

Eastern Mennonite University Education Department **Technology Standards for Instructional Personnel Indicator Checklist**

Adapted from the Rockingham County Public Schools TSIP

Name School Date

Check the Indicators that apply. See Taskstream rubric for number of indicators required for passing.

1. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.

I am able to:

- ☐ Turn a computer on and shut it down properly
- ☐ Launch software programs such as Microsoft Word, SMART Notebook or Email
- ☐ Save/retrieve files to/from a specified location on the server such as G or P Drive
- ☐ Save/retrieve files to/from a CD, Email, or USB flash drive
- ☐ Select a printer and print a document to a specified printer
- ☐ Organize files by creating folders in a specified location and storing files in them
- ☐ Delete a selected file from your documents on the server or a USB flash drive

2. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.

I am able to define the following terms:

- ☐ Operating system (Windows 7, MAC OS: Snow Leopard and Lion)
- ☐ Temporary, Permanent, and Removable storage (RAM, hard drive, USB flash drive, CD, cloud)
- ☐ Hardware (monitor, keyboard, disk drive, DVD drive, mouse)
- ☐ Peripheral devices (printer, scanner, digital camera, document camera, interactive whiteboard)
- ☐ Network-related terms (Ethernet, file server, local area network (LAN), wide area network (WAN), proxy server, filtering software)
- ☐ Handheld devices (personal response system, iPod, iPad, etc.)
- ☐ File types such as .doc, .xls, .jpg, etc.

3. Instructional personnel shall be able to apply computer productivity tools for professional use.

I am able to:

- ☐ Create and edit a word processing document, professional in appearance and free from typing and spelling errors, using word processing software (e.g. Microsoft Word)
 - ☐ Enhance a Microsoft Word document by adding clip art or images from a digital camera, scanner or the Internet to enhance student learning
 - ☐ Create a spreadsheet using Microsoft Excel that incorporates simple functions such as sums or averages that stores information that may be sorted and searched (e.g. student information, classroom library list, classroom equipment inventory)
 - ☐ Edit the data in a given Microsoft Excel spreadsheet file
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4. Instructional personnel shall be able to use electronic technologies to access and exchange information.

I am able to:

- ☐ Send a message and reply to a received message using my EMU e-mail account
 - ☐ Post a message on Moodle
 - ☐ Send a file to someone via an e-mail attachment
 - ☐ Download and view a file received as an attachment in my EMU e-mail mailbox
 - ☐ Launch an Internet browser (Safari or Firefox) and go to a specified site (e.g. <http://www.pen.k12.va.us>)
 - ☐ Navigate and locate resources found on EMU's web site and public school websites
 - ☐ Use an Internet search site (e.g. Google) to find appropriate classroom information
 - ☐ Create and use a Bookmark on Firefox or Safari
 - ☐ Download and view a PDF file from the Internet or e-mail attachment
 - ☐ Use the school's automated library media center to locate resources in the school library
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5. Instructional personnel shall be able to identify, locate, evaluate, and use appropriate instructional hardware and software to support Virginia's Standards of Learning and other instructional objectives.

I am able to:

- ☐ Identify web sites appropriate for student use in my curriculum
- ☐ Use school instructional software in my curriculum

- ☐ Create lessons which incorporate the use of interactive whiteboards
 - ☐ Create lessons which incorporate the use of handheld devices (student response systems, iPods, iPads, etc.)
 - ☐ Create lessons which incorporate the use of document cameras
 - ☐ Create lessons which incorporate the use of instructional videos either from DVD/CD or streamed from the internet
 - ☐ Create lessons which incorporate the use of digital cameras or video cameras
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6. Instructional personnel shall be able to use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum.

I am able to:

- ☐ Create a presentation with Microsoft PowerPoint, Smartboard Notebook or iMovie
 - ☐ Create a chart or graph using data entered in a Microsoft Excel worksheet to use for decision making
 - ☐ Create a classroom/personal web page/blog
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7. Instructional personnel shall be able to plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.

By the conclusion of student teaching, I am able to:

- ☐ Design lessons integrating the use of technology for use in a computer lab setting and in the one-computer classroom
 - ☐ Design lessons integrating the use of technology and to locate resources on the Internet to provide differentiation for students
 - ☐ Design lessons that incorporate best Internet Safety practices for students
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8. Instructional personnel shall demonstrate knowledge of ethical and legal issues relating to the use of technology.

I abide by and can explain to others:

- ☐ The EMU and Rockingham County Public Schools' Acceptable Use Policy
 - ☐ Copyright and Fair Use laws
 - ☐ The responsible use of technology, including the importance of password security
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