



## Instructor Skills Self Assessment

	Beginner	Novice	Independent	Expert
<b>Word Processing</b>				
No Experience	Can type text, make basic corrections to text, use mouse to position cursor, scroll through document	Can use spell checker, save files, print files	Can format text; save in different file formats; import graphics into document, use most formatting	Can automate repetitive tasks (e.g. use macros), transfer data of different types between applications, import other data types (e.g. spreadsheet data into WP doc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Graphics</b>				
No Experience	Knows what is meant by "graphics," can distinguish graphics from text as basic data types	Can use paint programs, basic tools; save files; print files	Use basic drawing packages, export graphics to other applications	Can combine paint & drawing, import & export to different file formats (PICT, JPEG, GIF, PNG, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Presentation programs, e.g. PowerPoint</b>				
No Experience	Can give presentations developed by others	Can develop simple text presentations	Can add graphics and use features such as changing backgrounds	Can add animation, video sequences, and other advanced features of program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creating Web Pages</b>				
No Experience	Not at this level	Can use templates or a word processor with "Save as HTML" functionality to create a basic web page	Can use simple HTML and basic Web page authoring tools	Can use advanced HTML and advanced Web page authoring tools
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Internet connectivity</b>				
No Experience	Understands that connections to the Internet must be set up for internet applications to work	Can sign on and establish connection; can recognize a bad or lost connection and reconnect	Can follow installation prompts to set up service; set modem correctly	Can troubleshoot connection, verify settings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Instructor Skills Self Assessment

	Beginner	Novice	Independent	Expert
<b>E-Mail</b>				
No Experience	Can send & receive basic email	Can sign up on an electronic list; can describe good list net etiquette	Can forward, quote, import / attach text to message, write offline	Can retrieve and decode specialized attachments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Download files</b>				
No Experience	Not at this level	Can download files from the Internet with a web browser.	Can download, and decompress downloaded files; can compress files to send	Can send files back and forth to web sites (ftp) using anonymous login when needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Web browser, e.g. Netscape or Internet Explorer</b>				
No Experience	Can launch a web browser and use hyperlinks and basic navigation	Can enter URLs manually, do basic searches, print pages	Can use & organize bookmarks, download web documents & images for offline use; can download new browser; can do advanced searches	Can find, install and use plug-ins; and manage advanced browser features (cache, cookies, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Legal and Ethical Use of the Computer &amp; Software</b>				
No Experience	I am not aware of issues surrounding computer software or Internet content.	I know that some copyright restrictions apply to software or Internet content.	I understand there are acceptable uses of email, software, and Internet content.	I model and teach my students the ethical use of all software and copyrighted materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Instructional Software</b>				
No Experience	I have Students use one or two software programs as a supplement to instruction.	I have used computer-aided instruction on a limited basis in some instructional units.	I routinely plan and deliver instructional units that integrate a variety of software.	Instructional software is an integral part of my courses and I research & implement new programs and techniques.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Participate in project-based learning or WebQuests online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make digital movies as part of a class project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record digital interviews (using software such as Audacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate via Internet (email, discussion boards, chat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access a class web page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a web page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use a digital camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use an interactive whiteboard (such as SmartBoard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do activities that combine direct instruction and Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study via online instruction (Blackboard, NiceNet, WebCT, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save