

Technology Competency: Self-Assessment

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Choose your personal comfort level with each of the following. A “1” rating represents not agreeing with a statement, a “5” represents total agreement with a statement.

Basic Technical Skills

1. I understand basic technology terminology.
2. I recognize and understand the functions of computer components (computer, monitor, keyboard, mouse, printer) and computer internal parts (RAM, Hard Drive, Power Supply, Motherboard, Video Card)
3. I perform basic operations on computer hardware (plug in, start-up, shut-down, reboot, mouse functions, keyboard functions).
4. I understand the set-up and use of monitors, projectors, headphones, speakers, microphones, and webcams.

Operating System

1. I perform basic operating system functions (logs on/logs off, launches programs from the desktop or menu, uses multiple open windows).
2. I can find and start applications easily.
3. I can exit a program, minimize and maximize a window.
4. I have no problem navigating menus and toolbars.
5. I manage multiple windows using the taskbar.
6. I can manage operating system settings.

Troubleshooting

1. I am comfortable checking cable connections.
2. I know how and when to power cycle equipment.
3. I know how to use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs.
4. I record error messages, and search the internet for error message help.
5. I know how to easily create and share screenshots.

Printers and Printing

1. I can perform basic printer tasks (start-up, load paper and cartridges, clear paper jam, replace toner).
2. I use print preview.
3. I know how to change printing preferences: choose portrait or landscape, print specific pages or selections, print multiple copies, duplexing (short side and long side flipping), and switch between color or black & white settings.
4. I can identify printers available for a given workstation.
5. I can identify and set a default printer.
6. I Understand “stand-alone” versus networked printers.

File Management

1. I understand the difference between files and folders.
2. I can find and open files by browsing from within a program.
3. I can navigate the computer’s file structure to open, save, or delete files or folders.
4. I use cut, copy and paste, and drag and drop within files and whole files/folders.
5. I know how to create files and folders.
6. I can change file names or locations using *Save As*.
7. I can rename a file or folder.
8. I can delete a file or folder.
9. I know how to empty the recycle bin and restore files from the recycle bin.
10. I can create a shortcut to a file, a folder, or program.
11. I understand and recognizes different file extensions (.docx, .xls., .pptx).
12. I can copy files between folders, to flash drive or other external storage device.
13. I can back up files – to a website, a USB device, to CD, to a network drive.

External Storage Devices

1. I know the different types of external storage mediums.
2. I know how to insert CD/DVDs and flash drives, and access the files they contain.
3. I can copy files to external storage devices.
4. I know how to safely remove external storage.
5. I know how "Burn" data to a DVD or CD.

Email

1. I can compose and receive messages.
2. I can open, reply, reply-all, and forward messages as needed.
3. I can archive or delete email messages as necessary.
4. I can send, receive and save attachments.
5. I manage addresses/contacts.
6. I know how to use search parameters to find archived messages easily
7. I create folders or labels for archived messages.
8. I can identify the differences between web based email vs local email clients.

Calendar & task Management

1. I can create, accept and set recurring appointments.
2. I can set reminders for calendar items.
3. I plan and schedule meetings and can invite attendees.
4. I can create and manage task lists.

Internet Usage

1. I understand the basic structure of the Internet and of the World Wide Web.
2. I can use common functions of Web browsers (navigation buttons, scroll, add bookmarks favorites, print).
3. I am aware of privacy settings and history.
4. I can download and save files from the internet (image, audio and video).

Search

1. I can identify and use search engines.
2. I can evaluate information for quality and credibility.
3. I am familiar with a variety of searching strategies.
4. I utilize the *Find* feature to locate information on a Web page.

Security

1. I understand the purpose of antivirus and antispyware software.
2. I can identify pop-up windows and blocks or allows them as necessary.
3. I can differentiate between installed antivirus and scareware.
4. I understand the function of cookies.
5. I can differentiate secure vs non-secure websites, and recognizes secure transaction sites.
6. I understand and apply the library's computer and Internet usage policies (CIPA, privacy, security, content filter).

Social Networking and Online Collaboration

1. I can locate and reads blogs and listen to podcasts.
2. I am familiar with instant messaging tools (Google Hangouts, Skype), social networking sites (Facebook, LinkedIn, Google+, Reddit) micro-blogging (Twitter), and social bookmarking (Pinterest, Delicious).
3. I am familiar with photo-sharing (Flickr), music-sharing (Last.fm, Pandora, iTunes) and video-sharing services (YouTube, Vimeo).
4. I am familiar with online file-sharing and collaboration tools (Google Docs, Evernote, wikis).
5. I can use web conferencing programs for online meetings or learning.

Mobile Devices

1. I understand the differences and similarities between various mobile operating systems.
2. I understand the difference between apps and web apps.
3. I can locate app stores.
4. I can locate home, power, & volume buttons.
5. I can locate setting menus.

eContent

1. I understand Digital Rights Management, *Adobe ID*, and *Windows Media DRM*.
2. I understand proprietary file formats versus open standards, like *ePub* and *AZW*.
3. I understand side-loading content onto devices versus apps that store the content.
4. I can download ebooks and audiobooks.