

## Managing Students with Computers

# Participant Pre-Assessment Form

*Students: Please check the level that best describes your abilities.*

### 1. Basic Computer Use

- Level 1 - I do not use a computer.
- Level 2 - I can open, use, and close a program.
- Level 3 - I open and use more than one program at once.
- Level 4 - I easily learn to use new programs.

### 2. Word Processing

- Level 1 - I do not use a word processor.
- Level 2 - I can use a word processor for basic writing.
- Level 3 - I can use the tools of the word processor, such as spell checker.
- Level 4 - I use the word processor to create a finished document.

### 3. File Management

- Level 1 - I do not know how to save documents I created.
- Level 2 - I can open and save documents.
- Level 3 - I can create folders to keep my files organized.
- Level 4 - I can drag and drop files between folders.

### 4. Graphics

- Level 1 - I do not use graphics with my word processing pieces.
- Level 2 - I can create pictures with drawing programs and insert clip art.
- Level 3 - I can scan and import graphics from a variety of sources and modify them using a graphic editor.
- Level 4 - I can develop and use graphics in order to illustrate what I have learned.

### 5. Email

- Level 1 - I do not use email.
- Level 2 - I compose and send email messages.
- Level 3 - I can save and delete messages.
- Level 4 - I can use email to request information.

### 6. Research / Information Searching

- Level 1 - I do not use electronic sources to find information.
- Level 2 - I find information from electronic sources (World Book, CDs, DVDs, the Internet, etc.)
- Level 3 - I can copy and paste from electronic sources.
- Level 4 - I know how to cite electronic resources.

### 7. Multimedia Presentations

- Level 1 - I do not use technology for presentations.
- Level 2 - I can use templates to create multimedia presentations.
- Level 3 - I can create multimedia presentations with pictures and text gathered from different sources.
- Level 4 - I can imbed audio and video into my presentations.

## **8. Spreadsheets**

Level 1 - I do not use a spreadsheet.

Level 2 - I can enter data in a spreadsheet and create charts and graphs.

Level 3 - I can select the best chart to show my data.

Level 4 - I can analyze data from a spreadsheet.

## **9. Internet Use**

Level 1 - I do not use the Internet.

Level 2 - I can access web sites bookmarked by my teacher and use navigation buttons.

Level 3 - I can use search tools efficiently to locate information.

Level 4 - I can create basic Web pages for classroom projects.

## **10. Responsible Use**

Level 1 - I do not know what responsible use means.

Level 2 - I take care of the equipment and leave it ready for the next student.

Level 3 - I follow rules concerning harassment, language, copyright, privacy, inappropriate access.

Level 4 - I am a responsible computer equipment user and teach other students how to be responsible.