

Technology

Prerequisite Skills Self-Assessment

Preparing to Infuse Technology into

P-12 Classrooms and Learning Environments

Initial/Professional Teacher Education

University of Colorado at Denver

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Resources:

Colorado Teacher Education Standards

ISTE National Educational Technology Standards (NETS) for Teachers

NCATE Teacher Preparation Standards

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What is the purpose and importance of technology in the classroom?

From toys to household appliances, technology is part of our world. In just the past few years, the Internet has gone from being a novelty to a driving force in our economy. Most of our P-12 students encounter technology as an everyday part of life and expect to use it in classrooms to support their learning. Our students must be prepared to work and become lifelong learners in a technology-rich environment. They must learn to adapt to the ever-changing expectations of our swiftly-moving economy if they are to become and remain productive members of society.

While most adults over the age of 30 grew up watching educational films and filmstrips, few ever experienced learning in a technology-enhanced environment. This means that the educational practices that most of us feel comfortable with do not involve technology. Without a mental picture of what technology infusion in a classroom looks like, it is a difficult task to create such an environment.

What is the nature of the Technology Prerequisite Skills Self-Assessment?

The Technology Prerequisite Skills Self-Assessment is a checklist you should use to assess your own technology skills. You will not be required to demonstrate that you can perform all these skills, but your university instructors, site coordinator, and clinical teachers will assume that you can and make assignments based on that assumption.

What do I do if I do not know how to do all the skills listed?

You will receive a limited amount of assistance toward mastering these skills in your partner school, but you should be able to confidently tell your site professor that you have mastered all of the skills by the end of the third week of your first internship.

There are several options for learning these skills:

- School-age children (yours or a neighbors) can probably teach you most of these skills.
- Camera and computer stores often offer to train you to use your new video or digital cameras and computers.

- Recreation centers and adult education programs offer a wide variety of courses on using technology.
- Community colleges offer courses on using technology, but be careful. Many of these courses are for computer majors and have much more content than you will need. Stick to the basic introductory courses, unless, of course, you want the challenge.
- If you are very uncomfortable with technology or don't know where to start, you may enroll in *IT 5520: Technology Tools for Learning and Productivity* at UCD. It is offered during the summer semester and covers all the skills on the self-assessment, plus a bit more.

When will I be required to verify that I know how do all of the skills listed in the Technology Prerequisite Skills Self-Assessment?

An orientation day will be scheduled at your partner school before you begin your first semester. You will be asked to bring your Self-Assessment with you. Those who still have areas of weakness will be identified and a plan to learn those skills will be developed. You may be asked to assist those who need help in areas in which you are strong.

Technology Prerequisite Skills Self-Assessment

Task	Pass
General Computer Operations and Troubleshooting	
1. Operate a computer	
2. Start and quit a program	
3. Exit a program when it freezes	
4. Go between two or more programs running at the same time	
5. Find a file	
6. Create a folder	
7. Copy files	
8. Install and play software	
9. Reboot a computer	
10. Check electrical and peripheral connections	
Word Processor	
11. Create and save a new document	
12. Print a document	
13. Change fonts, size, style	
14. Format the document (landscape/portrait, margins, headers/footers)	
15. Use tabs and indent markers	
16. Change text justification (left/center/right/full)	
17. Copy, cut, and paste text and clip art	
18. Check spelling and grammar of a document	
19. Create a table	
20. Work on a previously created document and save using a new name	
Spreadsheet	
21. Create a simple spreadsheet (for example, budget, taxes, checkbook)	
22. Use formulas to add, subtract, multiply, divide, & calculate percentages	
PowerPoint	
23. Create a simple PowerPoint presentation	
Internet	
24. Use browser software to locate a web address	
25. Create and use bookmarks	
26. Use a search engine to locate sites	
27. Navigate forward and backward through pages of a web site	

Prerequisite Technology Skills Checklist

Task	Pass
Email	
28. Create and send an email message	
29. Read and reply to email messages	
30. Forward an email message	
VCR	
31. Play a videotape	
32. Set the clock on your VCR	
33. Record a show off the air or cable	
Video Camera	
34. Record an event, person, or place	
35. Play back your recording	
Digital Camera	
36. Take a picture	
37. Download a picture to a computer	
38. Print a digital picture	