Teacher Technology Proficiency Checklist

Information Access, Evaluation, Processing, and Application

I am able to:

- Navigate the World Wide Web effectively
- Access newsgroups, databases, and search tools
- Use the Internet to research lesson plan extensions
- Manipulate a variety of file types (e.g. text, sound, graphics)
- Use standard application features (e.g. cut, copy, paste, save, spell check)
- Judge the credibility of online resources
- Inform students of methods to search for and evaluate website content
- Determine the suitability of online content for instructional use
- Utilize technology to create folders, directories, and archives
- Employ storage methods (CD, Zip disks, thumb drives) to archive data
- Organize website bookmarks on a document or drag website shortcuts into folders for student use
- Troubleshoot software or hardware issues
- Use technology to identify reasons for test score performance disparities among students

Communication

I am able to:

- Utilize an email distribution list for communication with parents
- Apply regular use of email for faculty and peer communication
- Read, post, and reply to messages in electronic discussion groups
- Understand the strengths and weaknesses of various devices and programs

- Use presentation tools, including video, PowerPoint, interactive white boards, and projectors
- Utilize ToolboxPro, or another similar program, to inform students and parents about classroom activities and assignments
- Use Mail Merge in MS Word to quickly draft a form letter for parents
- Create, manipulate, and display text and graphics effectively
- Use a web-based grading system, allowing parents to securely access their children’s grade information
- Develop a course website with resources and information
- Import images, animations, video, and sound into a finished product

Legal, Ethical, and Social Issues

I am able to:

- Obtain a working knowledge of, and follow, copyright laws and Fair Use Guidelines
- Model proper computer usage etiquette
- Incorporate knowledge of technology-use issues into classroom instruction
- Inform students of the school system’s Acceptable Use Policy
- Display and enforce computer usage regulations
- Incorporate proper copyright use in all aspects of teaching and learning
- Discuss with students the importance of password and account security
- Arrange classroom layout to facilitate monitoring and safe technology use
- Attend to basic technology health and safety issues
- Encourage students to ask questions and explore technology
Gathering & Evaluating Data
I am able to:
☐ Store grade data in spreadsheets, databases, or web-based management programs
☐ Make comparisons and set goals using technology tools
☐ Manipulate and display data in a table format
☐ Produce charts, figures, graphs, and other formats to present data
☐ Summarize and present test score results to a resource teacher or administrator
☐ Use data to help improve student learning

Integrating Technology into Instruction
I am able to:
☐ Compare and contrast technologies to determine the most suitable technology for certain projects
☐ Facilitate use of a wide array of technologies in the classroom
☐ Work with the school Library-Media Specialist, colleagues, and other technology personnel to locate appropriate integration materials
☐ Explore proprietary online resources (i.e., CultureGrams, UnitedStreaming) provided by the school and/or district
☐ Utilize research-based technology practices for improving instruction
☐ Access online resources and databases to support research activities
☐ Employ knowledge obtained from technology training courses
☐ Collaborate with colleagues to understand effective methods of technology integration
☐ Set up bookmarks of appropriate websites
☐ Utilize existing WebQuests or other types of online lessons
☐ Develop your own WebQuests
☐ Enable students to explore appropriate online resources
☐ Create rubrics to evaluate student understanding

Assistive Technology
I am able to:
☐ Use online assessment tools
☐ Integrate technology and content with teaching and learning theories
☐ Evaluate the effectiveness of technology use in the classroom setting

Professional Growth
I am able to:
☐ Identify areas for improvement with regards to technological ability
☐ Consider a range of resources for improving technological ability
☐ Participate in educational technology training courses
☐ Access websites of professional organizations
☐ Collaborate with people in my district who support the use of instructional technology
☐ Use the National Educational Technology Standards, district technology benchmarks, and other applicable resources to develop technology-infused lessons

Source: http://www.mcps.k12.md.us/departments/technology/techstandards/checklist/
**Technology Action Plan**

1. Overall, how would you rate your technology comfort level in the following areas (based on the Teacher Technology Proficiency Checklist):

**Information Access, Evaluation, Processing, and Application**
- □ 1 – Entry
- □ 2 – Adoption
- □ 3 – Adaptation
- □ 4 - Appropriation
- □ 5 - Invention

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**Legal, Ethical, and Social Issues**
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**Gathering & Evaluating Data**
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**Integrating Technology into Instruction**
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**Professional Growth**
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2. How often do you use technology in your classroom for instruction?
- □ never
- □ rarely
- □ sometimes
- □ often

3. How often do you use technology to improve your personal productivity?
- □ never
- □ rarely
- □ sometimes
- □ often
4. What motivates you to use technology?

5. What prevents you from using technology in your classroom? How might you overcome the obstacles?

6. Have you ever collaborated with anyone to develop technology integration materials?
   - If so, was it a positive or negative experience? Why?
   - If not, would you consider working with someone on technology integration materials?

7. Develop at least two goals for improving your use of educational technology, based on the information from the questions above. Think about:
   - Who can you ask for support along the way?
   - What areas do you consider most in need of improvement?
   - What professional development opportunities are there to help you achieve your goals?
   - What else do you need to help you accomplish your goals (with the technology you have available to you)?

   Use the back of this sheet to complete your plan...