

Snap Shot Technology Use Survey

This form was developed by the library media specialists and teachers of the Bellingham Public Schools, and it has been modified by Jamie Kelley, ITS and Peter Pappas ASI
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Directions: Please check the highest level that describes what you can do at the present time.

1. Which one of the following devices do you have at home? (Check all that apply.)

- Digital/Cable TV
- TiVo or Time Warner digital recorder
- DVD player
- Digital camera
- Portable digital music player
- Palm or other personal digital device
- GPS (Global Positioning System)
- Computer
- Scanner
- Dial-up Internet service
- Cable or DSL Internet service
- Home computer network

2. Which of the following digital activities do you do at home? (Check all that apply.)

- Shop online
- Burn CD's
- File swapping for MP3 or other media files
- Email
- Share digital photos online
- Maintain own website
- Other _____

3. Basic Computer Use

- Level 1 I do not use a computer.
- Level 2 I use the computer and run only one program at a time.
- Level 3 I open programs from icons and/or the Start menu and use more than one program at the same time. I am aware of most windows features (i.e. minus button is to minimize window, etc.).
- Level 4 I can multitask between three or more programs at the same time (i.e. cutting, pasting, importing information between programs fluidly, etc.). I can troubleshoot when problems occur.

4. File Management

- Level 1 I do not save any documents I create using the computer.
- Level 2 I select, open and save documents, but I'm not always sure where to find them.
- Level 3 I create my own folders to keep files organized and know how to identify the date and size of each file and folder.
- Level 4 I understand where all my files are. I can move and copy my files to and from different drives. I can burn files to a CD.

5. E-mail-iNotes

- Level 1 I do not use e-mail.
- Level 2 I am able to open and read my e-mail.
- Level 3 I check my district e-mail daily. I can reply, forward save and delete messages I no longer need.
- Level 4 I am able to create and maintain mail folders in an organized manner.

6. Word Processing-Microsoft Word

- Level 1 I do not use a word processor.
- Level 2 I use a word processor for basic writing tasks.
- Level 3 I use a word processing program for nearly all my written professional work: memos, tests, worksheets and home communication. I edit, spell-check and change the format of a document.
- Level 4 I use my word processing program to create tables, templates and to merge information.

7. Graphics

- Level 1 I do not use graphics with my word processing, presentations or any electronic publications.
- Level 2 I insert clip art.
- Level 3 I insert clip art, digital photos and scanned documents.
- Level 4 I create pictures with painting and drawing programs. I can modify graphics (example: digital photos, scanned drawings).

8. Desktop Publishing-Microsoft Publisher

- Level 1 I do not use a publishing program.
- Level 2 I use templates or wizards to create a published document.
- Level 3 I can create a single page original publication from a blank page, combining design elements such as columns, clip art, tables, word art and captions.
- Level 4 I can create a multi-page original publication from a blank page, combining design elements such as columns, clip art, tables, word art and captions.

9. Spreadsheet-Microsoft Excel

- Level 1 I do not use a spreadsheet.
- Level 2 I can enter data in a spreadsheet.
- Level 3 I can use simple formulas and create graphs.
- Level 4 I can create graphs from information I have placed in the spreadsheet. I can modify the graphs to fit my needs for analyzing and interpreting data.

10. Library Database-OPAC, ERIC, etc.

- Level 1 I do not use the school library databases.
- Level 2 I search for materials using the school library OPAC database (i.e. search by title, author, subject and keyword searches).
- Level 3 I can use more than one electronic school library database to search for information.
- Level 4 I can do advance searches utilizing features available in several different databases to answer my questions or find information.

11. Internet-Internet Explorer

- Level 1 I do not use the Internet.
- Level 2 I am able to attach to the Internet, and can navigate using hyperlinks, back, forward and home buttons.
- Level 3 I can save web sites of interest by using the bookmarks/favorites feature. I know what a search engine is (i.e. google, Yahoo) and use occasionally.
- Level 4 I can surf easily. I can use multiple search engines to find the information I need and can evaluate web sites for authenticity, bias, reliability, authority and accuracy.

12. Technology Presentation

- Level 1 I do not use technology for presentations to my classes.
- Level 2 I use templates or wizards to create technology presentations (i.e., PowerPoint).
- Level 3 I create original presentations from a blank slide. I use a projection device to display electronic information and model skills for my students.
- Level 4 I teach my students to create original presentations that are well organized, and use them to effectively share information or persuade an audience.

13. Technology Integration

- Level 1 I do not expect students to use technology in my classroom.
- Level 2 I accept student work produced electronically, but do not require it.
- Level 3 I plan lessons utilizing technology and I take technology workshops to extend my own skills and better integrate technology into my curriculum.
- Level 4 I integrate the use of technology throughout my curriculum. I frequently model and teach my students to employ computer-based technologies for communication, data analysis, and problem solving.

14. Responsible Use

- Level 1 I am not aware of any ethical issues surrounding computer use.
- Level 2 I know that all computers in the district are part of a network of electronic resources that I must use responsibly.
- Level 3 I understand and follow district rules concerning the Internet, passwords, and appropriate use of resources, etc. I don't attempt to install software on my classroom computer. I also understand copyright issues surrounding electronic data.
- Level 4 I model ethical use of all electronic resources and teach my students to be responsible users.

15. I would use technology more if . . . (check all that apply)

- I had a computer at home.
- I had networking access to school information from home.
- I had more training.
- I had more time.
- my students and I had more access in school.
- I had more ideas on how this could improve instruction.
- Other (explain) _____