

## **Wenatchee School District**

### Technology Skills (Detailed) Checklist for Teachers

#### **Core Concepts Skills**

- I know how to use pull-down and pop-up menus as well as how to switch between several open windows.
- I know how to 'find' a saved file.
- I can troubleshoot basic things before asking for help; such as, making sure the power is on for the machine and monitor, or ejecting a floppy disk or CD.
- I know how to determine where a file will be saved.
- I am able to select, copy, and paste text.
- I know how to install software from a CD ROM.
- I know how to install software from an Internet download.
- I use proofing tools (i.e., spell check, grammar check, etc.), find and replace within a document

#### **Internet Skills**

- I know how to access email from work or home.
- I can send, receive, and open email attachments.
- I know where to enter a website address in a web browser to access a specific site.
- I know how to use search engines such as Yahoo, AltaVista, and Google.
- I know how to save and edit bookmarks.
- I understand copyright laws and citation rules related to Internet resources.

#### **Presentation Skills**

- I can create or change a master slide, insert and modify graphics, and apply transitions and animations.
- I can connect a computer to a projection system or TV monitor for conducting a presentation.
- I know how to deliver an effective presentation using good design techniques.

#### **Word Processing Skills**

- I can open, edit, preview, save, and print a document.
- I can create a basic document and apply text and style elements, such as changing fonts and applying bold, italic, or underline formatting.
- I can apply document formatting, such as changing margins, setting tabs, and aligning text.
- I can insert clipart, charts, and images into a document.
- I can design and create a document using columns and tables.
- I can adjust text around an image using the wrap feature.
- I can organize my document by creating headers, footers, and a table of contents

#### **Communication**

- I use email to correspond with my colleagues.
- I use technology to communicate with parents, professionals, and/or community members.
- I use a filing system for storing e-mail communications.

## **Wenatchee School District**

### **Technology Skills (Detailed) Checklist for Teachers**

#### **Presentation Skills**

- I use presentation programs such as Powerpoint, Hyperstudio or other slideshows, as an integral part of teaching and learning.
- I print handouts that enhance the instructional objectives (i.e. outlines, notes, etc.).
- I have a web page which contains classroom information such as my grading scale, classroom rules, and teaching philosophy.
- I apply visual design and consistent navigation principles.

#### **Ethical Use of Intellectual Property**

- I instruct my students on Internet safety rules and etiquette.
- I model and guide students toward legal and ethical standards related to technology use and monitor their adherence to these standards.
- I use email forwards appropriately and respect the privacy and intellectual property rights of the original sender.
- I instruct students in respecting the privacy and ownership of materials protected by passwords.
- I instruct my students in copyright law pertaining to software.
- I see that all students in my class have a signed AUP (Acceptable Use Policy) and/or network use policy or parental permission before they use technology in my classroom.

#### **Research**

- I use a variety of search strategies (Boolean, AND, OR, NOT) for researching information on the Internet, using at least one search engine.
- I evaluate online information for its validity including evaluating web pages for accuracy and up-to-date content, age-appropriateness for students, and potential author bias.

#### **Student Assessment Using Technology**

- Students create digital portfolios of their work.
- Students assess their technology-related projects, either individually or in peer groups.
- Assessment standards and technology tools are discussed, rubrics are created, agreed upon, and used to judge and report on the quality of student products and performances.

#### **Student-Centered Technology Integration**

- Students access technology tools, information resources, experiences, and opportunities on demand and use them to solve problems, make decisions, and create products.
- Students are able to work in mixed media formats such as word processing with graphics, web page creation, and multimedia or presentation programs.

#### **Multimedia Skills**

- I can create multimedia presentations using software tools, such as, PowerPoint or Hyperstudio.
- I can import digital images into a web page or presentation.
- I can use a digital camera and transfer images to the computer.
- I can connect the VCR to a television monitor.
- I can use a camcorder to make a video.

## **Wenatchee School District**

### **Technology Skills (Detailed) Checklist for Teachers**

#### **Graphics Skills**

- I know how to use a basic tools in a drawing program. (such as lines, shapes, fill colors, line colors, brushes, paint buckets).
- I know the major differences among graphic file formats (gif, tif, bmp, pict, jpeg, eps).
- I know how to rotate the image, or parts of it.
- I know how to use a digital camera and move the images from the camera to the computer.
- I obey all copyright laws when creating graphic images

#### **Spreadsheet Skills**

- I can open a spreadsheet, enter or modify data, preview and print, and save changes.
- I can plan for and create a spreadsheet for organizing data.
- I can apply text formats like style, size, and fonts.
- I can select data to create appropriate charts.
- I can select data to create appropriate charts.

#### **Publishing Skills**

- I set up and/or regularly publish to web site for educational purposes.
- I regularly use one or more multimedia authoring tools, e.g., HyperStudio, PowerPoint, Macromedia Director, and Kidpix.
- I perform basic formatting of text (selecting/changing fonts, bold, italic, size, color).
- I create pages consisting of more than one column and columns of different sizes.
- I move text using cut, copy and paste.
- I compose and create documents incorporating text and graphics for publication.

#### **Using Assessment & Other Data to Guide Instruction**

- I use technology tools to make informed instructional decisions based on data gathered in my classroom.
- I use web based tools to access demographic and achievement data(e.g., demographics, attendance records, mobility) to influence and individualize my instruction.