

Personal Technology Checklist

Name: _____

This is an optional checklist that can be used for basic technology skills, and for programs you use personally and/or with your students. Use this as a way to identify your strengths and needs. Fellow colleagues, students and personal friends could all be listed in the "Resource" column as possible sources of assistance. Mark the skills that you want to learn. If there are addition skills or techniques you want to know, write them in the blank lines at the end of the checklists.

Technology Integration

Students in my class use technology as part of the learning process:

Frequency	I have in the past	I plan on doing so	I would like some help to accomplish this
Never			
Once or twice per year			
Once or twice per semester			
Once or twice per quarter			
Once or twice per month			
Once or twice per week			
Daily			

Basic Computer Trouble Shooting and Network Login Procedures

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do!	Need Help
Can start and shutdown computer properly					
Can connect and disconnect computer if necessary for movement					
Can login to Computer and Network with personal login _____ and password _____					
Can assist students with correct login procedure					
Know a generic student login for use with younger students					
Know procedure for reporting possible computer or network problems					
Know that if problems occur it is best to completely Shutdown, then Restart the computer. (This fixes many difficulties!)					
Keep a log or notes of any reoccurring problems to help with trouble shooting.					

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File Management

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do!	Need Help
Can open Explorer					
Can locate home directory					
Can locate a:\					
Can locate the common drive					
Can use the + or – features to expand or collapse directories					
Can create folders or directories where you want them					
Can save files into desired directories					
Can move files into desired directories					
Can create backup disks with files or make copies of data disks					
Can delete unwanted files from floppy disk or directories					

Notes:

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Program: *Microsoft Word, PowerPoint, Excel*

Use of Program: ☐ *personally* ☐ *with students*

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do!	Need Help
Create a File					
Save a File to Disk or Drive					
Save a different version of the file					
Find Saved File & Open File					
Open files created from another program					
Use various Printing Options					
Do Basic Formatting of Document					
Alignment (center, right, left)					
Change Font, Font Size & Color					
Use Bold, Italics, Underline					
Use Bullets, Numbering, Indents					
Set Margins					
Set Line Spacing					
Set Portrait or Landscape Print					
Move or delete words etc.					
Use Spelling and Grammar Check					
Use Thesaurus					
Insert Graphic					
Format Graphic including					
Resizing					
Moving					
Cropping					
Text Wrap					
Shading					
Insert Hyperlinks					
Use Templates					
Insert WordArt					
Word					
Add Borders to Text					
Create a Table					
Insert/Delete Rows or Columns					
Format the Table					
Create Columns					
Create a Newsletter Format					
Use Drop Cap					
PowerPoint					
Choose or change a Layout					

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Choose or change a template or design					
Insert a new slide					
Change to different views; slide, outline, slide sorter, notes, slide show					
Add transitions					
Add Effects					
View a show					
Set up a timed show					
Add custom animation					
Use Action Buttons					
Add notes to a slide					
Excel					
Insert a function					
Create a formula using four basic math functions of add, subtract, multiply and divide					
Copy formulas from one cell to others.					
Format a Cell, column, row					
Create a chart					
Combine cells					
Freeze Panes					
Sort data					
Move to new sheet					
Reference data on another sheet					

Notes:

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Program: *Netscape Browser*

Use of Program: ☐ *personally* ☐ *with students*

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do!	Need Help
Can go to a known URL (type in site)					
Can identify & navigate to Links in sites					
Can navigate using Back & Forward					
Bookmarks:					
• Can add a bookmark					
• Can go to a bookmark					
• Can delete a bookmark					
• Can organize bookmarks into folders					
• Can edit existing bookmarks					
Can Print a Web Page					
Can copy text from a Web Page into a Word document					
Can Stop a Web Page from loading					
Can Refresh a Web Page					
Can save a graphic from a Web Page					

Notes:

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Program: Outlook

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do!	Need Help
Open Outlook					
Change View/Customize					
Open and Close a Message					
Print a Message					
Delete a message					
Prepare New Message					
• Select addressee from global directory					
• Add addressee from Personal Address Book					
• Add cc designee					
• Send message <i>High Importance</i>					
• Request a Receipt					
• Add message text					
• Use Spell Check					
• Add attached file					
• Send message					
Read Message					
• Read/Access Attached file					
• Save attached file					
Reply to a Message					
Forward a Message					
Create Folders					
Move Messages to Folders					
Access Sent Messages					
Create Personal Distribution Lists					
Address Messages to Personal Distribution Lists					
Empty Deleted Items folder					

Notes:

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Program: Inspiration

Use of Program: ☐ *personally* ☐ *with students*

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do!	Need Help
Enter a Main Idea					
Add Idea Symbols					
Use Rapid Fire to add thoughts					
Use the Arrange button to auto-arrange diagram					
Add Links between symbols					
Add notes to symbols that support and explain your ideas					
View notes in Diagram and Outline modes					
Create an Outline from your Diagram					
Change the Symbol Look – during or after creation of					
Use arrow keys to move to Next, Previous or Other symbol's libraries. ◀ ▼ ▶					
Move individual symbols on the diagram					
Switch from Diagram to Outline mode and Back again					
Add a topic and subtopic in Outline mode					
Increase and Decrease level of topic in Outline mode					
Change the format of the Outline (ex. From Roman Numerals to bullets)					
Check Spelling in Outline mode					
Add a Link with the Arrow pointing in the desired location					
Change the Starting and Ending points of the Link					
Change the type of line used in the Link					
Reverse a Link → ←					
Insert a new Symbol in the desired direction					
Use the Hand to position the entire Diagram					
Use the Arrange button to select the appropriate style for your diagram					
Run the Spellchecker					
Open, Save and Create a new file					
Export a diagram as a graphic or web page					
Use various printing Options					
Change default diagram properties such as colors and font size					

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Use common editing features – cut, copy, paste, select					
Insert graphic from a file					
Add and remove toolbars and symbol palette					
Change back and forth from diagram to outline mode					
Use normal formatting features					
Change the main idea symbol in your diagram					
Change the text color					
Change the line color					
Change the background color					
Insert a hyperlink					

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Program: Graph Club

Use of Program: ☐ *personally* ☐ *with students*

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do!	Need Help
Explore, Match, and Create Modes					
Enter data by dragging icon					
Enter data by dragging graph					
Delete data					
Change the type of graph displayed					
Change the symbols displayed					
Change the number of items graphed					
Change the scale of the graph					
Label the axis					
Change from Vertical to Horizontal Orientation					
Turn grid lines off					
Hide axis labels					
Save your graph					
Explore Mode					
Change the labels on the circle graph					
Print data in multiple graph types					
Match Mode					
Check data for match					
Print Certificate with student's name					

Notes:

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Program: *Student Writing Center*

Use of Program: ☐ *personally* ☐ *with students*

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do	Need Help
Create Letter					
Create Newsletter					
Create Journal					
Create Sign					
Create Report					
Save File to Disk or Drive					
Find Saved File & Open File					
Do Basic Formatting of File					
Alignment (center, right, left)					
Change Font, Font Size & Color					
Use Bold, Italics, Underline					
Use Spelling and Grammar Check					
Insert a Graphic, Resize and Position it					
Print File					

Notes:

Program: *Kidworks2*

Use of Program: ☐ *personally* ☐ *with students*

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do	Need Help
Create a story using Story Writer					
Save a story					
Use Story Illustrator to draw a pic.					
Use tools in the Story Illustrator bookcase					
Add pictures to story using icon boxes					
Delete a story					
Print a story or picture					
Use Story Player to show and read a story.					

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Program: *Kid Pix*

Use of Program: ☐ *personally* ☐ *with students*

Skill	FALL		Possible Resource Y/N	SPRING	
	Can Do!	Need Help		Can Do	Need Help
Open a picture					
Save a picture					
Print a picture					
Use the tools including; Pencil, Line, Rectangle, Oval, Brush, Paint Can					
Use the edit tools including cut, copy, paste, clear					
Change the color of the tool you are using					
Change the background color					
Erase part of your work					
Erase all of your work					
Use the mixer to create crazy effects					
Type in text from the keyboard					
Change the font of the keyboard text					
Stamp letters					
Stamp a picture					
Change the Stamp Set					
Move part of your picture to another section					
Change the size of the section you wish to move					
Undo last action					
Run a Wacky Movie					
Use the buttons on the Wacky TV					
Create a slide show					
• Insert a picture					
• Pick a transition					
• Pick a sound					
• Set time of slide					
• Play your slide show					
• Save your slide show					
• Save your slide show as a movie					

Notes: