

Teaching with Technology Instrument

Revised, Atkins & Vasu, 09/15/99

In the box below, please enter the last four digits of your social security number:

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Instructions: The purpose of these questions is to examine the current status of **YOUR** knowledge, understanding, and use of technology in your classroom. Please read each statement and indicate whether or not you possess that skill or knowledge by **placing a check-mark beside either YES or NO in the column to the left.**

WRITING & COMMUNICATION		
		REMEMBER: When answering the questions below please check "Yes" only if you have the skill or understanding to accomplish the task ON YOUR OWN.
Yes	No	Can you:
		1. use a word processor to enter and edit, change the format of a document, save, retrieve, spell check, print and use graphics tools?
		2. use desktop publishing software to import text, format text and layout, and import graphics to produce a class newsletter?
		3. demonstrate how word processing enhances the writing process?
		4. compose and send e-mail to support classroom projects?
		5. use word processing and desktop publishing software in the discipline or subject area for learning?
		6. discuss how word processing and desktop publishing software can be used to adjust to the learning styles of students?
		7. plan word processing and desktop publishing activities for computer labs and/or classrooms with one or multiple computer resources?
		8. discuss how higher order thinking skills and problem solving can be enhanced by word processing and desktop publishing software?
		9. apply an understanding of the goals of the NC Computer Skills Curriculum as it relates to writing and communication?
		10. vary the font and size (e.g. use 18 pt. rather than 10 pt. Helvetica) for the title of a document?
		11. insert a forced page break into a document?
		12. use PowerPoint to make electronic presentations to students, parents, or teachers?
		13. discuss the role of media in effective communication?
		14. discuss the characteristics, strengths, and weaknesses of media communication tools and techniques?
		15. demonstrate effective and appropriate use of computers and other technologies to communicate information about student learning to colleagues, parents, and others?
		16. use a word processor to create a bar graph that is linked to a spreadsheet?
		17. demonstrate knowledge of installation of writing and telecommunication hardware/software and appropriate troubleshooting techniques?

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Information Access & Management		
REMEMBER: When answering the questions below please check "Yes" only if you have the skill or understanding to accomplish the task ON YOUR OWN.		
Yes	No	Can you:
		18. use an existing spreadsheet that contains embedded formulae, enter data into the spreadsheet, and interpret results?
		19. sort data within an existing spreadsheet?
		20. enter a function into a spreadsheet cell?
		21. format data within the cells of a spreadsheet to control the way information is displayed (e.g. number of decimals displayed, font size, colors, cell grid pattern)?
		22. create a new spreadsheet and enter formulae/functions into it for problem solving or data management purposes?
		23. create a spreadsheet to answer "if" "then" questions?
		24. search an existing database and interpret results?
		25. sort an existing database and interpret results?
		26. design and create a new database to manage and interpret information?
		27. use telecommunications by accessing information on the World Wide Web?
		28. search the World Wide Web and locate lesson plans and activities for classroom use, or your own professional use (e.g. experts, lesson plans, authentic data, and curriculum materials)?
		29. discuss the differences between public domain, freeware, shareware, and commercial sources of software?
		30. discuss the social, legal and ethical issues related to information access and management for electronic data or databases?
		31. demonstrate the use of information access and management in the discipline/subject for learning?
		32. demonstrate how information access and management can be used to meet the various learning styles of students?
		33. plan information access/management activities for computer labs and/or classrooms with one or multiple computer resources?
		34. discuss how information access/management technology can enhance higher order thinking skills and problem solving?
		35. explain what "www" and "http://" mean within the telecommunications context?
		36. demonstrate or explain to another person how to access an e-mail account?
		37. demonstrate how to set up and manage a telecommunications project between schools in different geographical areas?
		38. effectively use distance learning, on-line conferencing, and desktop teleconferencing for professional information needs?
		39. demonstrate the development of performance tasks that require students to locate and analyze information as well as draw conclusions?
		40. apply an understanding of the goals of the NC Computer Skills Curriculum as related to information access and management?
		41. discuss the social, legal, and ethical issues related to telecommunication use (e.g. copyright infringement, illegal access, filtering software, equity of access or use)?
		42. can you explain current copyright laws, fair use guidelines, security and child protection measures, and Acceptable Use Policies (AUP) as they relate to the Internet and World Wide Web?
		43. demonstrate knowledge of the installation of hardware/software and appropriate troubleshooting techniques as related to information access and management?

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Construction & Multimedia		
		REMEMBER: When answering the questions below please check "Yes" only if you have the skill or understanding to accomplish the task ON YOUR OWN.
Yes	No	Can you:
		44. discuss the social, legal and ethical issues related to multi-media production (e.g. fair-use guidelines for sound, clip art, and text)?
		45. use and understand the differences between linear multimedia presentations and a non-linear multimedia presentations; understand terms such as media, multimedia, hypermedia, and clip media?
		46. use HyperStudio or PowerPoint for demonstration or instructional use in your classroom/discipline?
		47. discuss how multi-media production can be used to meet the various learning styles of students?
		48. plan multi-media activities for computer labs and/or classrooms with one or multiple computer resources?
		49. plan a lesson incorporating appropriate technology that includes the use of productivity software and/or on-line resources?
		50. discuss how multi-media production can enhance higher order thinking skills and problem solving?
		51. apply an understanding of the goals of the NC Computer Skills curriculum as related to multi-media production?
		52. scan images and include them in your classroom materials?
		53. use a digital camera and incorporate the image in classroom materials?
		54. use a Connectix QuickCam or similar device to capture video and create a QuickTime movie or still pictures for classroom use?
		55. use a Connectix QuickCam or similar device for videoconferencing?
		56. use the in-house video system with minimal assistance to produce in-house news programs, for public relations, events, or information display?
		57. demonstrate knowledge of installation of hardware/software and troubleshooting techniques (i.e. CD-ROM, laser disc players, LCD panels, television monitors, video equipment, scanner, digital cameras, and teleconferencing equipment)?

Computer Basics		
		REMEMBER: When answering the questions below please check "Yes" only if you have the skill or understanding to accomplish the task ON YOUR OWN.
Yes	No	Can you:
		58. effectively evaluate educational software for your own use in the classroom?
		59. apply an understanding of physical settings, organizational and classroom management strategies that support active student involvement, inquiry, and collaboration?
		60. demonstrate basic operations under Windows 95/98 such as formatting disks; copying files from disk to hard drive; finding files; launching, closing, or exiting programs; opening, closing, and manipulating windows; printing files?
		61. perform simple troubleshooting of printers on the network (e.g. replace the ink cartridge, select the proper printer, do preventative maintenance)?
		62. setup a modem for telecommunications purposes?
		63. set the preferences on Internet Explorer or Netscape to access your email account?

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Technology Integration		
Yes	No	Do you design lesson plans that require your students to use a word processor:
		64. to create documents or engage in correspondence with other students?
		65. to create a classroom newsletter?
Yes	No	Do you design lesson plans that require your students to use e-mail:
		66. to communicate with others?
		67. as part of an on-line project (e.g. as an Expert, e-mail to authors)?
Yes	No	Do you design lesson plans that require your students to use a data base program or media databases (e.g. Electronic Bookshelf, Grolier's Encyclopedia, Encarta):
		68. to find information or data?
		69. to enter data into an existing database?
		70. to analyze and interpret data in a database?
		71. to create and design a new database?
Yes	No	Do you design lesson plans that require your students to use a spreadsheet program:
		72. to perform calculations with an existing spreadsheet?
		73. to enter data or information into an existing spreadsheet
		74. to analyze and interpret data in a spreadsheet?
		75. to create a new spreadsheet?
		76. to create graphs or charts?
Yes	No	Do you design lesson plans that require your students to use the Internet or World Wide Web:
		77. to search for and locate information for projects?
		78. to create or maintain a class webpage?
		79. to locate information in a Scavenger Hunt?
Yes	No	Do you design lesson plans that require your students to use electronic presentation software (e.g. PowerPoint, HyperStudio):
		80. to make electronic presentations to others?
		81. as part of a project?

Yes	No	
		82. Do you design lesson plans that require your students to use content software (e.g. HyperStudio, MS Works, Kids Pix)?
Yes	No	Do you design lesson plans that require your students to use the following technology as part of their assignment?
		83. Scanner?
		84. Digital camera?
		85. Connectix QuickCam?
		86. The in-house video system for in-house news programs, public relations, events, or information display?
Yes	No	Does your principal:
		87. observe the use of technology in your classroom teaching as part of your teaching evaluation?
		88. support you in your efforts to integrate technology into your classroom by providing you with funds (when available) to attend conferences, purchase software, etc?
		89. seem knowledgeable about technology?
		90. seem knowledgeable about the use of technology in instruction?

Your Name: _____

Your position/grade: _____