skill area you have shown, in today's stations or in Skills Lab 3.

Silver skill area	Signed off ✓
Documents, spreadsheets and presentations (Sessions 16–25; Skills Lab 3: Office Triathlon)	☐
Design and media: Canva posters, photos, audio and video (Sessions 27–28)	☐
Working together online: shared files, comments, calendars, video calls, cloud storage, learning online (Sessions 29–31)	☐
Staying safe: phones, P.I.L., passphrases, phishing, social media and misinformation (Sessions 32–34)	☐
Typing: 25 words per minute at 92% accuracy	☐

🏆 **SILVER PASSPORT AWARDED** ☐ Yes ☐ Not yet: my re-try date is _____

3. My Reflection

What I'm proud of today:

What I'll practise next:

Mentor Signature: _____

Date Completed: _____