# MODULE 1

Browsing, searching, filtering data,

information and digital content

# Module 1 Overview

In Module 1, our learners will find out how to articulate information needs, how to search for data, information and content in digital environments, and how to access and navigate between them.

To create and update personal search strategies, we will guide learners how to analyse, and critically evaluate the credibility and reliability of sources of data, information and digital content, and manage that information and digital content.

Importantly, learners will also understand barriers such as overcoming language and cultural barriers that stand in the way of proficiency in information and data literacy.

**01** Browsing, searching, filtering data, information and digital content

**02** Evaluating data, information and digital content

**03** Managing data, information and digital content

**04** Overcoming language and cultural barriers to information and data literacy

# Topic 1: Browsing, searching, filtering data, information and digital content

# Relevant Definitions

Before we begin topic 1, here are some useful definitions to help you understand some of the information in this module.

**Browsing:** Browsing involves looking through information you find on the internet. It is usually done quickly and without looking for something specifically. When using the word 'browsing' in the context of using the internet, it could range from things such as online shopping, using social media sites or forums.

**Internet searching:** Internet searching is useful for a multitude of different reasons. By using search engines (Google, Bing etc.), internet users can find information on a wide range of topics. You can also use internet searching to find books, videos, items to purchase, and information about local news and updates.

**Filtering:** Filtering involves screening and restricting information that the user deems undesirable and does not want to see or access. Filtering determines what web pages or results will be 'blocked'. This could include content that is inappropriate, offensive or irrelevant to the internet user.

# How Can I Find The Information I Need On The Internet?

Searching on the internet can sometimes bring up lots of irrelevant information, which can be overwhelming and lead to frustration. Here are some tips on how to get the most out of your internet search and find what you need.

**Try different search engines**. There are many different search engines such as Google, Bing and Yahoo.

**Be specific when searching**. This will help to narrow down your search results.

**Use search engine categories**. Search engines such as Google and Yahoo offer subheadings such as 'books', 'shopping', 'images' which can all be useful depending on what you need. You can also find journal articles for accurate research information.

**Consider using search functions** to remove unwanted results and get the most from your search.

# 4 Tips To Boost Your Internet Search

1.  **Try different search engines**: Search engines search through hundreds of millions of websites, but all search engines have their own blind spots. While you may favour Google due to its popularity, you may try using Bing for its more extensive autocomplete results, which can help to narrow down a search.

2.  **Be specific when searching**: Use keywords to find content on the internet. Keywords are terms you can use to add significance to your search. You can also add your location to your search to find nearby amenities and information. Simplify your search by eliminating 'stop words' which are words such as 'in, of, and, the'. The search engine will usually pick up what you need without them, and it eliminates the possibility of getting pages and pages of different results.
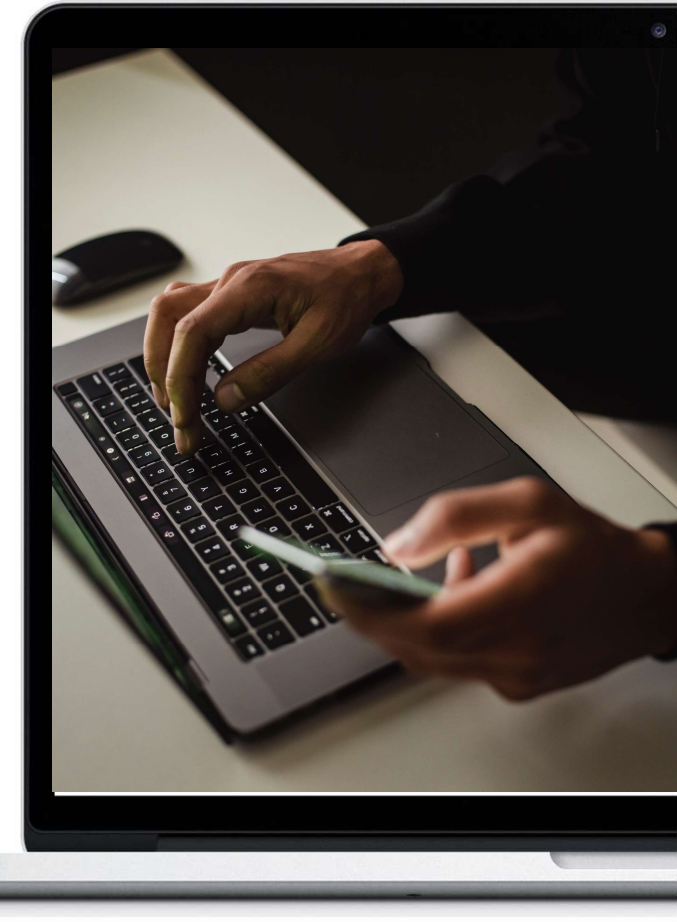
# 4 Tips To Boost Your Internet Search

3. Utilise search engine categories: Google has many different categories under

the search bar such as maps, videos, shopping, images and more. You can use Google Image search to upload an image and find a match for the image. Google also offers a search engine called Google Scholar to generate scholarly articles including academic journals and books which can be very handy in an educational situation.

Yahoo Shopping is another useful search engine tool which compares prices for you if you are online shopping so you can get the best price without searching the internet for hours.

4. Consider using search functions: These are certain things you can add to or remove from your search to make it even more specific. There are many search functions out there but the next slide will outline two useful functions you can try.

# Search Functions To Try

When using search engines, there are various search functions you can use to get the most out of your search. Here are some tips and tricks to use with your chosen search engine.

Google has many search techniques to help filter your search and bring up more specific information to you.

**Search social media using @:** If you want to find something specific on social media, you can type @ in front of your search word, for example @twitter.

**Find an exact match:** Placing your search words in quotation marks (") brings up an exact match. For example, "chocolate cake".

# Google Search Operators Cheat Sheet

| Command | Example | Explanation |
|---|---|---|
| This and That | new iPhone deals | Search all words: new, iPhone, and deals; similar to using AND between the terms |
| This or That | sailing OR boating | Search sailing or boating |
| Exact Match | "love me tender" | Search this phrase as a whole |
| Exclude Words | printer -cartridge | Search printer but hide any results that include cartridge |
| Definitions | define:serendipity | Definitions for serendipity |
| Partial Search | san * california | Search all words but allow for another word between them |
| Unit Conversion | 45 celsius in fahrenheit | Shows how 45 Celsius is expressed in Fahrenheit, returns 113; also works with currencies, weight, distance, and more |
| Domain Search | site:lifewire.com "best phone" | Search lifewire.com for "best phone" |
| Search a Range | "Android phone" $300..$500 | Search "Android phone" but only show results where the price ranges from $300-$500; also works for dates and other numbers |

# Google Search Operators Cheat Sheet

| Command | Example | Explanation |
| --- | --- | --- |
| Cache Search | cache:lifewire.com | The latest cached version of *lifewire.com* |
| Filetype Search | filetype:pptx zoology | Search all PPTX files that include the word *zoology* (not all file extensions are supported) |
| Title Search | title:running | Search for pages with *running* in the title; use **allintitle** to search multiple words |
| URL Search | inurl:chewbacca | Search for pages that include **chewbacca** in the URL; use **allinurl** to search multiple words |
| Body Text Search | intext:parlor | Search for pages that include *parlor* in the body 0f the page (won't return pages that include the search in the title or URL but not the body); use **allintext** to search multiple words |
| Words by Proximity | tech AROUND(3) android | Search *tech* and *android*, but only show results where the terms are within three words of each other |
| Related Sites | related:engadget.com | Find websites that have similar content as another one |

# Watch the Video:

# 12 Google Search Tricks

Take a look at the following video which highlights some tips and tricks to doing a good Google search. The video can also be viewed at this link:

https://youtu.be/7ond5eF7L-I

## Click to watch

# Activity 1: Search For Yourself

Using the information we have just given, try and perform a Google search for

cafés in your area. You can utilise the search functions mentioned to narrow

down your search and add your location.

Try the following steps:

1. Open your chosen search engine e.g. Google on your phone or computer.

2. Into the search bar, type "cafés near me" with the quotation marks ("). Add your location to the end of the search.

3. Check out the results and browse each website. Tip: You can also browse the search Engine categories previously mentioned such as Maps, Images etc. to get even more information about the cafés in your area!

# Digital Skills Courses

Google have fantastic resources for adults wishing to develop their digital skills and learn more about using the internet. They have developed a Digital Skills course with video-based lessons that are easy to follow. Check out the link below for guidance with your digital skills:

https://applieddigitalskills.withgoogle.com/en/learn
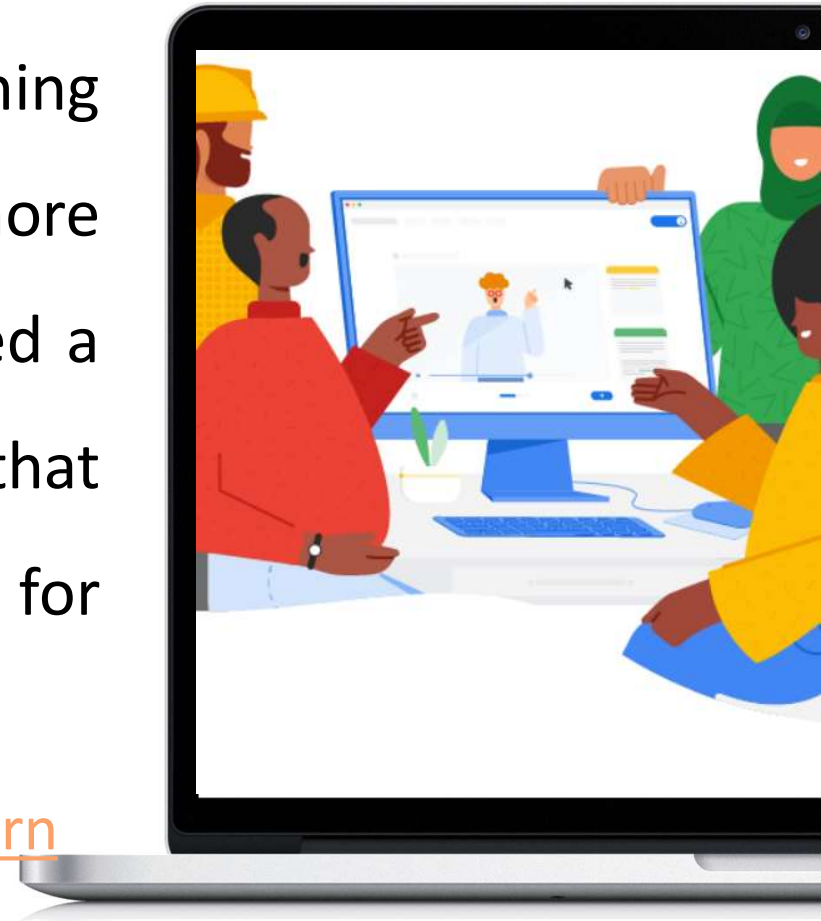
# 3 Digital Tools to Filter & Organise Data

1. **Diigo** is a social website which enables users to bookmark and tag web pages.

2. **Padlet** is an online noticeboard. It is usually used by teachers for group research as it allows students to share information and collaborate.

3. **Pearltrees** is a visual and collaborative library that allows you to organise and share files, videos and images.

# Tool 1: Diigo

Diigo is a social bookmarking website that allows signed-up users to bookmark and tag webpages. It also allows users to highlight any part of a webpage and attach sticky notes to specific highlights or to a whole page. The name "Diigo" is an acronym from "Digest of Internet Information, Groups and Other stuff".

These annotations can be kept private, shared with a group within Diigo, or be forwarded to someone else via a special link.

Diigo can very effectively be used to help users learn how to manage online content using the various Diigo features.

Tool Website: Diigo - Better reading and research with annotation ...

# Pros & Cons of Diigo

**Pros for Diigo**

- Collects and organizes online research results

- Suitable for report writing based on online content

- Users can have online conversations about the online materials themselves

**Cons for Diigo:**

- Requires connection to the internet

- Some users report having issues with PDFs where they cannot be stored offline on the app

- Some users claim the platform is a bit confusing

# Time for an activity
# Try using Diigo

To try Diigo, follow the instructions below:

1. Go to http://www.diigo.com/education

2. Sign up for the free Diigo basic account with your personal email address

3. Activate your account using the email notification from Diigo

4. You can then use the different groups on Diigo such as Teacher Console, Class Groups and Student Accounts

# Video: Introduction to Diigo

Check out this handy video to get you started with using Diigo:

https://www.youtube.com/watch?v=kDUdWSuRdfI&ab_channel=MsLamm1

# Tool 2: Pearltrees

Pearltrees is a free, visual and collaborative library that lets you organize web pages, files, photos and notes to retrieve and share them anywhere easily. Pearltrees provides a structure for users to gather, share, and organize resources.

Your links, or "pearls", are connected into "trees" and can be easily embedded onto a website, blog, or Facebook/Twitter account.

Pearltrees is a fantastic tool to help gather information and resources, as well as reinforce learning.

Tool Website: Pearltrees

# Pearltrees Pros & Cons

**pearltrees**

**Pros for Pearltrees:**

• Great for visualising bookmarks

• Can add content easily from other tools

• Can be used to easily catalogue information from a variety of sources

**Cons for Pearltrees:**

• Free version requires internet access

• Cannot have a private collection in the Free version

• Some users suggest there is a small learning curve to get a good feel for the tool

# Pearltrees Video Tutorial

Check out this handy video to get you started

with using Pearltrees:

https://www.youtube.com/watch?v=1EP5nEdl-N8&ab_channel=TheDigitalLearningConsultant

# Time for an Activity -
# Try creating a List on Pearltrees.

**To create a list on Pearltrees, follow these instructions:**

1. Copy and paste www.pearltrees.com into your web browser.

2. Sign up with your email address to Pearltrees.

3. Watch the video tutorial to get started with using Pearltrees to make your own lists.

4. Create a list on Pearltrees about a topic you like and know about.
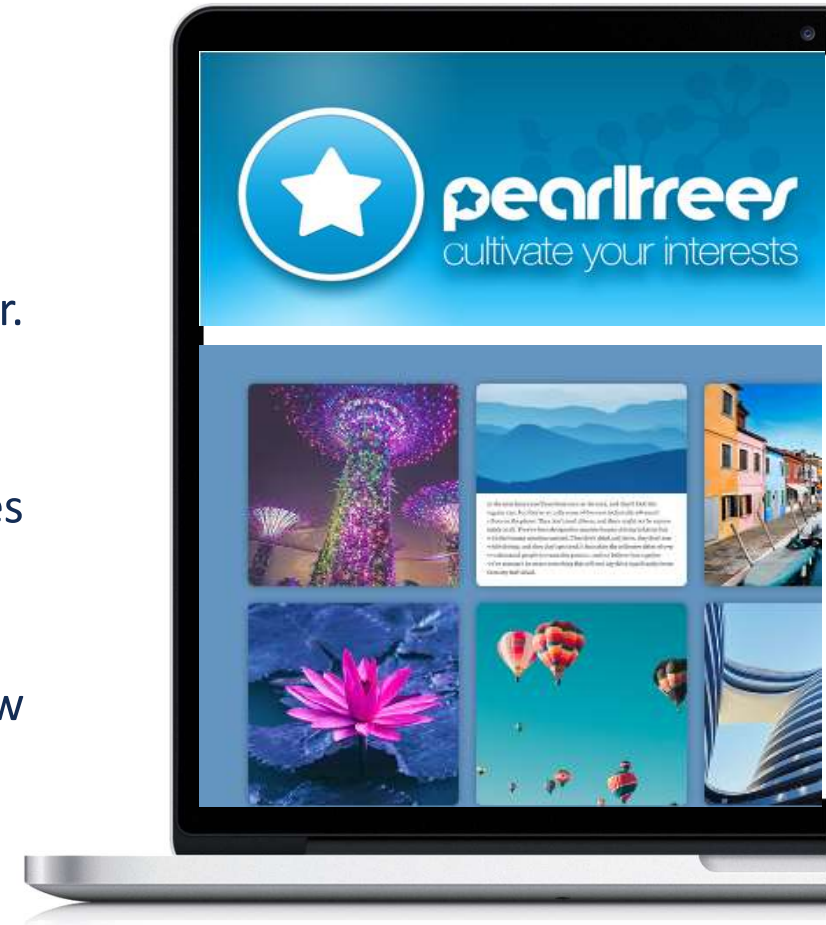
# Tool 3: Padlet

Padlet is an online noticeboard, which can be used for making announcements, keeping notes and online brainstorming. Notes can contain links, videos, images or document files. When registered with Padlet, one can create as many "walls" or online notice boards as you like.

As a creator of a wall, you can moderate all notes before they appear, and privacy settings can be adjusted at any time. Padlet is great for group research, as it allows users to share their ideas with each other encouraging creativity.

Tool Website: Padlet: You are beautiful

# Pros & Cons of Padlet

**Pros for Padlet:**

- No account is required to use Padlet

- Fantastic engagement and collaboration tool, improving teamwork and co-operation

- Has privacy settings so that you can either have your board open so anyone can view it, or private so only your group can view it

**Cons for Padlet:**

- Some users report technical issues, such as links breaking or users being unable to view Padlets
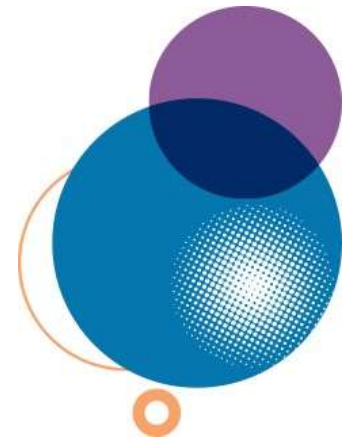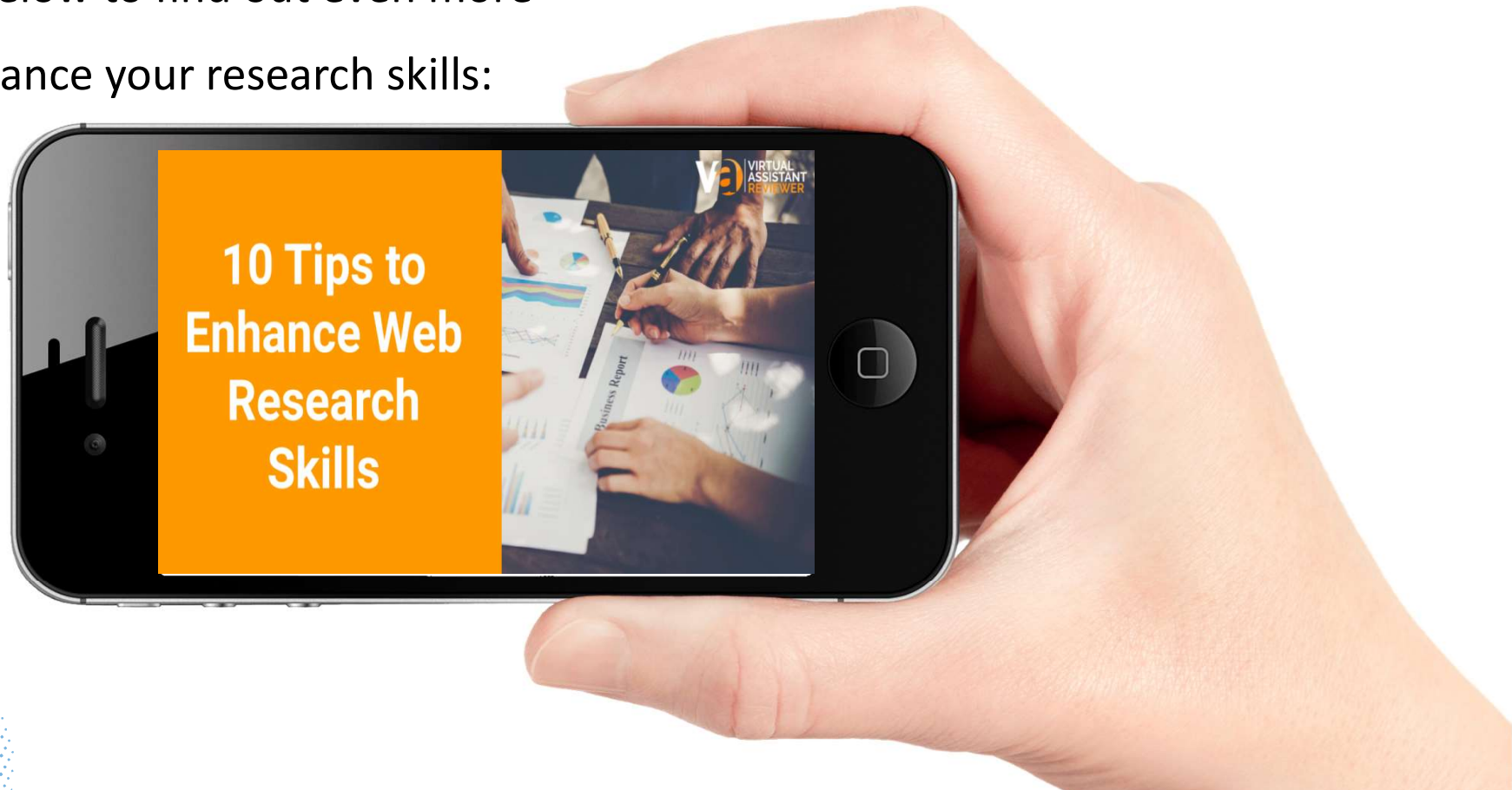
# Video Tutorial: Using Padlet

# Article: Improving Your Web Research Skills

Read the article below to find out even more

about how to enhance your research skills:

# Exercise- Play the WIKI Game

**What?** The Wiki Game, also known as the Wikipedia race, is a textual game designed to work specifically with Wikipedia. It requires only a computer, Internet access, a web browser and (optionally) a time-keeping device to play.

**Objective?** Players (one or more) start on the same randomly selected article, and must navigate to another pre-selected target article, solely by clicking links within each article. The goal is to arrive at the target article in the fewest clicks (articles), or the least time. The single-player Wiki Game, known as Wikirace, Wikispeedia, WikiLadders, WikiClick, or WikiWhack, involves reducing one's previous time or number of clicks.
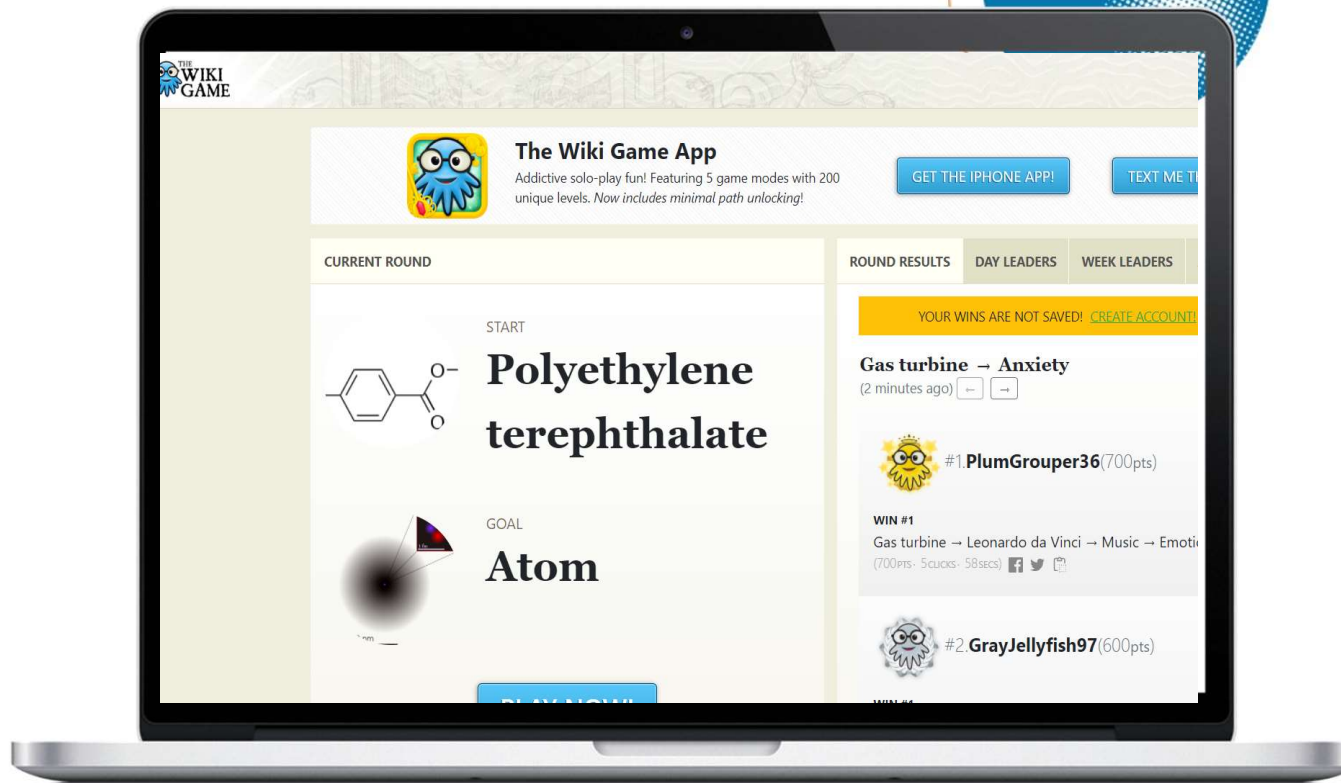
# Read and learn

## Click on the image on the right, to read 50 Mini-Lessons for Teaching Students Research skills!

This PDF is suitable for adults with low level digital research skills, it

is a great beginners guide to online research!

It guides learners how to:

- *Clarify* what they are looking for online

- How to *search,* what key words to use to get best results.

- How to *go into* into deeper research, which links to follow

- How to *evaluate* if a website is useful to your research or not.

- How to correctly *cite* the information you aim to use

- How to collate and *organize* your research
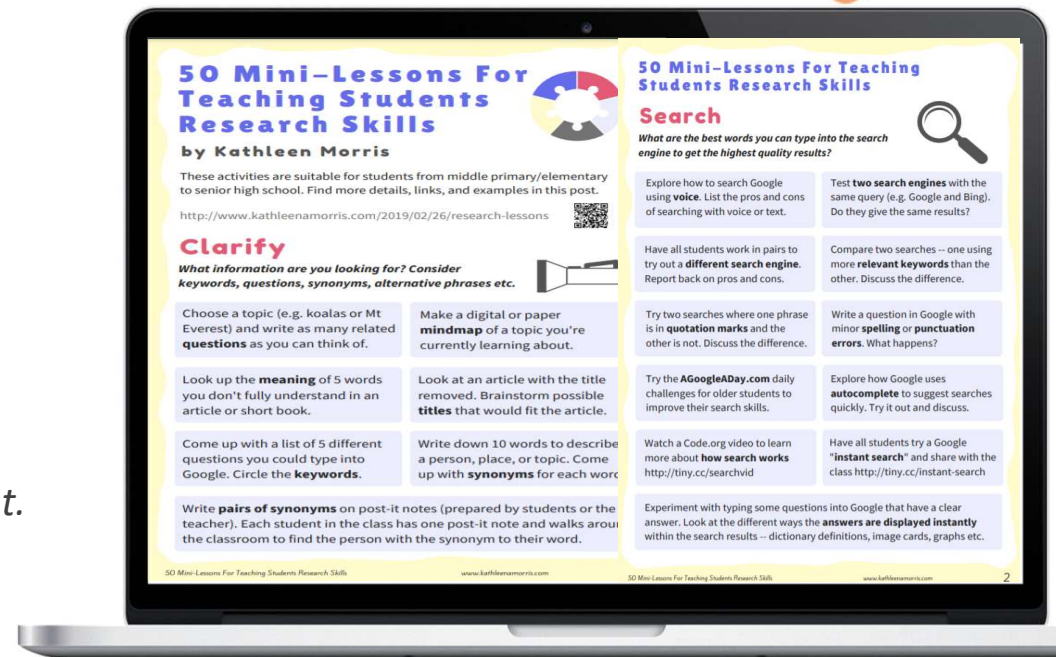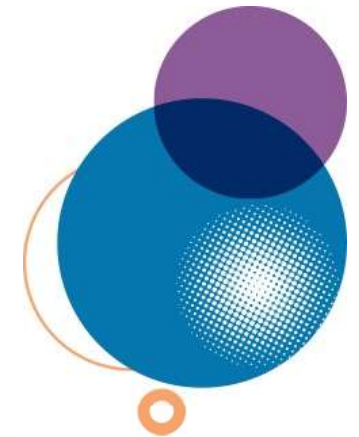
# Activity - 20 Questions

1. Sort your learners into teams of 2 (depending on size of class, between 2-3 per team)

2. Assign each team with a topic to research online (this could be something they are learning in class, or if you want to keep the research topic more fun e.g. celebrity, book, movie etc.)

3. The first person to find what you have assigned, wins.

4. At the end of the activity the team must share with each other the methods they found effective when searching online e.g. what key words, advanced search, filters etc.

5. If learners found the research topic easy, repeat the exercise again this time making the research topic more specific/difficult in order to really test learners research abilities.

# Choice is Good!

1. Choice is good! Provide your learners with information on alternative search engines.

2. Research popular search engines from your learners home countries.

3. Have a look at the Include Her template, this could be a useful starting point

4. Provide learners a topic of research, assign learners different search engines to complete their research upon. This will allow them to build confidence using other research methods.

5. Ask learners to present the findings of the research, discover if some search engine provided different answers.

6. Ask students to provide feedback on the search engine they used.

# Read and learn!

*Overview of the article:* These days, everyone is expected to be up to speed on Internet search techniques. But there are still a few tricks that some users -- and even savvy searchers -- may not be aware of. The article (which is available to download upon sign up) outlines 10 effective ways to improve your online researching skills!
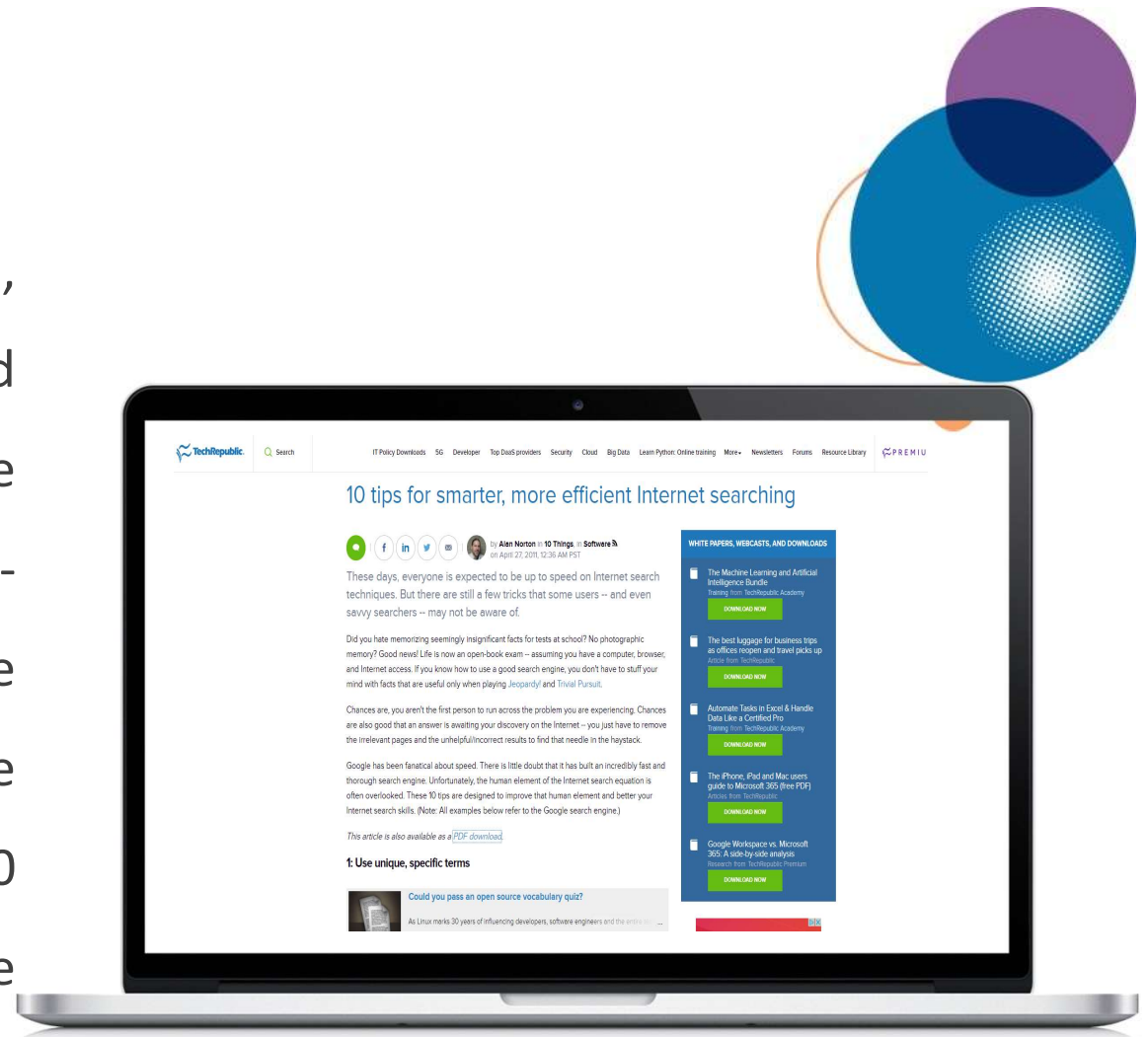
# Topic 2: Evaluating data, information and digital content

# Relevant Definitions

**Before we begin this topic, take a look at the following definitions which will help you in your learning outcomes**

- **Digital content** is content that is in the form of digital data. It can include information in computer files, streamed or broadcasted content. It is also known as digital media.

- **Information** is that which is collected, conveyed and processed by a particular arrangement of things. Data gets translated into information and is then used in businesses to make decisions. For example, a product sale by a company is data, which is then translated into information for the company to determine if the product is a high seller.

- **To evaluate data, information and digital content** means to make sure it is meaningful, relevant and reliable. It involves looking critically at all aspects.

# How to tell if information is reliable?

It can be difficult to work out if information that you read on the internet is true. One

way to help avoid reading bad information is to use the 5Ws technique to determine if

a source is credible. The 5 Ws are:

1. **Who is the author?** Are they reliable, do they have the authority to report on this topic?

2. **What is the purpose of the content?** Does it aim to provide accurate information and serve its purpose?

3. **Where is the content from?** Is the publisher reputable and well known?

4. **Why does the source exist?** What is its purpose and aim?

5. **How does this source compare to others?** Do other sources align with this source or are there huge differences in the information being given between sources?

# Important things to remember...

**Be wary** of information that goes viral – it can often be 'clickbait' (articles that are intentionally misleading to generate clicks and views). If it is a photo or video it may even be edited.

**Check the URL** – there are many spam sites out there used to farm views for ad revenue whose intentions are not always to offer accurate or reliable information. Make sure your information is from reliable sources e.g. peer reviewed journals.

**Compare sources** – does your information match up with other sources? If there are big differences between websites you may need to do further research or reach out to experts who know what's correct.

# Watch the Video -
## Evaluating Information

Click on the video to watch a video about how to evaluate digital information. The video can also be viewed by clicking on this link:

https://www.youtube.com/watch?v=dSzosKrKi-I

**Click to watch**

# Exercise: Read the article

Read the article below for 13 tools that are powered by artificial intelligence that aim to filter, block and detect false information.

These tools look at the credibility of the author, compare sources and can even identify 'deepfakes' – doctored videos which can destroy people's reputations and be very harmful.

Article: https://thetrustedweb.org/ai-powered-tools-for-fighting-fake-news/
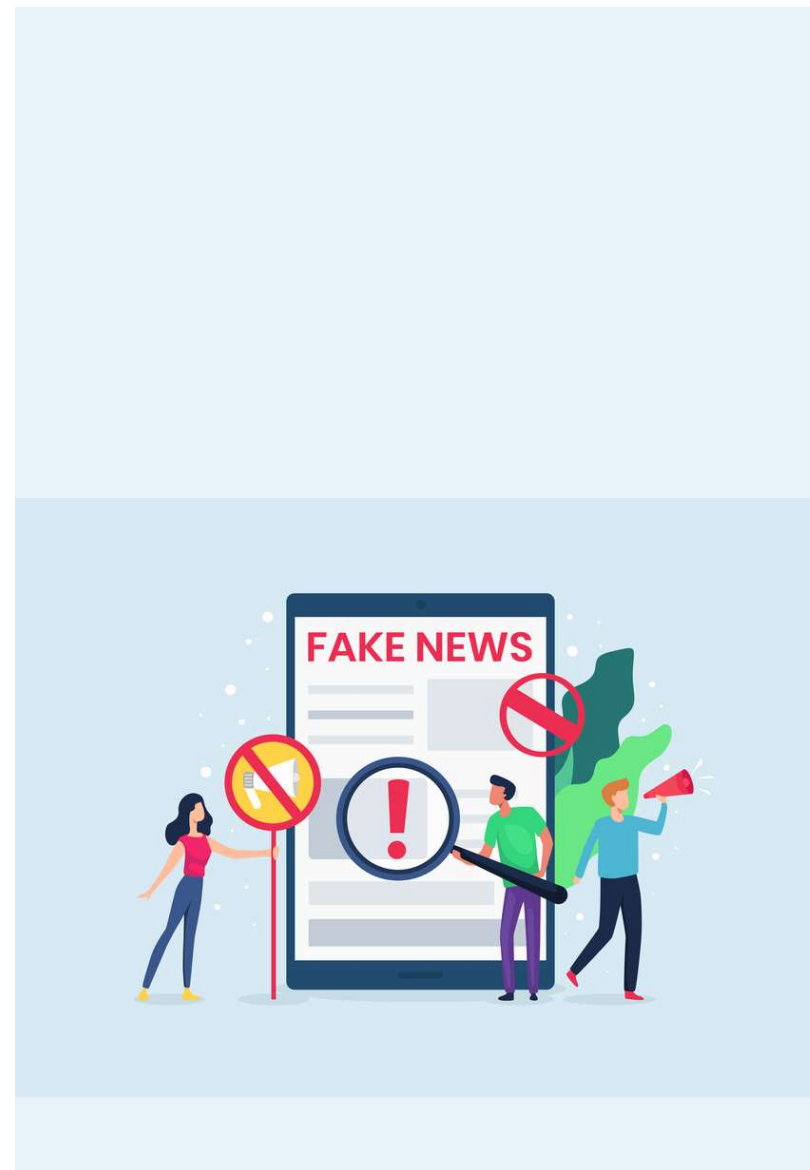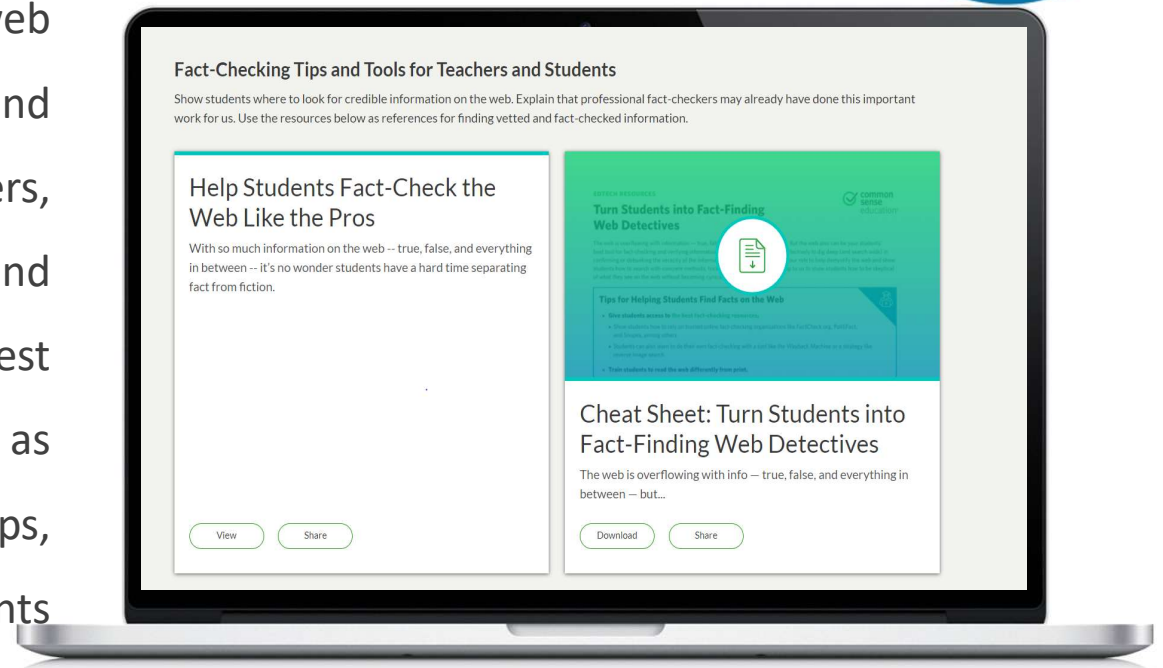
# Read and Learn

*Overview of the article:* The web page acts as a toolbox with links and descriptions to 82 tools/platforms that aim to prevent disinformation, fake news, untrustworthy social media accounts and much more.
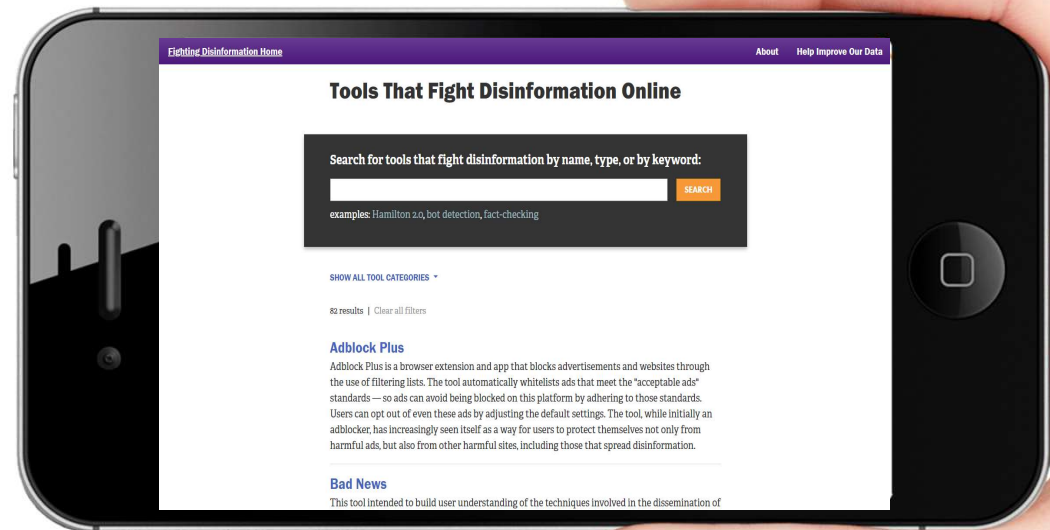
# Read and learn!

*What?* Can the web be your learners' best tool in the fight against falsehood?

From viral memes to so-called "fake news," the web is overflowing with information -- true, false, and everything in between. For many internet users, this makes the web a challenging place to find credible and reliable sources. So what's the best way to help your learners use the web effectively as a fact-checking tool? Here you'll find tips, resources, and practical advice on helping students find credible information online.

## Fact-Checking Tips and Tools for Teachers and Students

Show students where to look for credible information on the web. Explain that professional fact-checkers may already have done this important work for us. Use the resources below as references for finding vetted and fact-checked information.

### Help Students Fact-Check the Web Like the Pros

With so much information on the web -- true, false, and everything in between -- it's no wonder students have a hard time separating fact from fiction.

View     Share

### Cheat Sheet: Turn Students into Fact-Finding Web Detectives

The web is overflowing with info — true, false, and everything in between — but...

Download     Share

## Activity - True Or False?

1. Research the latest/trending news stories circulating. Select 2 fake news stories and 2 real stories from the media.

2. Share with your students (either digitally or not) the selected stories.

3. Ask them to evaluate the information you have shared with them. Allow students to vote true or false (you can use a digital polling tool for this if you wish) on the 4 pieces of information.

4. Now, assign students 10 minutes to research the story.

5. Re-poll to see how effective your students research abilities are in detecting between real and fake news.

# Topic 3: Managing data, information and digital content

# Relevant Definitions

**Before we begin this topic, take a look at the following definitions which**

**will help you in your learning outcomes**

- **Information Management** is an organizational program that manages the people, processes and technology that provide control over the structure, processing, delivery and usage of information required for management and business intelligence purposes.

- **Data Management** is a subset of Information Management. It comprises all disciplines related to managing data as a valuable, organizational resource. Specifically, it's the process of creating, obtaining, transforming, sharing, protecting, documenting and preserving data.

# Watch the Video - What is data?

Data can sound like a bit of a scary topic at times. Watch this video to help you gain a basic understanding of what data is, and what it can look like to help you understand it more. Video can also be accessed at this link:

https://www.youtube.com/watch?v=Qnk2FP3_r-I&t

# Organising and storing data

When you begin to create, gather or change data or files, they can easily become

disorganised. To save time and prevent errors later, you and your colleagues should decide

how you will name and structure files and folders. Including documentation (or 'metadata') will allow you

to add context to your data so that you and others can understand it in the short, medium, and long-term.

Over the next few slides, you will learn how to:

✓ Name and Organise Files

✓ Manage Documentation and Metadata

✓ How to Manage References

✓ Organise E-mail

# Organising and storing data

When you choose a logical and consistent way to name and organize your files, it enables you to easily find them and use them. The best time to do this is when you are first starting a project or task when you might be dealing with a lot of files in one go.

Taking the time to properly save and place your files and data in specific folders will save you time and frustration in the future.

An example of this might be when applying for a new job. You may have several versions of your CV that match different roles you are applying for. Each time you create a new version of your CV, try calling the file something different to remind you of which job you applied for.

**Let's take a closer look at how you should organize your files.**

# How You Should Organise Your Files

These are some ways that you can organize your files in the best possible way:

- Use folders

- Be consistent

- Name folders appropriately

- Backup

- Structure folders hierarchically

- Adhere to existing procedures

- Review records

- Separate ongoing and completed work

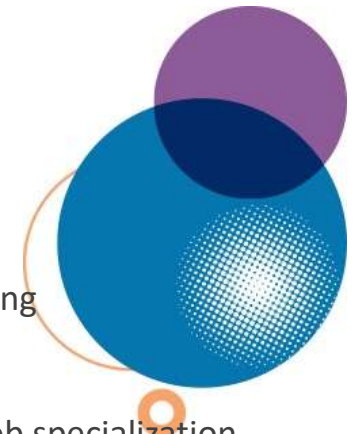- Try to keep your 'My Documents' folder only for files you are currently working on

## Watch the Video -
## What Is Metadata and How Do I Document My Data?

Watch this video to help you gain a basic understanding of what metadata is, and ways to document your data:

https://youtu.be/cjGz-I0GgKk

# Saving References and Important Documents or Links

Whenever we find something interesting, we can do different things to make sure that we save the data for the future. Using the example of applying for a job, you might want to save the company's website that you are applying to.

There may also have been important documents that you may want to refer back to such as a job description or job specialization.

**When you want to save a file or document:**

Make sure that you save all of the documents related to a specific topic in the same folder. You may wish to keep a folder in an easy to access area such as the desktop so you can find them easily. Try creating folders within another related folder for similar related items.

**When you want to save a webpage or link:**

There are two main ways that you can save a website or link so you can access it again. One way is to bookmark the page in your browser. This will add the website to a list of links that you can manually rename. The other way is to copy and paste the link into a word document, so that you can access it again in the future.

# Organising Your Email

If your emails are a bit unorganized and you have no idea how to start

organizing them, don't worry!

Here are some tips to help you ensure that your email accounts are organized:
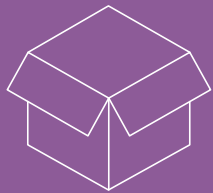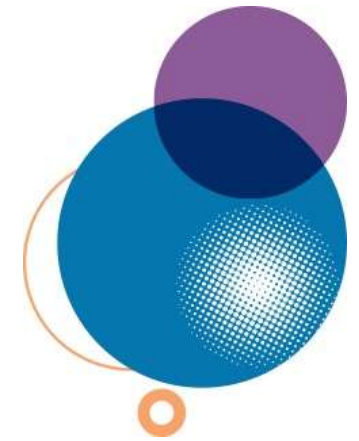
**Archive Your old emails:**
Delete any emails you have that are old and you definitely wont need them. If you want to keep some and not delete them, try creating a folder for them called "archive".

**Move promotions out of inbox:**
Promotional emails from companies can be annoying as they are often unwanted. Try creating a folder called "promotions" for these emails.

**Don't be sentimental:**
If you don't need an email, delete is. This is the best way to make sure your emails are organised in a structured way.

# 3 Digital Tools to Organise and Store Data

1.  **Dropbox** is a top-rated file sharing platform, with a free version.

2.  **Google Drive** is an alternative to Dropbox. Google offers free file storage and sharing cloud to its 1.5 billion Gmail users.

3.  **WeTransfer** is an online platform which is designed to allow you to transfer large files for free over the internet.
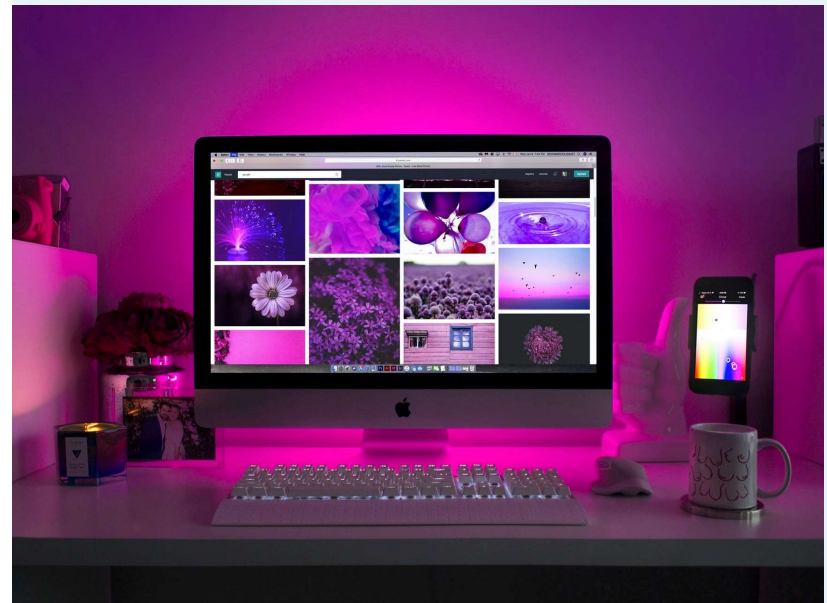
# Tool 1: Dropbox

Dropbox is a tool that allows the user to store and sync documents and files across many different devices. Dropbox is a well-implemented, cloud-based, automatic, file-syncing service that has an excellent array of apps for various operating systems. Installation is simple, and once installed get instant access to all your files as long as you are connected to the internet.

Use Dropbox as a tool for managing your own material and making it more accessible. It is very useful for people working in a group as it makes file sharing and collaborating very easy.

Tool Website: Dropbox.com - Dropbox™ Official Site - Centralize Team Content

# Pros & Cons of DropBox

**Pros for Dropbox:**

- Easy to use

- Very well-established tool where content can be easily added, moved and deleted

- Great tool for group work and distance group work

**Cons for Dropbox:**

- Participants in the folders can add or delete as they please, this may cause issues if personal backups of materials are not kept up to date

- Search function is very limited which makes it difficult to find specific files

# Video: Introduction to Dropbox

Check out this handy video which explains how to

get started with using Dropbox:

https://youtu.be/h8gAlEb8-d0

# Tool 2: Google Drive

**Google Drive**

Google Drive is a filesharing tool that allows the user to upload and access files anywhere through Googles cloud storage, assuming the user has a connection to the internet.

Google Drive has several excellent features, such as flawless integration between other Google Suite software. Users can also share links to their folders and files where other users can edit or change the files assuming that they are given the correct permissions. Google Drive also has very affordable pricing if a user wanted more data storage.

Google Drive also has great options for third party software. For example, Google Drive can integrate between Slack and Trello.

Link to tool website: Cloud Storage for Work and Home - Google Drive

# Google Drive Pros & Cons

Google Drive

**Pros for Google Drive:**

- Very easy to use, small learning curve

- Large amount of free storage (15GB)

- Flawless integration between third party software and other Google software

**Cons for Google Drive:**

- Requires an internet connection to access and use

- Sign up is required before you can use the product
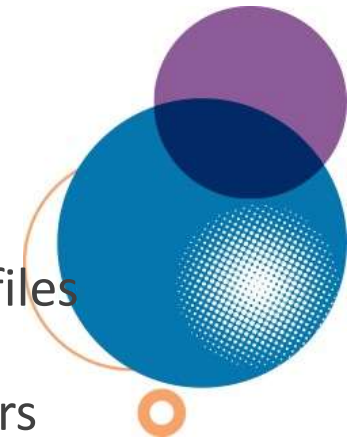
# Google Drive Video Tutorial



Check out this handy video to get you started with using Google Drive:

https://youtu.be/cCZj5ojxRAA

# Tool 3: WeTransfer

**wetransfer**

WeTransfer is an online platform which is designed to allow you to transfer files for free over the internet. It is easy to use and is convenient, as it allows users to send files for free up to 2GB.

A common issue many people find when trying to send a file to someone else is that many tools will not allow the user to send a file larger than 25mb.

WeTransfer eliminates this by making it easy to send files to one or more people. Send photos, PDF files, videos, or any other large file to colleagues easily.

Link to Tool Website: WeTransfer is the simplest way to send your files around the world

# Pros & Cons of WeTransfer

**wetransfer**

**Pros for WeTransfer:**

- Great tool for transferring larger files

- Send up to 2GB for free

- Can send files without logging in on the free version

**Cons for WeTransfer:**

- Free version contains ads

- Limited to 2GB transfer on free version, the paid plan has a limit of 20GB

# WeTransfer Video Tutorial

Check out this handy video to get you started

with using WeTransfer:

https://youtu.be/gmzMsSCKj4E

# Case Study -

# Digital Women Program

# Copenhagen

DI School's Digital Women Program in Copenhagen aims to empower ethnic minority women by offering them free IT-courses and other activities

# Digital Women Program Copenhagen

ReDI School's Digital Women Program in Copenhagen aims to empower ethnic minority women by offering them free IT-courses and other activities.

The courses supports the students in developing their digital skills. The aim is to accelerate their integration in Denmark and provide them with new opportunities, both in their everyday life and on the job market.

The courses also supports the students in developing their communication and collaboration skills and helps them expand their personal and professional network - all to create new opportunities.

We offer three courses: Digital Literacy, Introduction to Coding and User Experience.

SOURCE: Here you can state what the source is

# How it was done

✓ Through a specific learning tool/app (Akelius) students are able to grasp better understanding of languages and other subjects they are enrolled.

✓ As the digital tool is available to them having their own username and password, they can access the tool wherever they are whether at school, at home or the Women's center.

✓ The learning tool also enhanced collaborative learning among students

✓ Through constant practice the students became skilled at using applications e.g. install and upadate relevant applications.
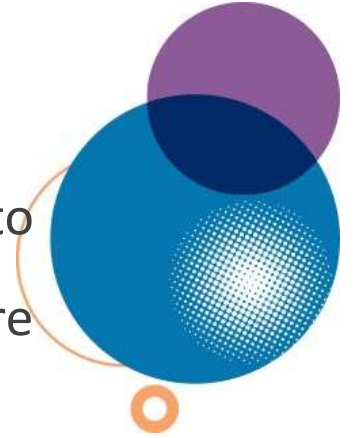
# Topic 4: Overcoming language and cultural barriers to information and data literacy

# Relevant Definitions

**Before we begin this topic, take a look at the following definitions which**

**will help you in your learning outcomes**

- **A language barrier** is a figurative phrase used primarily to refer to linguistic barriers to communication, i.e., the difficulties in communication experienced by people or groups originally speaking different languages, or even dialects in some cases.

- **A cultural barrier** is an issue arising from a misunderstanding of meaning, caused by cultural differences between sender and receiver.

- **A search engine** is a type of software that enables you to search for certain terms, and it will give you results based on those terms. Google is an example of a search engine.
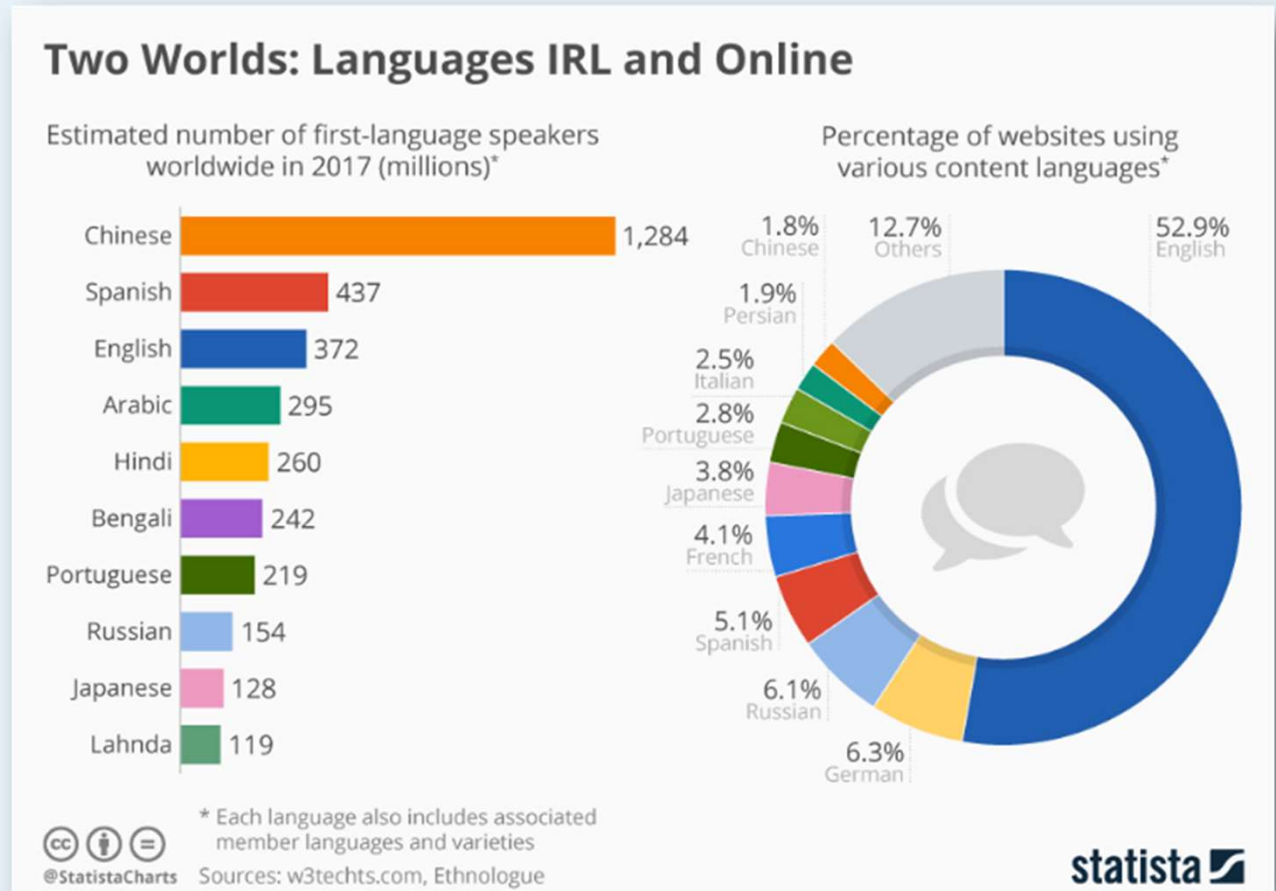
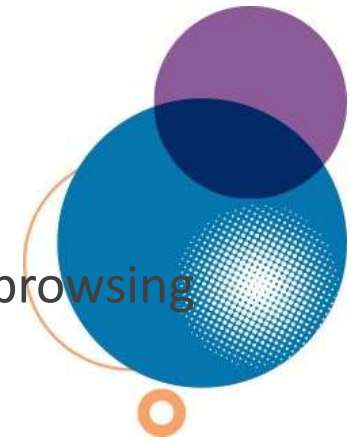# How does language affect your experience of the internet?

For those who cannot speak or understand English, much of the internet is out of reach.

Native English speakers – around only 5% of the global population – probably don't notice a difference between real life and online life, since more than half of the web is in their language.

Check out the chart opposite to see the breakdown of the largest spoken languages and the languages that websites are in.



## Two Worlds: Languages IRL and Online

**Estimated number of first-language speakers worldwide in 2017 (millions)***

| Language | Millions |
|----------|---------|
| Chinese | 1,284 |
| Spanish | 437 |
| English | 372 |
| Arabic | 295 |
| Hindi | 260 |
| Bengali | 242 |
| Portuguese | 219 |
| Russian | 154 |
| Japanese | 128 |
| Lahnda | 119 |

**Percentage of websites using various content languages***

- 52.9% English
- 12.7% Others
- 6.3% German
- 6.1% Russian
- 5.1% Spanish
- 4.1% French
- 3.8% Japanese
- 2.8% Portuguese
- 2.5% Italian
- 1.9% Persian
- 1.8% Chinese

*\* Each language also includes associated member languages and varieties*

@StatistaCharts    Sources: w3techts.com, Ethnologue

statista

# Changing the Language of a Browser

Having a migrant background might mean that you are multilingual or prefer browsing in a certain language. Embracing this and knowing how to navigate through technology to get the best results in different languages, can help source great results.

By default, the Internet browser language is regional; wherever you are in the world, your browser displays the language that is predominantly spoken there. However, this can be changed for most browsers available.

If you would like to learn how to change the language of the web browser you use, click on the following link https://www.computerhope.com/issues/ch001904.htm

# Why location matters to a search

There are different search engines that are available that can be used that might give you more accurate search results, especially as location can often determine what results you get. It is important to understand this as it may mean the difference between a successful search of something compared to a poor search. Search engines typically filter the results they give you as a way of making the results more useful. They use information from your computer such as your browser and IP address, as well as any account information they have from you.

# What is a Cookie?

You may have seen a notification pop up on sometimes that mentions that you need to accept the cookies of a website.

A cookie is a small text file that contains different types of data. They are used to speed up the loading speeds of a website, however, this information can also be used to help give you different search results based on what websites you have been on before.

# What Search Engine should I use?

Using more than one search engine can help you get better information. Alternatively, some engines, including Google, let you turn off the personalization and conduct unfiltered searches. Try these search engines to find which one you prefer.

On the next few slides, we will also take a closer look at six search engines we recommend.

1. Google
2. Bing
3. Yahoo

4. Baidu
5. Qihoo360
6. Yandex

7. Naver
8. DuckDuckGo
9. Ask.com

# List of search engines

Google is one of the most obvious international search engines, but when it comes to producing content for other countries, there are still some important steps to take.

Website link:
https://google.com/

Bing is the second-most popular search engine in the US. On a global scale it has also earned a position as the second-largest of the international search engines.

Website link:
https://bing.com/

Yahoo is the third largest search engine in the US, commanding about 12% of searches, resulting in millions of opportunities to engage customers.

Website link:
https://yahoo.com/

# List of search engines



The #1 search engine in China, Baidu, is the third most popular search engine worldwide, receiving roughly 60% of domestic search traffic.

Website link:

https://www.baidu.com/

Yandex remains the dominant international search engine in Russia and surrounding countries, although Google continues to try and secure this position for themselves.

Website link:

https://yandex.com/

DuckDuckGo is a unique international search engine because it does not store any user information. It shows the same results to all users regardless of search history or location.

Website link:

https://duckduckgo.com/

# Online translation tools recommended by translators

The translation process can often be somewhat tedious - sometimes covering a multitude of topics, requiring extensive research and contextual knowledge. Fortunately, the digital revolution triggered the creation of tools, software and resources that helps ease the burden of translation and improve efficiency, consistency and quality. Below is a list of translation tools that are recommended by translators, click on their name to link to the webpage:

- Linguee

- Reverso

# Tool in Focus - Google Translate

Google Translate is a multilingual neural machine translation service developed by Google, to translate text, documents and websites from one language into another.

It offers a website interface and a mobile app for Android and iOS. Google Translate is convenient when you have text online that you are not familiar with. Copy and paste the text into Google Translate to get a translated version of the text.

Google Translate has become so advanced now that it can translate the image of a text when you take a picture of it.

Click here for a link on how to do this on Android devices

Click here for a link on how to do this on Apple devices

# Tool in Focus - Reverso

Reverso is a company specialized in AI-based language tools

translation aids and language services. These include online translation based on NMT (Neural Machine Translation), contextual dictionaries, online bilingual concordances, grammar and spell checking and conjugation tools.

Click here for a link to the website for Reverso

# Tool in Focus- Linguee

A crowd favourite, this unique translation tool combines a dictionary with

a search engine, so you can search for bilingual texts, words and expressions in different

languages to check meanings and contextual translations.

Linguee also searches the web for relevant translated documents and shows you how a

word is being translated throughout the internet. It is often used in conjunction

with Google Images to help translators and language learners alike.

Click here for a link to the website for Linguee

# Read and Learn

## MEDICI (Mapping Digital Inclusion) article

This article provides a great insight into explaining the digital gap of migrants. It provides good practice examples of how to engage migrants in digital skills training.

You can click on the image or link below to access the article:

https://digitalinclusion.eu/wp-content/uploads/2021/02/Evidence-Digest-4-Digital-Inclusion-migrants-final.pdf



### Medici Evidence Digest #4:

#### Migrants

**Context**

Medici is predicated on the strong link between social exclusion and digital exclusion, and the vicious cycle between the two categories: socially excluded people are more likely to lack the ability and mindset to engage in digital services, and services are less likely to accommodate their needs. At the same time, inability to access digital services exacerbates exclusion from key government, business, and social resources.

The link between social and digital exclusion is particularly obvious for migrants, who usually enter a new country with few local resources, less knowledge of how to access these resources, and cultural and linguistic barriers to understanding how to access help and engage in the digital economy. Studies have also shown that digital technology can play a positive role in building social capital and hence social inclusion among refugee migrant groups.[2] Initiatives supporting digital inclusion therefore benefit migrants' integration to society, wellbeing, and their potential to contribute to the digital economy.

**Good practices for migrants**

To realise the benefits of migrant digital inclusion, there has been a sustained and substantial drive by institutions and civil society across the EU to support digital inclusion for migrants. The eMigran programme in 2009 for instance found 130 initiatives focused on digital inclusion for migrants. The Medici programme itself has found 105 good practices that meet our inclusion criteria which have some focus on migrants - 32% of the total 327 cases currently in the catalogue.

Perhaps even more encouragingly, there are a substantial number of practices targeting migrants that meet our highest evidence standard, Cluster

#### Defining Digital Inclusion

According to the European Commission, Digital Inclusion is defined as:

*'ways to ensure that everybody can contribute to and benefit from the digital economy and society'.*[1]

The European Commission, and most EU Member States, typically shape their Digital Inclusion policy in terms of three key intervention areas:

- Connectivity: access to the internet through broadband, wi-fi and mobile.
- Usage capability: the acquisition of digital competences so people can use digital devices efficiently and effectively.
- Quality of use: the design of services so they meet all user needs, including the needs of people who are vulnerable.

32% (105 cases) Proportion of interventions addressing migrants

11% (11 cases) Proportion of Cluster C interventions which address migrants

*Proportions of Medici interventions targeting migrants*

[1] Communication from The Commission To The European Parliament, The Council, The European Economic And Social Committee And The Committee Of The Regions A Digital Single Market Strategy for Europe. COM/2015/0192 final

[2] Alam K., & Imran, S. (2015). The digital divide and social inclusion among refugee migrants. *Information Technology & People.*

# End of Module 1

Thank you for reading Module 1, and we hope you enjoyed it and learned some useful information.

Module 2 of the Teach Digital OERs is titled "Communication and collaboration". Here, you will find more information on the following topics:

**Topic 1 - Interacting and Sharing Through Digital Technologies**

**Topic 2 - Engaging in citizenship through digital technologies**

**Topic 3 - Collaborating through digital technologies**

**Topic 4 - Netiquette and managing your digital identity**