

## Student Profile - Technology Skills Questionnaire

**Introduction:** This survey is designed to assess the general computer skills of students in the College of Education. It is used in several classes, therefore, some of the skills listed below will not be necessary in this course. The information gathered here will help your instructor better meet the class needs in terms of technology training to meet the course requirements. We appreciate your participation.

**Please provide the following information:**

First Name:

Last Name:

Email Address:

Course:

Scheduled Line Number:

Instructor:

Do you have Internet access at home?

If yes, what type of connection do you have?

Do you have a CD Reader at home?  Do you have a CD Writer at home?

Do you have a DVD Reader at home?

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How Internet-savvy are you? **Please select one of the following by clicking in the circle.**

- Extremely savvy
  - Good working knowledge
  - Fair understanding
  - A beginner
  - No clue
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Please rate your technology skills on a scale of 1-5 with

1=not at all                      and                      5=with great ease

**Click on the circle to the left of the number to rate your skill.**

<b>Statement about your technology skills</b>	<b>Scale of 1-5</b>
1. I can start a program by double-clicking an icon	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
2. I can start a program from Windows Explorer/Mac Launcher	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
3. I can open a document	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4. I can save a document to a floppy disk	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
5. I can save a document to a specific folder on the hard drive	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
6. I can save a document to a specific folder on a server	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
7. I can close a document	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
8. I can close a program	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
9. I understand the difference between a program and a document	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
10. I understand the concepts of paths and file structure	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
11. I can navigate to a specific file	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
12. I can create a Microsoft <i>Word</i> document	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
13. I can create a Microsoft <i>Excel</i> spreadsheet	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
14. I can create a Microsoft <i>Access</i> database	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
15. I can create a Microsoft <i>PowerPoint</i> presentation	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
16. I can create a Mail Merge document using Microsoft <i>Word</i>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
17. I can use computer utilities to copy, move, or rename files, create folders, create/delete files and/or folders, etc.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
18. I can print a document	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
19. I can change print options	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
20. I can change screen resolutions	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
21. I can troubleshoot problems as they occur	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
22. I can install software	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
23. I can select the correct software for a given task	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
24. I can use tutorial software	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
25. I can find and respond to screen prompts	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
26. I can use a digital camera	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

27. I can resize, crop, add text, enhance and print digital pictures	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
28. I can use a scanner	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
29. I can install a printer, modem, scanner, or other peripherals	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
30. I can create, edit and use Favorites/Bookmarks in a browser	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
31. I can search the Internet successfully	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
32. I can refine a search by using advanced search features	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
33. I can locate reference and research materials on the Internet	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
34. I can download and install programs from the Internet	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
35. I can send and reply to email	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
36. I can use electronic conferencing	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
37. I can create a web page using a web page editor	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
38. I can create a web page using HTML code	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
39. I can use <i>Adobe Acrobat</i> to create PDF files	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
40. I can use <i>Inspiration</i> to create a graphic organizer	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

Please read the following SIX statements and select the ONE that best describes your computer experience and skills. While the statements are not mutually exclusive, try to pick the one that fits you the most.

- I have never used a computer. I am worried and uncomfortable about having to use a computer.
- I have used a computer a few times. I can turn a computer on and that is all. I need considerable direction and support to handle even the most fundamental tasks. I cannot handle a mouse with ease.
- I have used a computer competently in a structured situation, but I am still uncomfortable with unfamiliar applications. I can follow clear step-by-step directions, but cannot use the computer as a tool. I can use a mouse to move around the screen. I do not fully understand how programs and data differ and how they are organized, stored, and accessed.
- I have some experience using the computer as a tool. I can use word processing, databases, spreadsheets and other programs. I can learn additional programs with training. I am able to experiment and try new things on the computer. I understand the basic structure of the computer and the difference between programs and data.

**I am experienced and confident using the computer as a tool. I am able to do troubleshooting to solve problems. I am comfortable using help systems and manuals to learn how to use software. I am able to determine the appropriate software to use to accomplish a task.**

**I frequently help others with their computer problems. I can clearly explain to others computer capabilities and functions. I can evaluate software and hardware. I test new software and creatively use it to improve productivity and quality.**

Submit

Reset