

Technology Performance Indicators for Staff In the Beacon City School District

All staff should comfortably be able to perform the following functions:

(Reproduced in part from "Student Technology Benchmark" at the conclusion of eight grade)

- 1. Choose a command from a menu bar using a mouse.**
- 2. Format a document using different:**
 - A. Fonts**
 - B. Text size and styles**
 - C. Graphics**
- 3. Routinely use our email system including:**
 - A. Sending, receiving and opening**
 - B. Sending and opening an attachment**
 - C. Setting up and using a distribution list**
- 4. Manipulating between programs:**
 - A. Moving and coping objects or data**
 - B. Exporting or importing graphics**
- 5. Use a word processing program, including:**
 - A. Spell check**
 - B. Formatting**
 - C. Margins, columns, spacing and page breaks**
 - D. Save and retrieve documents to various storage devices.**
- 6. Create a basic multimedia presentation to include:**
 - A. Text**
 - B. Bullets**
 - C. Diagrams**
 - D. Charts and graphs**
 - E. Various effects such as clip art.**
- 7. Design and create a data base file: (* As applicable to instructional assignment)**
 - A. Concepts and uses**
 - B. Worksheet Development**

C. Sorting

D. Editing and customizing

8. Create charts and spreadsheets: . (* As applicable to instructional assignment)

A. Styling a sheet

B. Row and column operations

C. Working with templates

D. Copying, moving and filling

9. Use on line services to do research:

A. Appropriate use and understanding of web browsers

B. Copyright as related to web services

C. Uses of On – line database systems

10. Use computer file management:

A. Using appropriate storage devices and drives

B. Correct identification of files (naming)

C. Using Files and folders correctly