Teacher Baseline Technology Skills Checklist

Categories	Level #1 <u>S</u>ubstitution: "<u>S</u>tart Here"
General Computing Tools	❏ I can scan a document and send it to myself ❏ I can save a document to my school Google drive ❏ I can create folders in my Google Drive ❏ I can send and receive emails ❏ I can use basic word processing ❏ I can find and access our district website ❏ I can submit a HelpDesk and a Technology Training Request Ticket ❏ I can use all corporation-issued digital devices in my classroom with basic functional knowledge ❏ I can use basic troubleshooting skills if my devices are not working
Communication & Collaboration Tools	❏ I can use email to communicate & collaborate efficiently ❏ I can digitally share documents & resources with my colleagues ❏ I can access my voicemail messages ❏ I can post events to Google Calendars ❏ I can share my Google Calendar
Presentation Tools	❏ I can create basic presentations (i.e. PowerPoint, Google Slides, Prezi) ❏ I can play an educational video using my Apple TV with my MacBook
Data Tools	❏ I can create a spreadsheet to track student data ❏ I can sort data in that spreadsheet ❏ I can print reports I need from PowerTeacher/School using my MacBook
Learning Management Tools	❏ I can use PowerTeacher on my MacBook to report attendance ❏ I can use PowerTeacher on my MacBook to input grades ❏ I can access Google Drive from home to work online ❏ I can finalize my grades on my MacBook ❏ I can access my digital curriculum ❏ I can create and print grade reports ❏ I can log into an LMS/Google Classroom successfully ❏ I can post and retrieve resources and lessons from a website/LMS ❏ I can substitute Google Drive in place of Office Products (Word, PP)
PLN Tools (Professional Learning Network)	❏ I can join an educationally appropriate social network and complete my profile (Twitter, Pinterest, Google Plus...and more!) ❏ I can complete all parts of my social media profile ❏ I can use basic navigation skills to explore the website
Content Curation & Research Tools	❏ I can digitally collect and bookmark teaching resources ❏ I can digitally share curriculum mapping with my colleagues ❏ I can outline my expectations for Digital Citizenship in my classroom ❏ I can outline my expectations for appropriately citing resources
Device Utilization Tools	❏ I can plug and unplug all cords attached to my classroom devices ❏ I can use basic troubleshooting skills if my devices are not working ❏ I can use all corporation-issued digital devices in my classroom with basic functional knowledge

Red - Before Summer 2015 (20 Basic Skills)
Green - Utilize throughout School Year 2015-2016 (Have ready at Beginning Of Year; 13 Additional Skills)
Blue - Bonus for School Year 2015-2016 (4 Skills, then advance to the rest of the Tech Integration Matrix)