

Technology Portfolio Assessment

A. Basic Computer/Technology Operations and Concepts

1. Operation of Computer System	Date Standard Met
<i>Demonstrated by evidence of ability to:</i>	
Locate and launch files and software programs.	
Use the hardware components (i.e. mouse, keyboard, serial ports, monitors, etc.) of the multimedia computer	

2. Terminology	Date Standard Met
<i>Demonstrated by evidence of knowledge of:</i>	
Terminology related to hardware components, software components, and functions of the multimedia computer.	

3. Trouble Shooting Techniques	Date Standard Met
<i>Demonstrated by evidence of ability to:</i>	
Check power and cable connections to ascertain they are connected to the correct serial ports and outlets.	
Identify and direct output/input (i.e., printer, drivers, monitors, etc.).	
Access and use help functions of software programs.	
Access and use technical support.	

4. Imaging Devices	Date Standard Met
<i>Demonstrated by evidence of ability to:</i>	
Use printers, scanners, digital cameras, and/or video cameras with computer systems and software.	

B. Personal and Professional Use of Technology

1. Word Processing	Date Standard Met
<i>Demonstrated by evidence of ability to:</i>	
Use word processing software to develop a product.	
<ul style="list-style-type: none"> File functions: saving, loading, printing, and merging of documents. 	
<ul style="list-style-type: none"> Edit functions: cutting, pasting, importing, exporting of text and graphics. 	
<ul style="list-style-type: none"> Layout and insert functions: tabs, margins, hanging indents, word wrap, columns, headers/footers, and tables. 	
<ul style="list-style-type: none"> Formatting functions: fonts, sizes, and styles. 	
<ul style="list-style-type: none"> Word Processing tools: spell check and thesaurus 	

2. Database	Date Standard Met
<i>Demonstrated by evidence of ability to:</i>	
Use database software to develop a product.	
<ul style="list-style-type: none"> File functions: saving, loading, printing, merging of documents. 	
<ul style="list-style-type: none"> Edit functions: inserting records, inserting fields. 	
<ul style="list-style-type: none"> Layout functions: creating fields, tags, and records. 	
<ul style="list-style-type: none"> Select functions: sorting, navigating, and searching. 	
<ul style="list-style-type: none"> Report functions: summary statistics 	

3. Spreadsheet		Date Standard Met
<i>Demonstrated by evidence of ability to:</i>		
Use spreadsheet software to develop a product		
<ul style="list-style-type: none"> • File function: saving, loading, printing, and merging of documents. 		
<ul style="list-style-type: none"> • Edit functions: inserting, cutting, pasting, and importing of text in spreadsheets. 		
<ul style="list-style-type: none"> • Formatting function: fonts, styles, size, and formulas. 		
<ul style="list-style-type: none"> • Layout functions: columns, rows, sheets. 		
<ul style="list-style-type: none"> • Tool functions: sorting, navigating, and searching. 		

4. FrontPage		Date Standard Met
<i>Demonstrated by evidence of ability to:</i>		
Use FrontPage software to develop a product		
<ul style="list-style-type: none"> • WWW: internet components, target audience, organizing workgroup, creating storyboards, search engines, and view reports. 		
<ul style="list-style-type: none"> • FrontPage Web: creating and opening a web, selecting a view, toolbars, wizards, and publishing. 		
<ul style="list-style-type: none"> • Adding and Importing pages: blank pages, using wizard, importing pages, and inserting file. 		
<ul style="list-style-type: none"> • Formatting text: font, headings, lists, spell check and thesaurus. 		
<ul style="list-style-type: none"> • Hyperlinks: linking to email, creating image links, and developing an image map. • Graphics: file format, inserting, and manipulating images. 		
<ul style="list-style-type: none"> • Tables: file format, inserting, and manipulating tables. 		

5. PowerPoint Presentation		Date Standard Met
<i>Demonstrated by evidence of ability to:</i>		
Use PowerPoint software to develop a product		
<ul style="list-style-type: none"> • File function: saving, printing, and merging of documents. 		
<ul style="list-style-type: none"> • Edit function: cutting, pasting, importing and exporting of text, graphics, and video. 		
<ul style="list-style-type: none"> • Formatting functions: fonts, styles, and sizes. 		
<ul style="list-style-type: none"> • Layout functions: columns, tables, and graphics. 		
<ul style="list-style-type: none"> • View functions: slide show, story board sorting, notes and outlining. 		
<ul style="list-style-type: none"> • Presentation tools: transitions, spell check and word and font placement. 		
<ul style="list-style-type: none"> • Draw tools: rotating, scaling, aligning, and grid placement. 		

6. Problem Solving, Data Collection, and Research		Date Standard Met
<i>Demonstrated by evidence of use of productivity, presentation, and communication tools to:</i>		
Complete research (literature reviews) including accessing information and documents from the internet, online bibliographic and abstracting services, and professional associations.		
Plan instruction including developing a thematic unit/lesson plan that uses technology for teaching and learning.		
Complete "Integration Assessment" relating to current use of technology in the classroom.		
Incorporate the use of media and technology for teaching where appropriate, and support learner expression using a variety of media communication tools to address differences in students' learning and performance.		

7. Adaptations for students with Special needs		Date Standard Met
<i>Demonstrate by ability to:</i>		
Plan instruction that includes adaptations for students with special needs.		
Revise units or selection of materials to accommodate the intellectual, social, and emotional needs of students.		
Address issues of gender, ethnicity, ability, and disability in thematic unit/lesson plans		

C. Application of Technology to Instruction

1. Computer/Technology Resources		Date Standard Met
<i>Demonstrated by use of:</i>		
Strategies for accessing and exploring educational hardware and software.		
Criteria for evaluating and selecting educational hardware and software.		

2. Equitable, Ethical, and Legal Use of Technology		Date Standard Met
<i>Demonstrated by ability to:</i>		
Design student learning activities that integrate equitable, ethical, and legal use of technology		

3. Integration of Technology	Date Standard Met
<i>Demonstrated by use of productivity, presentation, communication tools to:</i>	
Plan instruction for a variety of student group strategies and for diverse student populations.	
Develop instructional materials for a variety of student group strategies and for diverse student populations.	
Deliver instruction for a variety of student group strategies and for diverse student population.	
Assess student learning and performance.	