



**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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6 I can drag and drop items and objects

YES

NO

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

YES

NO

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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

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9 I can launch programs from the Windows Start Button

YES

NO

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

YES

NO

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

YES

NO

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12 I can open files and folders

YES

NO

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

YES

NO

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

YES

NO

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

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

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

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18 I can login to the network

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

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20 I can set a default printer

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21 I can create shortcuts on my desktop

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

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23 I can change the screen resolution if needed

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

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25 I feel confident enough to teach others basic operations

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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



## 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

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

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 nearly all of my written professional work: memos, tests, worksheets, etc.

YES  NO

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## 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



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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.

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.



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

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

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

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

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### Basic Presentation Skills (PowerPoint)

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67 I can navigate through a pre-made presentation

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

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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## 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

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

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

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78 I can download and play video available via StreamlineSC

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

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

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

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### 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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## 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

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

YES  NO

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

YES  NO

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

YES  NO

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

YES  NO

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

YES  NO

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93 I use technology to design engaging work for students

YES  NO

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94 I keep abreast of new teaching strategies that involve technology

YES  NO

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

YES  NO

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

YES  NO

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