

## STAFF/FACULTY TECHNOLOGY SELF ASSESSMENT

Name:				
Date:				
<input type="checkbox"/> Teacher <input type="checkbox"/> Data Entry Staff <input type="checkbox"/> Other Staff	<b>Place an "X" in the appropriate box</b>			
	<b>Yes</b>	<b>No</b>		
	I can do this. I know this. I have this.	I can do this but need help.	This is hard for me.	I can't do this at all. Don't Know
<b>Basic Computer Skills. I can</b>				
Turn on/off computer, monitor, printer				
Use a mouse/keyboard				
Access a floppy disc drive				
Recognize floppy and CD- ROM disks				
Understand the meaning of the hourglass				
Open a desktop (icon) program				
Open a program using START menu				
Name basic computer parts				
Type a simple document				
Restart a computer (Ctrl-Alt-Del or				
Print a document				
Save/locate a file				
Minimize/maximize programs				
<b>Other Computer Skills. I can</b>				
Select appropriate software for a task				
Use help screens				
Add a graphic to a document				
Scan a photo/text				
Integrate multimedia into a presentation (motion, graphics, sound)				
Acquire an image from internet, scanner, digital camera				
Develop a Web Page				
<b>Program/Software Skills. I can use:</b>				
Word Processing (Word)				
Spreadsheet (Excel)				
Database (Access)				
Graphics Presentation (PowerPoint)				
Instructional Software (specify)				
Antivirus Software (Norton, McAfee)				
Desktop Publishing				
<b>Internet</b>				
Use a search engine				
Save a web site as a "Favorite"/"Bookmark"				
Use "Back" and "Forward"				
Use links in a web page				
Print a web page				
Acquire an image or text for research				
Use the Internet as an instructional tool				

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	Yes	No		
	I can do this. I know this. I have this.	I can do this but need help.	This is hard for me.	I can't do this at all. Don't Know
<b>E-Mail. I can:</b>				
Use a personal/corporate email address				
Log in to check my email				
Write and send a message				
Send email to more than one person				
Get and read new email				
Save and delete messages				
Attach a file				
Use "Netiquette"				
<b>Other technology. I can use a(n):</b>				
LCD (Computer projector)				
TV/VCR/Overhead Projector				
Copier/Fax Machine				
Digital Camera				
Cassette tape player				
<b>Operating System</b>				
I know which operating system my computer uses				
<b>Data Entry Staff Only</b>				
Run a Federal Report on the ADE Website				
Follow instructions from the listserve to download data to an access database				
Run the queries sent through the listserve				
Write my own inquiries				
Circle the number that best describes you				
<b>Overall Assessment</b>	Agree	—————▶		Disagree
I am comfortable using technology	1	2	3	4
I would like more training: <i>(add specifics to comments below)</i>	1	2	3	4
<b>Teachers Only</b>				
I would like to teach using more technology	1	2	3	4
I prefer teaching without technology	1	2	3	4
<b>Comments:</b>				