

Staff Skills and Usage - Checklist

Name:	Yes/No	PD
Computer Use		
Understands computer terminology		
Competent using the keyboard - skills are improving		
Uses a variety of computer programs across curriculum		
Uses library automation system - Book Mark		
Uses assessment and reporting software - Report Wizard		
Uses notebook computer		
File Management		
Uses Start Menu, Control Panel and Windows Explorer		
Opens and Closes programs, including multi-tasking		
Saves data to floppy disk, desktop, hard drive or alternate drive		
Opens, closes and renames files		
Loads CDs and software applications		
Prints work and uses Print Manager		
Areas of Learning Technologies		
Uses word processing software - Student Writing Center, MS Word, ...		
Uses graphics software - Draw, Kid Pix Studio, ...		
Uses spreadsheets software - MS Works, Claris Office, Excel,...		
Uses databases software - MS Works, Claris Office, Access, ...		
Uses presentation software - PowerPoint, Inspirations, ...		
Uses multimedia software - Kid Pix Studio, HyperStudio, ...		
Uses desktop publishing software - MS Word, Publisher, ...		
Uses email - Eudora, MS Outlook		
Uses WWW - Netscape, Internet Explorer		
Learning Technologies		
Use Network Neighbourhood resources - computers, printers, drives		
Uses scanner		
Uses digital camera		
Uses video camera		
Policies		
Aware of Learning Technology Plan		
Aware of Code of Conduct for Electronic Communications		