Teacher Technology Proficiency Assessment - Proviso 1.25

Demographic Information

1   Last Name:

2   First Name:

3   School or Department:

4   Certificate ID (CID):

5   Date Certificate Expires:

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Computing Basics

This section of the assessment covers Microsoft Windows, file management, network usage, basic mouse and keyboarding skills.

6   I can drag and drop items and objects

     YES   NO

7   I understand the basic functions of the keyboard (Caps Lock, Delete, ESC, etc.)

     YES   NO

8   I can single-click, double-click, left-click, and right-click the mouse, and I know when it is appropriate to use each type of click

     YES   NO

9   I can launch programs from the Windows Start Button

     YES   NO

10   I can use most of the system tools like the clipboard, clock, note pad, recycle bin, or calculator

     YES   NO

11   I can locate files I have saved or downloaded to my computer

     YES   NO

12   I can open files and folders

     YES   NO

13   I can copy, delete, name, rename, or move files and folders

     YES   NO

14   I can select multiple files using the Shift or Ctrl key and the mouse when appropriate

     YES   NO

15   I can Minimize, Maximize, Restore, and Close windows

YES   NO

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16 I can save files to removeable storage devices such as flash drives, thumb drives, CDs, etc.

YES   NO

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17 I can place items in the Recycle Bin, remove items from the Recycle Bin, and empty the Recycle Bin

YES   NO

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18 I can login to the network

YES   NO

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19 I can save, open, copy, or delete files to or from a network drive (R drive, for example)

YES   NO

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20 I can set a default printer

YES   NO

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21 I can create shortcuts on my desktop

YES   NO

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22 I can install or remove programs from my computer if needed

YES   NO

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23 I can change the screen resolution if needed

YES   NO

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24 I can connect my computer to a multimedia projector and the FrontRow Pro sound system

YES   NO

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25 I feel confident enough to teach others basic operations

YES   NO

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Teacher Technology Proficiency Assessment - Proviso 1.25

E-mail and Electronic Communication

This section of the assessment covers the use of Outlook as a communication tool.

26 I can effectively use e-mail to communicate with others

YES   NO

27 I understand the district's acceptable use policies regarding e-mail communication

YES   NO

28 I can send and receive attachments via e-mail

YES   NO

29 I understand that computer viruses can be transmitted in e-mail attachments

YES   NO

30 I can forward messages and reply to others

YES   NO

31 I can use the Address Book to find intended e-mail recipients

YES   NO

32 I can use the cc and bc functions

YES   NO

33 I can delete messages

[YES] [NO]

34 I can create folders and store selected e-mails in those folders

[YES] [NO]

35 I can archive e-mail

[YES] [NO]

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ROCK HILL Schools
YORK COUNTY DISTRICT THREE

Teacher Technology Proficiency Assessment - Proviso 1.25

Word Processing

This section of the assessment covers the use of word processing tools to create school related documents.

36 I can create documents using a word-processing application

[YES] [NO]

37 I can preview and print a document

[YES] [NO]

38 I can save a document

[YES] [NO]

39 I can change page margins and paper orientation (portrait/landscape)

YES NO

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40 I can select text

YES NO

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41 I can insert graphics, objects, and clip art

YES NO

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42 I can bold, italicize, and underline text

YES NO

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43 I can left, center, right align and justify text

YES NO

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44 I can cut, copy, and paste selected text or objects

YES NO

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45 I can check spelling

YES NO

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46 I can put page numbers on my pages automatically (via headers or footers)

YES NO

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47 I can create, format, and use tables in my documents

YES NO

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48 I can set and delete tabs

YES NO

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49 I can insert bullets or numbered bullets into my documents

YES NO

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50 I can search and replace text

YES NO

51 I can insert or remove section or page breaks

YES   NO

52 I can change the default font

YES   NO

53 I can print a mailing label or envelope

YES   NO

54 I can turn toolbars on or off

YES   NO

55 I use the word processor for nealy all of my written professional work: memos, tests, worksheets, etc.

YES   NO

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Schools
YORK COUNTY DISTRICT THREE

Teacher Technology Proficiency Assessment - Proviso 1.25

Presentation Software

This section of the assessment covers the use of presentation tools to design and deliver content. Examples of such tools include PowerPoint, ACTIVSTudio, ACTIVPrimary, etc.

56 Do you have a Promethean Interactive Whiteboard in your classroom?

YES   NO

Teacher Technology Proficiency Assessment - Proviso 1.25
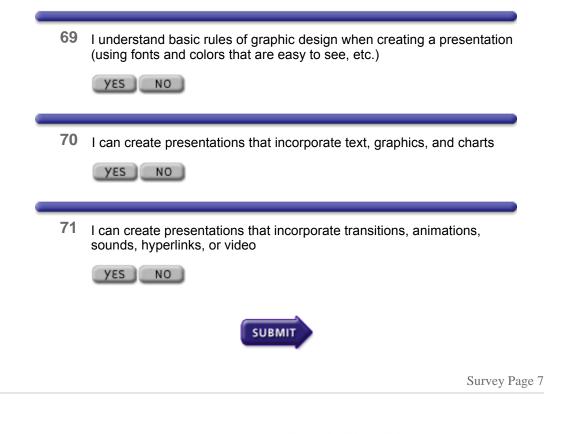
Promethean Interactive Whiteboard, ACTIVStudio, and ACTIVPrimary

These questions assess your ability to design and implement lessons and activities utilizing the Promethean Interactive Whiteboard.

57 I can open and navigate through existing flipcharts.

YES   NO

58 I can create a basic flipchart that incorporates text and graphics.

YES   NO

59 I can use the pen tool to make annotations, highlight, erase, select objects, move objects, etc.

YES   NO

60 I can search for and insert graphics, sounds, etc. from the Resource Library or Internet.

YES   NO

61 I can add images, sounds, etc. to the Resource Library.

YES   NO

62 I can find and utilize power tools such as the ruler, protractor, dice, fraction creator, etc.

63 I can utilize tools such as the spotlight tool, reveal tool, tickertape tool, clock tool, etc.

[YES] [NO]

64 I can assign actions (play sounds, go to websites, etc.) to objects.

[YES] [NO]

65 I use advanced tools in the design of my flipcharts, such as containers, the camera tool, sound recorder, etc.

[YES] [NO]

66 I use Promethean Planet or the district's flipchart repository to find and/or share flipcharts.

[YES] [NO]

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YORK COUNTY DISTRICT THREE

Teacher Technology Proficiency Assessment - Proviso 1.25

Basic Presentation Skills (PowerPoint)

67 I can navigate through a pre-made presentation

[YES] [NO]

68 I can create my own presentations that can be used to accompany a lesson in my classroom

[YES] [NO]

69 I understand basic rules of graphic design when creating a presentation (using fonts and colors that are easy to see, etc.)

YES   NO

70 I can create presentations that incorporate text, graphics, and charts

YES   NO

71 I can create presentations that incorporate transitions, animations, sounds, hyperlinks, or video

YES   NO

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ROCK HILL
Schools
YORK COUNTY DISTRICT THREE

Teacher Technology Proficiency Assessment - Proviso 1.25

The Internet

This section of the assessment covers use of the Internet as a tool in the completion of school-related tasks and activities.

72 I can open an Internet browser and enter a URL (address of a web page)

YES   NO

73 I can use function buttons such as **Back** and **Refresh**

YES   NO

74 I can bookmark or **Favorite** website addresses for later use

YES   NO

75 I can access Groupwise e-mail via an Internet browser when away from

school

[YES] [NO]

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76 I can conduct an Internet search using a search engine such as Google, Yahoo, etc.

[YES] [NO]

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77 I use a variety of online resources in the design and delivery of my content

[YES] [NO]

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78 I can download and play video available via StreamlineSC

[YES] [NO]

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79 I can access help files within an application to learn new technology skills

[YES] [NO]

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80 I can download and install plug-ins when necessary and applicable (Flash, Shockwave, Acrobat Reader, etc.)

[YES] [NO]

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81 I have participated in an online chat, discussion board, or course

[YES] [NO]

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ROCK HILL
Schools
YORK COUNTY DISTRICT THREE

Teacher Technology Proficiency Assessment - Proviso 1.25

Spreadsheets/Databases

This section of the assessment covers the use of spreadsheets in

and out of the classroom.

82 I can enter data into a spreadsheet or database

[YES] [NO]

83 I can change the formatting (font size, bold, etc.) of entire columns or rows

[YES] [NO]

84 I can create simple formulas within a spreadsheet, such as adding the numbers in a column, etc.

[YES] [NO]

85 I can use the **Fill Handle** in Excel to fill in a series of numbers, dates, or other items

[YES] [NO]

86 I can use a spreadsheet to create simple graphs or charts

[YES] [NO]

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ROCK HILL Schools
YORK COUNTY DISTRICT THREE

Teacher Technology Proficiency Assessment - Proviso 1.25

Productivity and Professional Practice

This section of the assessment covers the use of instructional technologies in the design and delivery of engaging student work.

87 I use e-mail on a regular basis to communicate with parents and other professionals

[YES] [NO]

88 I maintain a classroom webpage that has basic information about my classroom and curriculum that may include study guides, notification of upcoming evaluations, assessement criteria for projects, class expectations, etc.

YES NO

89 I use the attendance and grading solutions provided by the district

YES NO

90 I can analyze student data (i.e. MAP RIT scores) to determine student achievement and differentiate instruction

YES NO

91 I evaluate software and websites to determine appropriateness for classroom use

YES NO

92 I can find and use samples of best practices using technology in my curricular area

YES NO

93 I use technology to design engaging work for students

YES NO

94 I keep abreast of new teaching strategies that involve technology

YES NO

95 I use technology as a tool to help my students work cooperatively and collaboratively with others

YES NO

96 I discuss social and ethical behaviors when using technology with my students, including copyright

YES NO

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