

Instructional Technology Proficiencies Assessment Instrument

In order to receive certification in Basic (Phase 1) Technology Proficiencies, the participant must master each skill.

Participant: _____ Instructional Tech. Support/Designee: _____

Campus/Location: _____ Date: _____

<u>Basic Operations</u>	<u>Mastered</u>	<u>Not Mastered</u>
Turn computer on and off correctly		
Manipulate the mouse (right & left click on PC)		
Identify computer components & know basic terminology		
Open, close and quit a program or application		
Insert, rename, and eject floppy disk		
Save and delete files		
Create and name documents/files		
Create and name folders/directories (Documents & Applications)		
Choose a specified printer		
Close/resize/scroll windows. View by list and icon.		
Identify open programs/applications		
Access help menus		
Multi-task (work with more than one program at a time)		
Understand compatibility issues (Example: PC vs. MAC)		

Word Processing	<u>Mastered</u>	<u>Not Mastered</u>
Create/open a word processing file		
Enter text, select/change font, size, and style		
Use copy, cut, and paste		
Delete/replace text		
Use tab key to indent		
Use spell check/thesaurus		
Use alignment tools (left, center, right, & justification)		
Insert/paste graphics		
Select/change line spacing		
Save As... and rename documents		
Print document (and know where it printed!)		
Network and Internet		
Access internet- can navigate in a browser environment		
Add and use Bookmarks/Favorites		
Apply appropriate electronic search strategies to acquire information		
Follow acceptable use guidelines and Acceptable Use Policy (AUP) with no violations of policy		
Understand and comply with copyright laws		
Receive/reply to e-mail*		
Generate/send new e-mail messages*		
Copy and retrieve documents from the server without using a floppy disk*		
*Applies to networked campuses only		