

Basic Technology Competencies for Faculty and Staff

The following list contains “Survival Skills” that will enable our employees to function efficiently while using our various electronic systems. Beyond the basics, teachers are encouraged to use current technologies in the classroom where appropriate. A technology trainer is available to teach courses on these topics and to assist teachers in curriculum integration in each school. As each task is mastered, check off the appropriate box to indicate competency.

Basic Operations, File Maintenance and Related Concepts

- 1. Start up and shut down computer system and related peripherals
- 2. Quit or Exit programs versus minimize programs
- 3. Open, close, re-size, move, and switch between windows
- 4. Control information in windows with scroll bars (e.g., drag scroll selectors, scroll with arrows, and scroll quickly with scroll bar)
- 5. Use toolbar buttons and menus to execute commands
- 6. Use mouse functions including selecting text and accessing menus from the mouse
- 7. Create, name, and save a document to a local disk drive
- 8. Retrieve a saved document, revise it, and then save it using a new name (save as)
- 9. Copy/cut and paste information within and between documents
- 10. Switch from one application program to another when more than one program is open
- 11. Use the Find command to find documents, folders, applications
- 12. Insert and eject floppy disks, CD-ROMs, or removable storage devices
- 13. Select/deselect printing options (e.g., number of copies, page range, paper source)
- 14. Use self-help resources (e.g., manuals, documentation, online help)
- 15. Reboot or restart computer properly
- 16. Load paper into a printer using proper procedures
- 17. Identify and change to different available printers
- 18. Identify and correct common printing problems (e.g., paper jams, low toner, out of paper)
- 19. Protect and care for storage media such as floppy disks, compact disks, removable drives, and DVDs
- 20. Format/initialize and name/rename disks
- 21. Make backup copies of documents to secondary disk drives
- 22. Delete documents; empty the trash can or recycle bin
- 23. Move or copy a document from one location to another (network folder, hard drive, floppy drive, or removable drive)
- 24. Create and name/rename subdirectories/folders
- 25. Save, open, place documents inside subdirectories/folders
- 26. Save documents in different file formats (e.g., text, Rich Text Format)

Glenbrook Network Operations – Novell Netware

- 27. Log in and log out of the Glenbrook network
- 28. Save, open and place documents using the User folder
- 29. Save, open and place documents using the Department folder or other shared folder
- 30. Be able to use the ToTeach and ToStu folders appropriately
- 31. Access your User folder remotely using an Internet browser

Word Processing - Microsoft Word

- 32. Enter and edit text
- 33. Copy and move blocks of text
- 34. Change the appearance of text (e.g., font, size, style, color)
- 35. Change text alignment (e.g., centered, left-justified, right-justified)
- 36. Change line spacing
- 37. Set margins and tabs
- 38. Insert/remove automatic page numbers and date/time stamps
- 39. Manipulate headers or footers
- 40. Insert/remove page breaks
- 41. Add columns and/or tables to document
- 42. Insert media elements into a document (graphics, images, clip art)
- 43. Resize and reposition media elements
- 44. Use word processing writing tools (e.g. spelling checker, thesaurus, word count)
- 45. View a document in page layout form prior to printing to check formatting
- 46. Use automatic formatting and turn off automatic formatting

Communications – GroupWise

- 47. Compose and send a message
- 48. Reply to a message (reply to all or to an individual)
- 49. Forward a message
- 50. Delete a message
- 51. Send a message to several people at once by including additional addresses in the message or by creating and using distribution lists
- 52. Send and receive attachments
- 53. Create and use an address book
- 54. Access your Glenbrook e-mail account remotely using an Internet browser
- 55. Create and send an appointment
- 56. Choose between appointment and posted appointment
- 57. Open an Internet link contained in an email
- 58. Maintain your email account by regularly deleting outdated messages and emptying the trash

World Wide Web (Internet)

- 59. Go to a specific location on the World Wide Web
- 60. Be able to navigate to the district and school home page and appropriate department or area home pages
- 61. Use Web browser functions such as Forward, Backward, History and Go
- 62. Save the URL of a Web site so you can return to the page at a later time; organize bookmarks/favorites into folders
- 63. Effectively choose and use Internet search engines to find specific information
- 64. Download files from the World Wide Web such as text, graphic, or PDF files
- 65. Be aware of and adhere to Board of Education policy 7220, “Purpose and USE of Computer and Network Purposes”

Security, Privacy, and Ethical Use

- 66. Secure your desktop with a password or by logging off the network when you leave your desk
- 67. Change all passwords at regular intervals and protect the secrecy of them
- 68. Use secure password strategies (at least 6 characters, mix numbers and letters, mix case)
- 69. Use caution when opening files from unknown sources
- 70. Protect your home computer with anti-virus software
- 71. Be aware of and adhere to copyright laws and policies of the district

Administrative Computing Systems - J | School Financial Management

- 72. Sign into the administrative system using your own password
- 73. Change your own password
- 74. View personal information including attendance and paychecks

Presentation Skills – Microsoft PowerPoint

- 75. Connect and use a video output device (e.g., LCD panel, LCD projector, scan converter) to display a multimedia presentation on a large screen
- 76. Deliver an electronic presentation using software which may incorporate text, graphics, audio and/or video material

Spreadsheets – Microsoft Excel

- 77. Use formulas to produce automatic calculations
- 78. Format numbers for currency, specific number of decimal places, or percent
- 79. Sort information
- 80. Know when to choose a table in a word processor versus a spreadsheet

Electronic Grade Management – InteGrade Pro

- 81. Keep and organize student grades utilizing an electronic grade book program or spreadsheet
- 82. Submit grades to the district administrative system electronically for progress reports, athletic eligibility, and report cards

Administrative Computing Systems – SASIxp and/or Classxp

- 83. Sign into the administrative system using your own password
- 84. Enter student attendance and discipline records
- 85. Be able to access student data including test scores, attendance, and grades

Information Skills

- 86. Locate library materials using the on-line catalog
- 87. Locate and use available research indexes through the library home page (i.e. electronic encyclopedias, ProQuest, Chicago Tribune, New York Times)