



ICT Essential Skills Self-Evaluation

Module 1: Basic Computing

- This form is a self-administered assessment tool designed to inform Abbotsford School District teachers with regard to the competencies that make up the ICT Essential Skills Certification.
- You may revisit this form at any time to make updates. Once you have met all the criteria, please submit the form.
- We will be in contact with you shortly thereafter.
- To revisit this form go to www.ictassessment.notlong.com



Module 1: Basic Computing

1. Explain the significance of these computer parts.

CPU

RAM

Hard Disk Drive or Solid State Drive

Monitor

MONITOR

Keyboard

USB port

External Devices



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Module 1: Basic Computing

2. Indicate whether you can manage digital files: create, save, rename, move, copy and backup and transfer them digitally.

	Yes	Not Yet	Not Sure
Create a New File	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Save it to a location on your computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rename a file from within the Finder (Mac) or Windows Explorer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Move a file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy a file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Backup a file to a flash drive or online storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Module 1: Basic Computing

Please respond to the following statements.

3. I can use either the Mac or Windows Operating System to do the following:

	Yes	Not Yet	Not Sure
access programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
create content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
gather information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
interact with other users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. I can manipulate text between programs (cut, copy, paste)

Yes

No

5. I can effectively use more than one computer program at a time in a workflow. (Example: extracting text and/or images from one program or resource and using it in another)

Yes

No

6. I can create a basic, one-page document for use in an educational context which includes different styles of text, content derived from another program or resource, and has a least one image or graphic included. (Example: student handout, newsletter, poster or notice).

Yes

No

7.

Select file to upload:

(click "Browse" button below to locate file)

File size restricted to: 4194304 KB

File type restricted to: No file type restrictions.

No file chosen

File Name: (limit 255 characters)

File Description: (limit 255 characters)

8. I can back up my computer files to a secure location (flash drive or online backup)

Yes

No



Module 2: Communicating Online

Please respond to the following statements.

9. I use the FirstClass email system to send, receive and manage email.

- Yes
 No

10. I can send, receive and manage email attachments.

- Yes
 No

11. I have created a website for my classroom or department and I use it to communicate with my educational community.

- Not yet
 Yes: Here is the URL

12. Where would you type in the web address: www.sd34.bc.ca to go directly to SD34's website?

The screenshot shows a Google search page in a browser window. The address bar contains <http://www.google.ca/>. The search bar is empty. The search button is labeled 'Google Search'. The page includes navigation links for Web, Images, Videos, Maps, News, Books, and Gmail. The search results area is currently empty. The page footer includes links for Advertising Programs, Business Solutions, About Google, and Go to Google.com, along with a copyright notice for 2010 and a Privacy link.

A → <http://www.google.ca/>

B →

C → Google

- A
- B
- C

13. When searching the internet, I use a variety of effective strategies to access the information I am looking for.

- Yes
- No

14. I am able to teach effective internet search techniques to students.

- Yes
- No



Module 3: Collaborating Online

15. I can use FirstClass to collaborate with education staff and students in the following ways:

	Yes	Not Yet	Not Sure
Create and/or participate in a conference.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use FirstClass Chat (Instant Message)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Add an event to a FirstClass calendar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create an email list/send messages to groups of people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Know whether a colleague is currently logged into AbbyNet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Know how to change the signature on my email.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Know how to attach a file and receive an attachment sent to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. I have posted writing to a blog or wiki.

- Not yet
- Yes: here is the URL of a post I made online.

17. I can teach students safe and ethical use of online resources.

- Yes
- No

18. Which of the following are major search engines?

- Internet Explorer
- Google
- Yahoo
- Firefox
- EBSCO DataBases

19. Which statement best describes what a blog is?

- A word processor
- A search engine
- An online journal
- A wiki
- A place to buy things

20. When might you use quotation marks when conducting an internet search?

- To emphasize how important the search is
- To indicate that someone is speaking
- When you need search results having an exact phrase
- When you need several words searched for
- To eliminate words from a search

21. Which of the following best describes what .org stands for

- a website for an organization
- a website in Canada
- a website in China
- a website for a company
- a website for a school

22. Which of the following best describes what .ca stands for

- a website for an organization
- a website in Canada
- a website in China
- a website for a company
- a website for a school



Almost done!

23. Thank you for completing this form. Please add any comments you would like to pass on to us below.

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