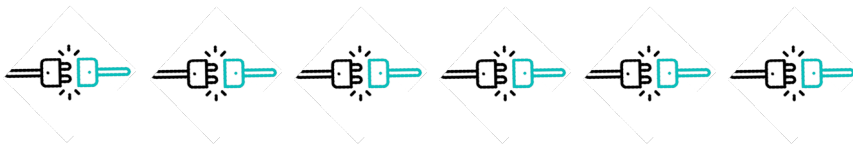
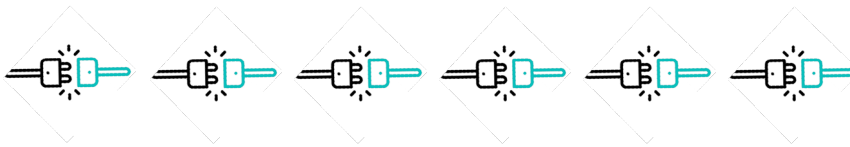


## Training Fiche Template

<b>Title</b>	<b>Browsing, searching and filtering information &amp; digital content</b>
<b>Keywords</b>	Articulate, Search, Access, Create data
<b>Language</b>	English
<b>Competence area</b>	<p><b>1. Information and Data Literacy</b>  <a href="#">Competences</a>  <input type="checkbox"/> Media Literacy  <input checked="" type="checkbox"/> Browsing, Searching and filtering data, information and digital content</p> <p><b>2. Communication and Collaboration</b>  <a href="#">Competences</a>  <input type="checkbox"/> Engaging Citizenship through digital technologies  <input type="checkbox"/> Interacting with digital technologies for entertainment and culture</p> <p><b>3. Digital content creation</b>  <a href="#">Competences</a>  <input type="checkbox"/> Developing digital content</p> <p><b>4. Safety</b>  <a href="#">Competences</a>  <input type="checkbox"/> Protecting the environment  <input type="checkbox"/> Preventing and recognize fake news  <input type="checkbox"/> Protecting health and well-being</p> <p><b>5. Problem Solving</b>  <a href="#">Competences</a>  <input type="checkbox"/> Creatively using Digital Technologies</p>
<b>Objective and Goal</b>	<ul style="list-style-type: none"> <li>• Apply tips and hacks to search and filter more easily digital information and how to streamline the browsing process</li> <li>• Articulate, search, access and create personal search strategies and make use of “manual” and chat-bot based resources</li> </ul>



<p><b>Learning outcomes</b></p>	<ul style="list-style-type: none"> <li>• Articulate information needs</li> <li>• Search for data, information and content in the digital environments</li> <li>• Access data and navigate between them</li> <li>• Create and update personal search strategies</li> </ul>
<p><b>Contents arranged in 3 levels</b></p>	<p><b>BROWSING, SEARCHING AND FILTERING INFORMATION &amp; DIGITAL CONTENT</b></p> <p><b>1. Browsing, searching and filtering information &amp; digital content</b> Browsing, searching and filtering information &amp; digital content pertains the general digital competence of Information and Data Literacy, which includes being able to:</p> <ul style="list-style-type: none"> <li>• Articulate information needs</li> <li>• Search for data, information and content in the digital environments</li> <li>• Access data and navigate between them</li> <li>• Create and update personal search strategies</li> </ul> <p><b>1.1. A step-by-step guideline</b></p> <p><b>Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Understanding of difference between open-access and not-open-access format of some of the online content available on the Web.</li> <li>2. Awareness of the not-monetary costs that comes with free open access content (i.e., gathering and users' data).</li> <li>3. Understanding of the basic principles impacting and influencing the content recommended by search engines (i.e., location of the user and their digital 'behaviours', local regulations, past searches, devices, etc.)</li> </ol> <p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Know how to select the search engine that most likely suits one's needs</li> <li>2. Know how to improve the search strategy based on available features – including when interacting with AI and advanced Smart Speakers</li> <li>3. Know how to make use of hyperlinks and data presented in different format other than text</li> <li>4. Know how to generate and refine search methodologies for each given specific purpose</li> </ol>



## 5. Know how to handle and filter information

### Attitudes

1. Avoid information overload
2. Leverage on tools designed to protect users' privacy (i.e., VPN services and related)
3. Conscious and calculated use of AI-based searches – and awareness of their limitations
4. Awareness of the accessibility & usability limitations of many online sources by people with special needs (i.e., visual impairments)

The whole process is designed to:

1. ARTICULATE – Set-up the scouting of resources and digital content
2. SEARCH – Streamline the browsing experience from redundant inputs
3. ACCESS – Land successfully on the resources that you are interested in
4. CREATE – Better orienteering yourself in the digital environment

## 2. Articulate

### 2.1 Starting by the objective

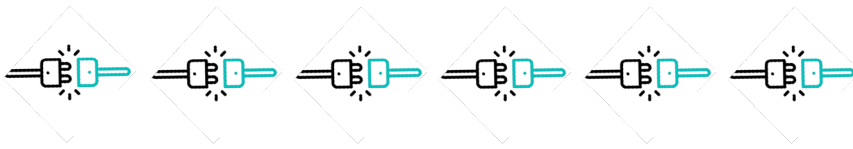
The starting point to articulate a browsing, searching and filtering strategy is represented by the identification of a precise focus question: the thing that you want to answer to by implementing the browsing, searching and filtering strategy

- Top 10 best documentaries on WW2
- Vegan recipe for Christmas dinner
- Plumbers near [your area]
- Outdoor activities in [location of your choice]
- Etc...

### 2.2 Setting preliminary parameters

Any focus question should be tailored and formulated so as to be:

1. Short



2. Concise
3. Comprehensive
4. Detailed
5. Specified in quantity and quality features (examples, top X number of..., best prices for...)

### 3. Search

#### 3.1 Pinpointing keywords of reference

The focus question can be further fine-tuned by applying specific filters to the quantity and quality of results. These filters are represented by the use of **keywords** of references.

Keywords represents features and items without which your SEARCH will not make sense / will not lead you to the desired results. With reference to the previous examples:

- Plumbers ≠ Gardeners
- Vegan ≠ Vegetarian
- Etc...


#### 3.2 Dos & DON'Ts

*Too many...is bad*

The use of too many keywords might be counter-productive: search engines might not be able to find something that matches all of your filters, and the search results will be a list of references, which embrace and include all of your keywords at large.

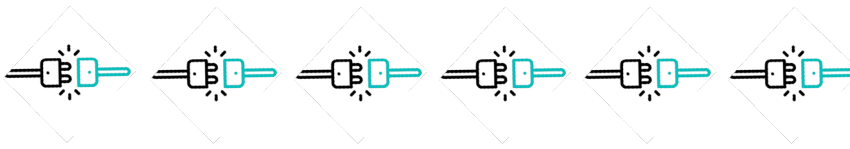
*Too few...is bad as well*

The reasons why the use of too few keywords is counter-productive is self-explanatory. The use of keywords is aimed at filtering the search process for results that might be irrelevant. When too keywords are applied, the search results risk to be too generic and broad

Ideal number of keywords is 4 

The balance between one too many and too few is four. This number of keywords will allow for enough SEARCH margins with no prejudice to the depth and scale of potential results

Formulated in a complete sentence 



Keywords should be inputted in search engines so that they reflect the focus question of reference

! Note that by keywords we might mean also other references that are not necessarily 'words':

- Dates
- Format of the file that you need (PDF ≠ DOC.)

#### **4. Access**

##### **4.1. Mixing different keywords matching the same focus question**

By articulating your focus question, and after searching by keywords, you will have available for your reference a long list of SEARCH results that might potentially answer to your needs.

At this stage, there are few additional tricks helping you in broadening the set of potential results of interest:

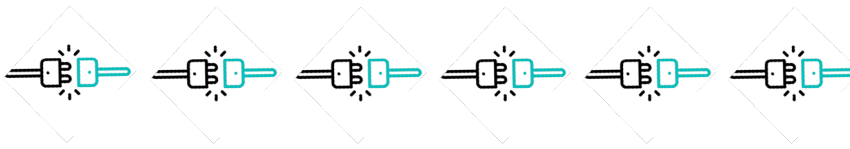
- Mixing different keywords matching the same focus question
- Changing the search engine by starting from the same keywords (or similar)
- Narrowing down the search through focal points

There are many ways in which you can articulate a focus question. Keywords can be potentially mixed and / or re-arranged so as to wide the set of results available.

When browsing trough online content, try to see what happens by inputting different filters – there might be interesting results laying beyond your first search perimeter. You can either use:

- synonyms or similar (lawyer → attorney; teacher → educator; coach → mentor)
- other words broadening the meaning (Christmas → holiday)

##### **4.2 Changing the search engine by starting from the same keywords (or similar)**



Different search engines, might lead to different results. Search engine can represent the very first filter of your browsing experience.

- Google Chrome
- Firefox
- Bing
- Internet explorer (now Edge)
- Safari

Each of this search engine comes with their own tips and recommendations to fine-tune and refine your search strategies (example: Refine Web Searches, Google)

#### **4.3 Narrowing down the search through focal points**

Focal points are large websites with a vast library of content more or less specialized on a specific theme / topics.

Rather than doing generic research through search engines, you might be interested in visiting from the get-go website and platform that provide for and gather content on which the focus question is based on:

##### **Generic**

- Various sharing platforms as [YouTube](#)
- Knowledge sharing programme as [TEDx](#)
- Etc...

##### **Specialized**

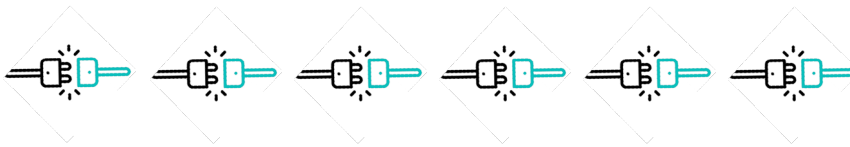
- Booking (hotel, rent apartment for holiday, etc)
- Skyscanner (flights' booking, etc)
- Oxford dictionary
- Etc...

##### **Others**

- Communities online and on social media

Search outputs are presented to you based on the consistency and coherence of that source to your focus question and related keywords...

... however, please note that in the vast majority of cases, the first results popping-up might as advertised content (paid online communication by the promoting website).



Going back to the example of 'Top 10 best documentaries on WW2', it is possible that you will see popping up also recommendations on books, paid documentaries and anything else in-between not necessarily matching your search criteria.

## 5. Create

### 5.1 AI-based resources for Web browsing

Refined and "advanced" search strategies might make use of different techniques and tools:

#### MANUAL RESOURCES:

- Each search engine comes with typically with its own tips and recommendations to finetune and refine search strategies (example: [Refine Web Searches](#), Google)

#### AI-BASED browsing tools (chat bots):

- AI-based browsing tools are becoming the new normal, and they are already embedded within search engines. Being able to interact with AI-based browsing tools will allow you to make much more efficient your browsing, searching and filtering process

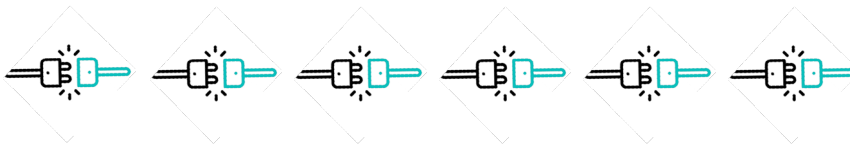
**The advent of ChatGPT** opened the doors to a large cohort of services and tools that make use of AI to provide for users real-time information and resources.

The way you should interact with these resources is no different from "traditional" search engines:

1. Come up with a focus question
2. Highlight keywords
3. Provide suggestions on the kind of results that you wish to receive back

**A sample of AI-based chatbots and search engines:** AI-chatbots are programs and software programmed to simulate human conversations. The objective is to make users feel like the interaction is with another person, rather than a 'machine'. Chatbots are designed to improve on a daily-basis, each interaction they have feeds them new data that the AI utilize to improve the quality of the answer they provide for.

- [YouChat](#)
- [Neeva](#)



- [Jasper Chat](#)
- [Character AI](#)
- [Google Bard](#)
- [Caktus](#)
- [Colossal Chat](#)
- [PepperType](#)
- [MagikPen](#)
- [Bing AI](#)
- [ChatSonic](#)

### Example made with Bing

- **Lack of empathy:** Chatbots lack empathy and cannot interact with customers as humans.
- **Complex interface:** Chatbots can be complicated and require a lot of time to understand user's requirements.
- **Inability to handle complex problems:** Chatbots cannot handle or resolve complex customer problems.
- **Non-customized solutions:** Chatbots can provide non-customized solutions without considering the needs of each particular user.
- **Security concerns:** Chatbots may not transmit data securely.

### Example made with Bing, based on the search question: 'best chatbots to learn a new language'

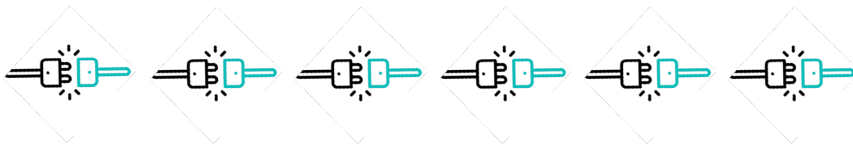
- **Duolingo:** It is probably the most popular language learning chatbot platform in the U.S (and possibly around the world) <sup>1</sup>.
- **Mondly:** It is another well-known language learning platform available for both Android and iOS platforms <sup>2</sup>.
- **Andy:** It helps users who find it hard to learn and study the English language <sup>2</sup>.
- **Lanny From Eggbum Education:** It is a chatbot that teaches Korean <sup>1</sup>.
- **Memrise:** It is a chatbot that helps users learn languages through games and quizzes <sup>3</sup>.
- **Rosettastone:** It is a chatbot that helps users learn languages through interactive lessons <sup>1</sup>.
- **Babbel:** It helps users become fluent in learning languages as a chatbot voiced like native speakers <sup>2</sup>.

### Example made with Bing, based on the search question: 'How do I recognize fake news?'

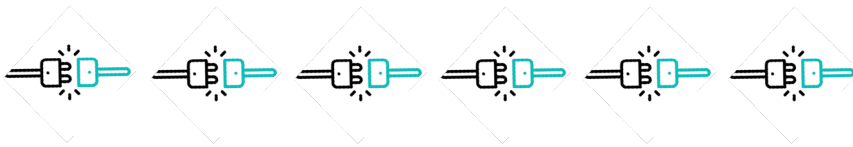
- **Check the source:** Click away from the story to investigate the site, its mission, and its contact info <sup>1</sup>.
- **Read beyond:** Headlines can be outrageous in an effort to get clicks <sup>1</sup>.
- **Establish a list of trusted media sources:** Make sure you have a list of media sources that you trust and that you can turn to when you need accurate information <sup>1</sup>.
- **Use fact-checking tools and websites to verify content:** There are many fact-checking tools and websites available online that can help you verify the accuracy of a news story <sup>1</sup>.
- **Be cautious of anything user-generated:** Be careful of social media posts or memes <sup>2</sup>.
- **Check the author:** Research them to see if they are credible <sup>3</sup>.
- **Check the web address for the page you're looking at:** Sometimes, fake news sites may have spelling errors or a different domain name <sup>3</sup>.
- **Be skeptical of sensational headlines:** Fake news often has sensational headlines designed to grab your attention <sup>4</sup>.

### SUMMING UP

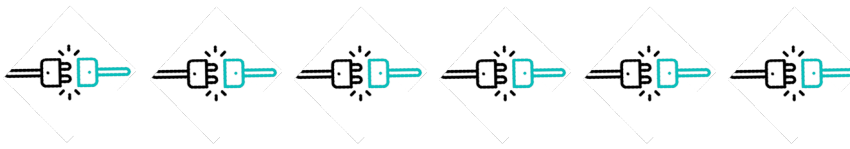




	<p><b>Articulating</b> Set up a focus question that is:</p> <ol style="list-style-type: none"> <li>1. Short</li> <li>2. Concise</li> <li>3. Comprehensive</li> <li>4. Detailed</li> <li>5. Specified in quantity and quality features</li> </ol> <p><b>Searching</b> Identify the keywords of your search:</p> <ul style="list-style-type: none"> <li>• Not too many</li> <li>• Not too few</li> <li>• Formulated in a complete sentence</li> </ul> <p><b>Accessing</b></p> <ol style="list-style-type: none"> <li>1. Mixing different keywords matching the same focus question</li> <li>2. Changing the search engine by starting from the same keywords (or similar)</li> <li>3. Narrowing down the search through focal points</li> </ol> <p><b>Creating</b></p> <ul style="list-style-type: none"> <li>• Advanced manual resources and tricks</li> <li>• AI-BASED browsing tools (chat bots)</li> </ul>
<p><b>Glossary</b></p>	<p><b>Focus question:</b> The starting point to articulate a browsing, searching and filtering strategy, the thing that you want to answer to by implementing this strategy</p> <p><b>Keywords:</b> features and items without which your SEARCH will not make sense / will not lead you to the desired results.</p> <p><b>Focal points:</b> Focal points are large websites with a vast library of content more or less specialized on a specific theme / topics.</p> <p><b>Chatbots:</b> a computer programme that uses artificial intelligence (AI) to understand customer questions and automate responses to them. Chatbots are designed to improve on a daily-basis, each interaction they have feeds them new data that the AI utilize to improve the quality of the answer they provide for.</p>
<p><b>Practical advices</b></p>	<ol style="list-style-type: none"> <li>1. When browsing data tailor focus questions and formulate them so as to be:             <ul style="list-style-type: none"> <li>• Short</li> <li>• Concise</li> <li>• Comprehensive</li> <li>• Detailed</li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>Specified in quantity and quality features (examples, top X number of..., best prices for...)</li> </ul> <p>2. The focus question can be further fine-tuned by applying specific filters: the <b>keywords</b> of references.</p> <p>3. Ideal number of keywords is 4</p> <p>4. Note that by keywords we might mean also dates or format of the file that you need (PDF ≠ DOC.)</p> <p>5. The advent of ChatGPT opened the doors to a large cohort of services and tools. To interact with these resources:</p> <ul style="list-style-type: none"> <li>Come up with a focus question</li> <li>Highlight keywords</li> <li>Provide suggestions on the kind of results that you wish to receive back</li> </ul>
<p>Self-evaluation (multiple choice queries and answers)</p>	<p>1. Which is the correct order?</p> <p>a) <b>Articulate, search, access and create</b>  b) Create, search, articulate and access  c) Articulate, access, search and create</p> <p>2. Which is the starting point to articulate a browsing, searching and filtering strategy?</p> <p>a) <b>Identify a precise focus question</b>  b) Narrow the search in focal points  c) Choose a set of keywords</p> <p>3. A focus question should be</p> <p>a) <b>Short, concise, comprehensive, detailed and specified in quantity and quality features</b>  b) Long and detailed  c) Short and concise with no need to specify quantity or quality features</p> <p>4. Select the perfect number of keywords</p> <p>a) <b>4</b>  b) 2  c) 6</p> <p>5. What are Chatbots?</p>



	<p><b>a) Programmes and softwares programmed to simulate human conversations</b></p> <p>b) Programmes programmed to refine web searches</p> <p>c) Programmes and softwares facilitating communication between different digital devices</p>
Resources (videos, reference link)	/
Related material	/
Related PPT	/
Bibliography	/
Provided by	IDP