

**Menlo Park City School District
Technology Plan**

Appendix III. Teacher Skill Matrix and Assessment Tool

I. General Computer Knowledge and Skills	Introductory	Intermediate	Proficient
General Knowledge of Basic Hardware and Software Terminology	<input type="checkbox"/> Identifies hardware components, peripherals and their purpose <input type="checkbox"/> Identifies icons, windows and menus	<input type="checkbox"/> Uses icons, windows and menus <input type="checkbox"/> Uses basic peripherals (e.g. CD-ROM, storage media, etc.)	<input type="checkbox"/> Incorporates general knowledge of basic hardware and software into lesson design as appropriate (e.g. naming and saving conventions, vocabulary, printing, etc.)
Operation and Care of Hardware	<input type="checkbox"/> Starts up and shuts down computer and peripherals <input type="checkbox"/> Uses a mouse <input type="checkbox"/> Inserts and ejects diskettes, CD-ROM, etc. <input type="checkbox"/> Uses software from a disk, hard drive, or CD-ROM <input type="checkbox"/> Creates, names/renames folders and files <input type="checkbox"/> Starts an application and creates a document <input type="checkbox"/> Names, saves, saves as, retrieves and revises a document <input type="checkbox"/> Prints documents	<input type="checkbox"/> Organizes the desktop <input type="checkbox"/> Initializes, formats, names diskettes <input type="checkbox"/> Copies documents between computer and diskettes <input type="checkbox"/> Chooses printer location	<input type="checkbox"/> Allocates memory needed by applications <input type="checkbox"/> Accesses and changes control panels <input type="checkbox"/> Sets software preferences <input type="checkbox"/> Makes more system memory available <input type="checkbox"/> Performs regular maintenance <input type="checkbox"/> Organizes files and programs <input type="checkbox"/> Uses print preview and options <input type="checkbox"/> Opens and works with more than one application <input type="checkbox"/> Shares files and printers on a network <input type="checkbox"/> Installs software <input type="checkbox"/> Selects and uses appropriate anti virus software
Basic Troubleshooting	<input type="checkbox"/> Restarts a frozen computer <input type="checkbox"/> Identifies directly connected or networked printer problems	<input type="checkbox"/> Troubleshoots basic hardware, software and printing problems before accessing the appropriate level of support <input type="checkbox"/> Checks cables for proper attachment <input type="checkbox"/> Solves simple printer problems with directly connected printer	<input type="checkbox"/> Troubleshoots common hardware, software, printing and network problems before accessing the appropriate level of support
Integration, Student Learning, and Classroom Management		<input type="checkbox"/> Explains various models for classroom management of technology <input type="checkbox"/> Cites examples of appropriate applications of technology as an educational tool	<input type="checkbox"/> Selects and uses effective classroom management techniques using technology in a limited number of educational settings <input type="checkbox"/> Selects and implements appropriate technology tools to support teaching and learning processes

II. Internet	Introductory	Intermediate	Proficient
General Knowledge & Skills Using the Internet	<input type="checkbox"/> Launches a browser and uses the tool bar <input type="checkbox"/> Specifies a URL and can point and click to navigate on existing links <input type="checkbox"/> Changes window sizes <input type="checkbox"/> Views history <input type="checkbox"/> Accesses help file <input type="checkbox"/> Explains basic internet terminology <input type="checkbox"/> Accesses Internet through a modem or network	<input type="checkbox"/> Explains the anatomy of a URL <input type="checkbox"/> Configures preferences for software <input type="checkbox"/> Sets a home page <input type="checkbox"/> Refreshes or reloads a page <input type="checkbox"/> Hides, displays or configures the tool bar <input type="checkbox"/> Locates and opens a local file within the browser <input type="checkbox"/> Copies, pastes and saves from web pages <input type="checkbox"/> Downloads files <input type="checkbox"/> Configures page setup to print citation resources	<input type="checkbox"/> Selects helper files/applications used to open downloaded files <input type="checkbox"/> Maintains and organizes bookmarks/favorites <input type="checkbox"/> Troubleshoots address errors (i.e. 404 errors) <input type="checkbox"/> Uses and manages multiple windows
Communication and Collaboration	<input type="checkbox"/> Explains use of email as a means of communication	<input type="checkbox"/> Uses email to communicate with members of a group	<input type="checkbox"/> Explains the use of chat, newsgroups, or threaded discussions to communicate with members of a group

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Research Tools	<input type="checkbox"/> Conducts basic searches	<input type="checkbox"/> Explains the differences between search indexes, search engines and metasearch tools <input type="checkbox"/> Understands Boolean logic <input type="checkbox"/> Conducts natural language searches	<input type="checkbox"/> Uses advanced search features <input type="checkbox"/> Conducts multiple search strategies to locate and validate information <input type="checkbox"/> Uses internet search as a resource for lesson development
Ethics and Policies		<input type="checkbox"/> Explains issues surrounding Internet use in the classroom (e.g. copyright, management, student safety, AUP, etc.)	<input type="checkbox"/> Implements procedures and management techniques concerning Internet use in the classroom for instruction
Information Literacy	<input type="checkbox"/> Evaluates information for accuracy <input type="checkbox"/> Identifies whether a source is credible	<input type="checkbox"/> Organizes information <input type="checkbox"/> Analyzes and interprets information	<input type="checkbox"/> Uses a wide variety of sources <input type="checkbox"/> Filters information for relevancy <input type="checkbox"/> Incorporates information literacy strategies into lesson design
Integration, Student Learning, and Classroom Management		<input type="checkbox"/> Locates resources appropriate for integrating technology into lesson design	<input type="checkbox"/> Selects and implements internet resources appropriately in lesson design <input type="checkbox"/> Selects and uses effective classroom management techniques

III. Email	Introductory	Intermediate	Proficient
General Knowledge & Skills Using Email	<input type="checkbox"/> Explains telecommunications terms <input type="checkbox"/> Explains the 3 main components of an email address	<input type="checkbox"/> Configures email preferences <input type="checkbox"/> Attaches, receives and opens attachments <input type="checkbox"/> Creates and uses an address book <input type="checkbox"/> Recognizes and uses embedded web links	<input type="checkbox"/> Manages an address book <input type="checkbox"/> Locates, opens and manages attached files
Communication and Collaboration	<input type="checkbox"/> Starts up program, retrieves and reads email <input type="checkbox"/> Saves, prints and deletes email <input type="checkbox"/> Composes, edits, and sends new email	<input type="checkbox"/> Uses reply to sender, reply to all and forwarding appropriately <input type="checkbox"/> CC's and BCC's email to interact with one or a few people	<input type="checkbox"/> Employs email as a tool to interact with and provide information to students, parents, and other community members
Integration, Student Learning, and Classroom Management	<input type="checkbox"/> Explains procedures and processes for use of email in the classroom	<input type="checkbox"/> Describes use of email in the classroom for connecting with others such as: keypals, global classrooms, parallel problem-solving, mentoring, etc.	<input type="checkbox"/> Designs curricular lessons which utilize email as a part of the activity <input type="checkbox"/> Selects and uses effective classroom management techniques using email in a limited number of educational settings <input type="checkbox"/> Selects and implements appropriate email tools to support teaching and learning
Legal and Ethical	<input type="checkbox"/> Explains netiquette <input type="checkbox"/> Explains issues surrounding student safety and security	<input type="checkbox"/> Practices appropriate netiquette related to email <input type="checkbox"/> Implements issues related to personal safety and security	<input type="checkbox"/> Incorporates netiquette in classroom instruction <input type="checkbox"/> Implements student safety and security procedures in instruction

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IV. Word Processing			
	Introductory	Intermediate	Proficient
General Knowledge & Skills Using Word Processing	<input type="checkbox"/> Identifies word processing terms (e.g., word processing, cursor, styles, etc.) <input type="checkbox"/> Opens, saves, prints and deletes a document	<input type="checkbox"/> Navigates in a large document <input type="checkbox"/> Accesses and uses Help <input type="checkbox"/> Previews document to identify layout problems <input type="checkbox"/> Uses basic proofing tools (e.g. spell check, grammar check)	<input type="checkbox"/> Finds and replaces text <input type="checkbox"/> Saves word processing documents in other file formats <input type="checkbox"/> Retrieves documents with the find file command
Communication through Printed Media	<input type="checkbox"/> Types, selects, corrects, deletes, text within a document Adjusts tabs and margins <input type="checkbox"/> Applies and changes font, character and paragraph formatting <input type="checkbox"/> Changes on-screen view mode and magnification	<input type="checkbox"/> Copies, pastes text within and between documents <input type="checkbox"/> Uses styles to change the appearance of paragraphs and outlines <input type="checkbox"/> Uses templates <input type="checkbox"/> Applies borders <input type="checkbox"/> Creates numbered and bulleted lists <input type="checkbox"/> Adds and deletes page breaks, and creates headers and footers <input type="checkbox"/> Creates tables using built-in software assistance	<input type="checkbox"/> Uses word processors to create lesson plans, articles, reports, etc. <input type="checkbox"/> Enhances documents by inserting graphics <input type="checkbox"/> Incorporates drawing tools <input type="checkbox"/> Resizes and relocates graphics within a document <input type="checkbox"/> Creates templates <input type="checkbox"/> Formats text in columns with different fonts and colors
Integration, Student Learning, and Classroom Management		<input type="checkbox"/> Transcribes handwritten documents into word processed documents <input type="checkbox"/> Creates a simple word processed document	<input type="checkbox"/> Creates enhanced word processed documents for classroom use <input type="checkbox"/> Designs lessons that utilize word processing as part of the activity

V. Publishing			
	Introductory	Intermediate	Proficient
General Knowledge & Skills of Publishing	<input type="checkbox"/> Defines publishing terms (e.g., page layout, stories, fields, etc.) <input type="checkbox"/> Opens, saves, prints and deletes a document	<input type="checkbox"/> Navigates in a large document <input type="checkbox"/> Accesses and uses Help <input type="checkbox"/> Previews document to identify layout problems <input type="checkbox"/> Uses basic proofing tools (e.g. spell check, grammar check)	<input type="checkbox"/> Finds and replaces text <input type="checkbox"/> Saves text documents in other file formats
Communication through Printed Media	<input type="checkbox"/> Creates a new document <input type="checkbox"/> Changes document setup <input type="checkbox"/> Copies, cuts and pastes text and graphics <input type="checkbox"/> Changes on-screen view mode and magnification <input type="checkbox"/> Incorporates clip art <input type="checkbox"/> Changes typefaces, font size and other text attributes <input type="checkbox"/> Changes text alignment/justification <input type="checkbox"/> Identifies types of publishing software (e.g. word processing, page layout, image/graphic, etc.) <input type="checkbox"/> Undo unwanted changes	<input type="checkbox"/> Imports/ places and resizes graphics, (e.g. clip art, charts, auto-shapes, etc.) both as objects and type <input type="checkbox"/> Uses suitable size, style and number of fonts <input type="checkbox"/> Creates a simple shape graphic <input type="checkbox"/> Controls text flow around graphics <input type="checkbox"/> Moves, arranges and layers objects <input type="checkbox"/> Creates numbered and bulleted lists <input type="checkbox"/> Uses guides and rulers <input type="checkbox"/> Creates multiple text columns <input type="checkbox"/> Controls page numbering <input type="checkbox"/> Changes page tabs, margins and indents <input type="checkbox"/> Edits line and shape style and fill <input type="checkbox"/> Creates and modifies headers and footers	<input type="checkbox"/> Understands elements of basic design (e.g. white space, page layout, etc.) <input type="checkbox"/> Saves documents in appropriate formats <input type="checkbox"/> Integrates various and appropriate software for desktop publishing (e.g. graphics, layout, etc.) <input type="checkbox"/> Incorporates digital images from external sources (e.g. cameras, scanners, WWW, etc.)
Integration, Student Learning, and Classroom Management	<input type="checkbox"/> Describes various types of publishing media and possible classroom applications	<input type="checkbox"/> Selects media to support instructional objectives	<input type="checkbox"/> Develops student assignments that embed elements of effective design <input type="checkbox"/> -Plans for effective classroom management of available resources

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VI. Databases	Introductory	Intermediate	Proficient
General Knowledge and Skills Using Databases	<input type="checkbox"/> Defines database terms (e.g. records, fields, etc.) <input type="checkbox"/> Creates, opens and saves a database <input type="checkbox"/> Selects, moves, copies, deletes, clears and inserts fields and records	<input type="checkbox"/> Formats fields to reflect appropriate data (e.g. date, name, currency, etc.) <input type="checkbox"/> Explains differences between report and query/search/find <input type="checkbox"/> Uses print preview to identify print problems	<input type="checkbox"/> Finds and replaces data <input type="checkbox"/> Sorts, matches and goes to specific records <input type="checkbox"/> Exports data from database <input type="checkbox"/> Adds header and footer
Manage Records	<input type="checkbox"/> Enters text and data into appropriate fields	<input type="checkbox"/> Uses find command to locate a specific record <input type="checkbox"/> Creates or modifies report layout	<input type="checkbox"/> Merges database information with word processing document to produce "form letters"
Communication through Printed Media	<input type="checkbox"/> Sorts data to produce reports (e.g. alphabetical listings, etc.) <input type="checkbox"/> Formats text and numbers in record (e.g. boldface, currency, etc.)	<input type="checkbox"/> Creates a variety of report layouts <input type="checkbox"/> Sorts or defines data to print only required records (e.g. students reading at grade level)	<input type="checkbox"/> Imports data from other applications <input type="checkbox"/> Creates new layouts or edits existing layouts for specific productivity or curricular goals
Integration, Student Learning, and Classroom Management	<input type="checkbox"/> Describes the educational uses of databases	<input type="checkbox"/> Identifies lessons that require the manipulation of data <input type="checkbox"/> Creates new databases related to content area. (e.g. world populations, animal data, etc.)	<input type="checkbox"/> Designs curricular lessons which utilize databases to enhance learning outcomes <input type="checkbox"/> Develops student assignments that require management and manipulation of a variety of data

VII. Spreadsheets	Introductory	Intermediate	Proficient
General Knowledge and Skills Using Spreadsheets	<input type="checkbox"/> Defines spreadsheet terms (e.g. cells, alignment, formula, etc.) <input type="checkbox"/> Creates, opens and saves spreadsheets <input type="checkbox"/> Navigates using the mouse and tabs <input type="checkbox"/> Undo Locates cells based on column/row addresses <input type="checkbox"/> Selects, moves, copies, deletes, clears and inserts cells <input type="checkbox"/> Selects entire column or row <input type="checkbox"/> Resizes cells and rows <input type="checkbox"/> Changes typeface, font size and other cell attributes	<input type="checkbox"/> Sorts cells <input type="checkbox"/> Changes text cell alignment and justification <input type="checkbox"/> Replicates a formula or range of cells (e.g. :fill") <input type="checkbox"/> Creates simple bar or pie charts <input type="checkbox"/> Adds shading and borders <input type="checkbox"/> Selects charts for appropriate data representation	<input type="checkbox"/> Saves in a variety of formats <input type="checkbox"/> Imports/exports charts and data (e.g. spreadsheet to word processing, etc.) <input type="checkbox"/> Aligns and rotates text and numbers <input type="checkbox"/> Creates a variety of charts <input type="checkbox"/> Labels graphs appropriately
Manage Records	<input type="checkbox"/> Enters text and data into specific cells	<input type="checkbox"/> Creates formula cells (e.g. sum, average, etc.) <input type="checkbox"/> Formats cells for appropriate content such as text, decimal alignment, currency	<input type="checkbox"/> Utilizes grade book templates <input type="checkbox"/> Maintains student records
Communication through Printed Media	<input type="checkbox"/> Adjusts layout and margins <input type="checkbox"/> Uses print preview and print document with title <input type="checkbox"/> Creates and edits headers, footers and page numbers <input type="checkbox"/> Sets up print options for grid lines, zoom, etc.	<input type="checkbox"/> Prints a specific range of cells, pages and sheets <input type="checkbox"/> Searches for and replaces text <input type="checkbox"/> Changes size, placement and title of charts <input type="checkbox"/> Changes page margins	<input type="checkbox"/> Imports/exports charts into word processing application
Integration, Student Learning, and Classroom Management	<input type="checkbox"/> Describes the educational uses of spreadsheets	<input type="checkbox"/> Creates new spreadsheets related to content area	<input type="checkbox"/> Designs curricular lessons requiring use of spreadsheet <input type="checkbox"/> Creates appropriate charts for a content lesson

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VIII. Presentation Software	Introductory	Intermediate	Proficient
General Knowledge and Skills Using Presentation Software	<ul style="list-style-type: none"> <input type="checkbox"/> Defines presentation and multimedia terms (e.g. slides/cards, slideshow, hyper-navigation, etc.) <input type="checkbox"/> Creates, opens, modifies and saves presentations <input type="checkbox"/> Defines available tools (e.g. drawing, text, etc.) <input type="checkbox"/> Uses templates or wizards to create a new presentation <input type="checkbox"/> Adds new slides or cards <input type="checkbox"/> Inserts text, formats text or adds text box <input type="checkbox"/> Uses toolbar or menus to apply formatting changes <input type="checkbox"/> Inserts clip art or digitized pictures 	<ul style="list-style-type: none"> <input type="checkbox"/> Inserts or changes slide or card design <input type="checkbox"/> Navigates using scrollbar, slide sorter, menu, key commands, etc. <input type="checkbox"/> Switches between different page views <input type="checkbox"/> Re-arranges the order of slides or cards <input type="checkbox"/> Applies backgrounds and objects appropriately <input type="checkbox"/> Uses available tools (e.g. drawing, text, etc.) <input type="checkbox"/> Incorporates sound <input type="checkbox"/> Defines different image types (i.e. TIFF, GIF, PCX) <input type="checkbox"/> Connects, configures and troubleshoots peripheral devices for presentation 	<ul style="list-style-type: none"> <input type="checkbox"/> Creates and edits navigational buttons to move through presentation <input type="checkbox"/> Navigation through presentation is clear and easy to understand <input type="checkbox"/> Applies transitions and effects, if appropriate, to slides or cards <input type="checkbox"/> Incorporates hypertext links <input type="checkbox"/> Incorporates animations from library <input type="checkbox"/> Incorporates movies from library <input type="checkbox"/> Records sound and inserts in presentation <input type="checkbox"/> Incorporates clip art from other sources (e.g. web, scanner, etc.) <input type="checkbox"/> Organizes presentation resources in a folder on the desktop or server <input type="checkbox"/> Edits clip art (if appropriate)
Communication through Printed Media	<ul style="list-style-type: none"> <input type="checkbox"/> Prints slides 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates understanding of basic design elements (i.e. color, design, space and composition) <input type="checkbox"/> Prints using advanced printing options 	<ul style="list-style-type: none"> <input type="checkbox"/> Prints handouts that enhance instructional objectives (e.g. outlines, notes, etc.)
Integration, Student Learning, and Classroom Management	<ul style="list-style-type: none"> <input type="checkbox"/> Describes the educational uses of presentation software 	<ul style="list-style-type: none"> <input type="checkbox"/> Organizes information in a clear, consistent way for the viewer <input type="checkbox"/> Creates cards or slides using effective design to enhance communication <input type="checkbox"/> Uses appropriate background and text colors to ensure clarity and readability 	<ul style="list-style-type: none"> <input type="checkbox"/> Designs curricular lessons which utilize multimedia to enhance learning outcomes <input type="checkbox"/> Follows fair use and copyright law for text, graphics, and sound

IX. Instructional Technology	Introductory	Intermediate	Proficient
Analyzes Best Practices	<ul style="list-style-type: none"> <input type="checkbox"/> Locates learning, teaching and communication resources related to implementation in the classroom 	<ul style="list-style-type: none"> <input type="checkbox"/> Is able to locate and adapt lessons based upon best practices and research findings 	<ul style="list-style-type: none"> <input type="checkbox"/> Analyzes best practices and research findings on the use of technology and designs lessons accordingly
Selection of Appropriate Technology Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Identify established criteria used to evaluate digital media <input type="checkbox"/> Is provided with examples of lesson plans that integrate technology <input type="checkbox"/> Identifies process used to match technology with content 	<ul style="list-style-type: none"> <input type="checkbox"/> Practices evaluating educational digital media using established criteria <input type="checkbox"/> Practices including appropriate technological resources in classroom lesson plans 	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluates educational digital media using established criteria <input type="checkbox"/> Includes appropriate technological resources in classroom lesson plans
Matching Student Learning Styles to Appropriate Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Is aware of learning style inventories for students <input type="checkbox"/> Examines a variety of technology resources for their applicability to learning styles 	<ul style="list-style-type: none"> <input type="checkbox"/> Selects and uses activities to identify student learning styles <input type="checkbox"/> Uses a variety of technology resources in lesson plans to meet student learning styles 	<ul style="list-style-type: none"> <input type="checkbox"/> Integrates appropriate technology resources and adapts lessons and classroom practice according to learning style inventory results

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<p>Effective Learning Environments Using Computer-Based Technology</p>	<p><input type="checkbox"/> Describes various models of technology use that enhances learning and increases efficiency and productivity</p>	<p><input type="checkbox"/> Uses teacher productivity tools for classroom management (e.g. home-school communication, student records and grades) <input type="checkbox"/> Lesson plans reflect a management system for computer based activities</p>	<p><input type="checkbox"/> Effectively uses technology for whole class, small group and individual instruction <input type="checkbox"/> Classroom activities allow all students to build upon their technology skills and increase learning <input type="checkbox"/> Implements management procedures that support assessment of student involvement and achievement</p>
<p>Privacy, Security, and Safety Issues</p>	<p><input type="checkbox"/> Explains the need for and use of copyright policy, protection of student privacy, security and safety</p>	<p><input type="checkbox"/> Implements established policies for safe, private and secure practices in personal work <input type="checkbox"/> Personally implements established policies surrounding copyright and plagiarism</p>	<p><input type="checkbox"/> Implements established policies for safe, private and secure practices in classroom <input type="checkbox"/> Implements policies surrounding copyright and plagiarism in classroom</p>