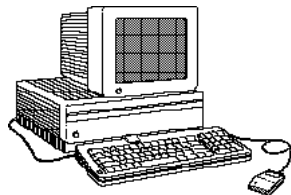


# TEACHERS COMPUTER ABILITY PROFILE



John P. Thurlow  
Scarborough, Maine

HO 08



Please read each description to assess your current ability using computers. Place the number of the level for each category in the box on the left. Then add the numbers in all seven boxes and calculate the Profile Score on the last page. You may use .5 to place yourself between two levels.

## BASIC COMPUTER SKILLS

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	<ul style="list-style-type: none"> <li>Do not use a computer.</li> </ul>	<ul style="list-style-type: none"> <li>Have limited experience with a computer.</li> <li>Can run some basic programs.</li> <li>Computer has little effect on work or family life.</li> </ul>	<ul style="list-style-type: none"> <li>Use the computer for basic tasks such as word processing.</li> <li>Can save, open and print files.</li> <li>Able to use CD-ROM and basic Internet browsers.</li> </ul>	<ul style="list-style-type: none"> <li>Can set-up a computer, load software and use many programs.</li> <li>Can use most features of the computer's operating system.</li> <li>Can teach or help others use their computer.</li> </ul>	<ul style="list-style-type: none"> <li>Advanced and frequent user.</li> <li>Can run multiple programs, customize the interface, and use advanced features of the operating system and many applications.</li> </ul>

## MANAGING COMPUTER FILES

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	<ul style="list-style-type: none"> <li>Do not know how to create or save files on the computer.</li> </ul>	<ul style="list-style-type: none"> <li>Can create and save some files.</li> <li>Unsure where the files are saved or how to retrieve them.</li> </ul>	<ul style="list-style-type: none"> <li>Can create and save files and understand how the file saving directory works.</li> <li>Can save to a hard drive or a floppy disk or other media.</li> </ul>	<ul style="list-style-type: none"> <li>Have an organized filing system for files.</li> <li>Can retrieve files quickly.</li> <li>Know how to back up files.</li> <li>Can teach others how to effectively manage files.</li> </ul>	<ul style="list-style-type: none"> <li>Can manage files at an advanced level.</li> <li>Can back up files using software applications.</li> <li>Can transfer &amp; translate files between platforms and over a network.</li> </ul>

## USING WORD PROCESSING SOFTWARE

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	<ul style="list-style-type: none"> <li>Do not know how to word process.</li> </ul>	<ul style="list-style-type: none"> <li>Can use a word processor to compose basic documents.</li> <li>Can modify documents and use again.</li> <li>Can save files.</li> </ul>	<ul style="list-style-type: none"> <li>Use a word processor frequently.</li> <li>Can use word processing formatting features such as fonts and styles.</li> <li>Can use basic software tools such as spell-checking.</li> </ul>	<ul style="list-style-type: none"> <li>Use word processing frequently in school and home.</li> <li>Know advanced features of word processing programs.</li> <li>Can use word processing for a variety of document types.</li> </ul>	<ul style="list-style-type: none"> <li>Advanced user of word processing software.</li> <li>Can integrate word processing into other applications.</li> <li>Can teach others how to use word processing applications to improve written communications.</li> </ul>

## USE OF OTHER SOFTWARE

Graphics • Spreadsheet • Database • Presentation Software

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	<ul style="list-style-type: none"> <li>Do not know how to use graphics, spreadsheets, database or presentation programs.</li> </ul>	<ul style="list-style-type: none"> <li>Have some very limited experience using one or more of these applications.</li> </ul>	<ul style="list-style-type: none"> <li>Can use one or more of these applications at a basic level.</li> <li>Can create files and use basic features.</li> </ul>	<ul style="list-style-type: none"> <li>Can use all of these applications at a basic level.</li> <li>Use one or more fairly frequently.</li> <li>Can teach others basic features of each one.</li> </ul>	<ul style="list-style-type: none"> <li>Advanced user of two or more of the applications.</li> <li>Can integrate these applications to create dynamic files.</li> <li>Can teach others how to use these applications for a variety of purposes.</li> </ul>

## USE OF MULTIMEDIA CD-ROM AND EDUCATIONAL SOFTWARE

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	<ul style="list-style-type: none"> <li>No experience with these types of programs.</li> </ul>	<ul style="list-style-type: none"> <li>Have some very limited experience with this type of software.</li> <li>Can use CD-ROM products to a limited degree.</li> </ul>	<ul style="list-style-type: none"> <li>Basic skills in the use of CD-ROM programs or other educational software.</li> <li>Able to install CD-ROM programs and customize them.</li> </ul>	<ul style="list-style-type: none"> <li>Frequent user of multimedia programs on CD-ROM.</li> <li>Effective user of these applications in the classroom.</li> <li>Can teach others to use these programs.</li> </ul>	<ul style="list-style-type: none"> <li>Advanced user of multimedia.</li> <li>Frequent user of multimedia at home or in the classroom.</li> <li>Can integrate the use of multimedia for instruction.</li> </ul>

## USE OF THE INTERNET E-mail • World Wide Web • Newsgroups

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	<ul style="list-style-type: none"> <li>No experience with the Internet.</li> </ul>	<ul style="list-style-type: none"> <li>Have some very limited experience with the Internet.</li> <li>Have a basic understanding of how the Internet works.</li> <li>Have seen examples of web sites and e-mail.</li> </ul>	<ul style="list-style-type: none"> <li>Have access to an Internet connection.</li> <li>Use e-mail.</li> <li>Can navigate the World Wide Web with a browser.</li> <li>Can use basic services of a network provider such as AOL.</li> </ul>	<ul style="list-style-type: none"> <li>Frequent user of e-mail, the World Wide Web and other Internet services.</li> <li>Can search the Internet and access sites for information.</li> <li>Can teach others basic telecommunications skills.</li> </ul>	<ul style="list-style-type: none"> <li>Advanced and frequent user of the Internet.</li> <li>Can locate, download and install software from the Internet.</li> <li>Can design and publish a web site.</li> <li>Participates in on-line forums, newsgroups.</li> </ul>

## CURRICULUM INTEGRATION OF COMPUTER TECHNOLOGY

\* Special instructions for teachers with limited or no access to hardware and software: please respond to this category by indicating what you would do if you had adequate resources.

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	<ul style="list-style-type: none"> <li>Do not use computers in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Manage the use of computers in the classroom but do not integrate them.</li> <li>Students use computers independently without much guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Use computers in the classroom for various tasks and enrichment.</li> <li>Have basic knowledge of and use various educational programs.</li> <li>Teach basic computer skills to students.</li> </ul>	<ul style="list-style-type: none"> <li>Integrate use of the computer into some content areas.</li> <li>Know and use many educational programs.</li> <li>Provide students with more advanced skills.</li> <li>Use the Internet and multimedia applications to some degree.</li> </ul>	<ul style="list-style-type: none"> <li>Fully integrate computers in the classroom.</li> <li>Teach students advanced skills.</li> <li>Can teach others how to integrate computers in the classroom.</li> <li>Can evaluate software for sound pedagogical use.</li> </ul>

Total

TOTAL ALL 7 BOXES	DIVIDE BY 7	PROFILE SCORE Round to Whole Number	CLASSIFICATION (see chart on right)	CLASSIFICATIONS
	÷ 7	=	=	1 Non-user 2 Novice 3 Basic 4 Advanced 5 Expert

### TEACHER DEVELOPMENT INTEREST

Please describe your interest in professional development opportunities in technology.

