

Teacher Technology Proficiency Assessment - Proviso 1.25

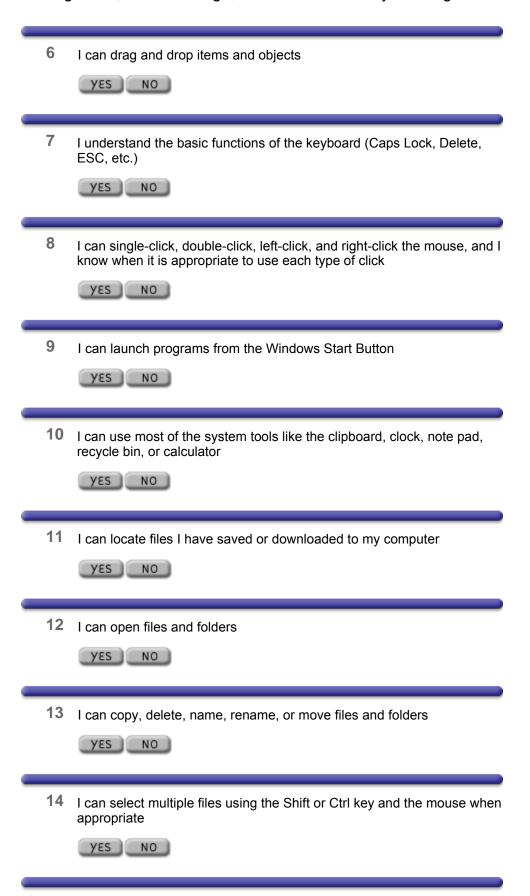
Demographic Information					
1	Last Name:				
2	First Name:				
3	School or Department:				
4	Certificate ID (CID):				
5	Date Certificate Expires:				

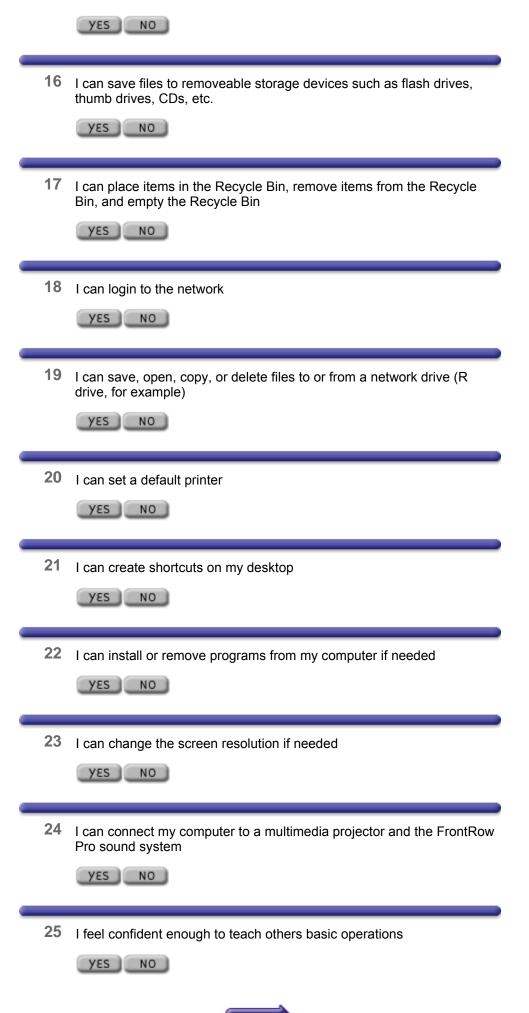
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Computing Basics

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







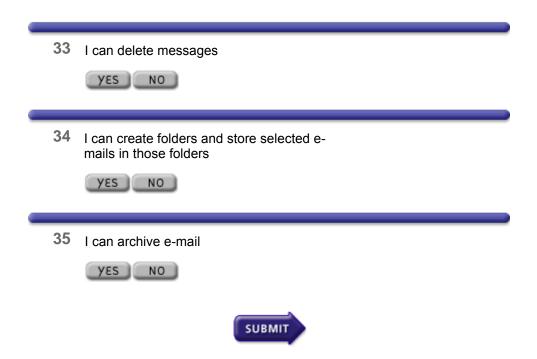
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E-mail and Electronic Communication

YES NO

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

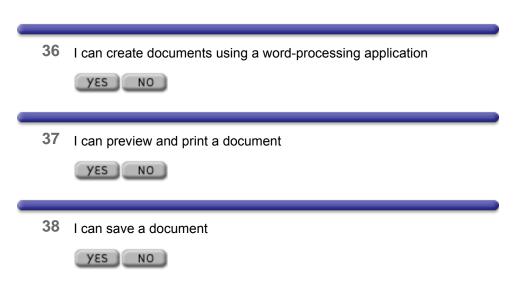




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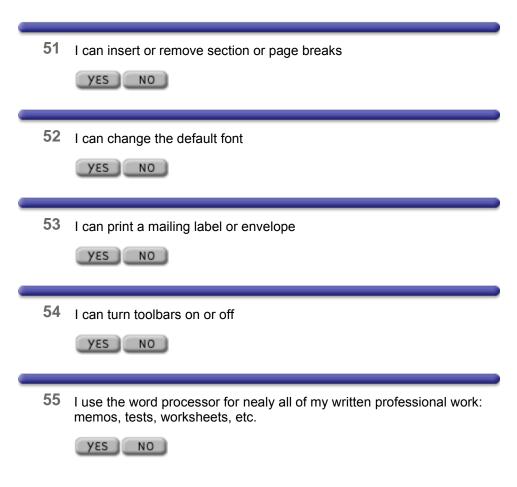
Word Processing

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



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

	YES NO
40	I can select text YES NO
41	I can insert graphics, objects, and clip art YES NO
42	I can bold, italicize, and underline text yes No
43	I can left, center, right align and justify text yes No
44	I can cut, copy, and paste selected text or objects yes No
45	I can check spelling yes No
46	I can put page numbers on my pages automatically (via headers or footers) YES NO
47	I can create, format, and use tables in my documents YES NO
48	I can set and delete tabs yes No
49	I can insert bullets or numbered bullets into my documents yes No
50	I can search and replace text YES NO







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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.

Do you have a Promethean Interactive Whiteboard in your classroom?

YES NO





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Promethean Interactive Whiteboard, ACTIVStudio, and ACTIVPrimary

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

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

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



to find and/or share flipcharts.





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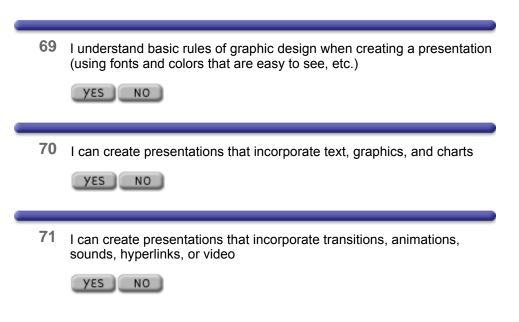
Basic Presentation Skills (PowerPoint)

I can navigate through a pre-made presentation

YES NO

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









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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)

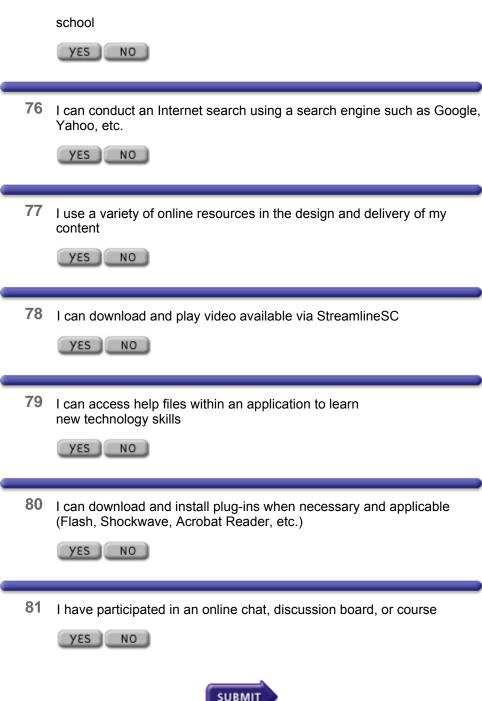


73 I can use function buttons such as Back and Refresh



74 I can bookmark or Favorite website addresses for later use







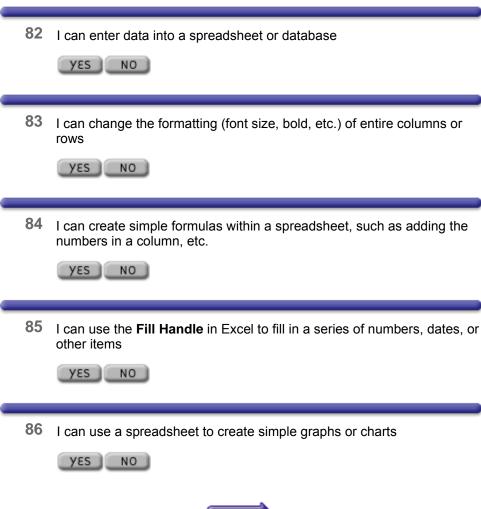


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Spreadsheets/Databases

This section of the assessment covers the use of spreadsheets in

and out of the classroom.





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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



