

Cyber Connection Instructional Technology Proficiencies Assessment Instrument



In order to receive certification in Phase II Technology Proficiency, the participant must master each

Participant: _____ Instructional Tech Support/Designee _____

Campus/Location _____ Date _____

<u>Spreadsheets</u>	Mastered	Not Mastered
Create/Open a spreadsheet application		
Label columns and rows with specified titles		
Enter data in appropriate cells		
Use correct formula to calculate column totals		
Center text within appropriate cells		
Bold and change font of specified titles		
Remove column and row headings		
Change color of Total row		
Create a chart or graph		
Save work in Teacher folder on the server.		
<u>Databases</u>		
Create/Open a database application.		
Create specified fields.		

Enter specified data into fields.		
Save database to desktop.		
Sort database in ascending alphabetical order.		
Change view to list.		
Resize columns to accommodate information contained within columns. (Claris)		
Change view to browse.		
Change design of layout according to given example.		
Change layout to reflect columnar layout which includes only given fields.		
Change layout back to layout 1.		
Use word processing software to create letter according to example given.		
Use mail merge to merge your letter with data from database (Claris) or spreadsheet (Office) created in this assessment.		
Word Processing and Desktop Publishing		
Create one article using word processing software		
Create original draw/paint document for newsletter		
Use two images in newsletter		
Import created article and images into newsletter, brochure, or flyer		
E-mail and Networking		
Define appropriate networking terminology		
Log on to the server to save a document to a particular folder		
Understand acceptable use policy		

Create and send a new e-mail		
Receive an e-mail and reply only to sender		
Attach a document to an e-mail		
Create a calendar event in FirstClass		
Use the OPAC to search by keyword and subject		
Add OPAC searched items to Bookbag		
Internet		
Apply keyword searches to acquire information		
Apply Boolean searches to acquire information		
Select appropriate search strategies		
Demonstrate ability to access, operate, manipulate information from OPAC and Internet		
Obtain text/audio/video/graphics while observing copyright laws		
Copy and paste internet information into WP document		
Resolve information conflicts and validate information		
Determine the success of strategies used		
Determine the usefulness and appropriateness of the information		
Identify the source, location, media type, relevancy, and content validity of information		
Cite these sources correctly		
<u>Multimedia</u>		
Create a multimedia presentation with 5 slides		

Create text		
Insert at least 2 graphics (pictures, movies, etc.)		
Insert sound		
Create transitions between slides		
View presentation		