

## Expectations for Technology Use for Faculty

The objective of the use of technology at Heathwood Hall Episcopal School is to integrate it appropriately into all curricular areas to promote learning and to support instruction. To accomplish this objective, it is expected that faculty be able to perform at or above the level expected of students as demonstrated in their Computer Competency Assessment.

All faculty are also expected to use technology for communication, collaboration, conducting research, and solving problems to enhance their own professional growth and productivity. In addition, faculty should plan and participate in activities that encourage lifelong learning and will promote equitable, ethical, and legal use of computer/technology resources. Heathwood Hall is blessed to have a technology staff committed to making your work in this area easier and professionally productive. There is on-going education and hands-on help available from them throughout the year.

### Self Evaluation Rubric for Assessing Technology Skills and Use

Please use this document to self-evaluate your level of technology use and understanding. The intent of this tool is to provide you and the technology staff with a guide for identifying areas for your skill development and that of the faculty as a whole. In each case, check all items that apply to you.

#### Basic Operations

- I use the computer to run a few specific programs
- I load software, print, and use more of the system tools like the clipboard, Find command, and trash can/recycle bin.
- I troubleshoot software and printing problems on my computer.
- I minimize programs and switch between them without restarting each one.
- I choose appropriate applications for different tasks.
- I use self-help resources (electronic and print) to diagnose and correct problems.

#### File Management

- I save files to my hard drive, to my folder on the network and to public folders.
- I create and name/rename directories and folders. I can create a shortcut to a file.
- I access the network and have a filing system for organizing my files. I locate my personal files quickly and reliably.

#### Microsoft Word

- I occasionally use word processing software for simple documents that I don't plan to modify or use again.
- I use word processing software for nearly all my professional work: memos, tests, reports, worksheets, and home communication. I edit, do spelling and grammar checks, and change fonts size and style.
- I create different column types, tables of contents, indexes, and a variety of templates and style sheets. I create headers and footers.
- I open and save documents in various file formats.

#### Microsoft Excel

- I navigate within cells, rows and columns and change column widths and text style.
- I create spreadsheets with formulas, calculations, and cell references.
- I use the spreadsheet to create graphs or charts.
- I use spreadsheets to explore relationships and to analyze information to solve problems.

#### PowerPoint

- I create simple slides.
- I insert graphics, music, and video.
- I use handout pages, notes pages, and presentation pages when I print.
- I use custom animation and slide transitions.
- I create a master slides and custom shows.

## Graphics

- I open and create simple pictures with the painting and drawing programs, and insert clip art, which is provided by the application.
- I use most of the drawing tools, and group and un-group objects.
- I use the clipboard to take graphics from one application to another.

## Internet

- I use a browser to access the Internet and browse World Wide Web.
- I use the Web to explore educational and professional resources.
- I create and manage "Favorites"
- I can access my school email from a remote location.

## GradeQuick and EdLine (for grades 5-12)

- I set up my grade books on GradeQuick.
- I create grade categories and weighting within those categories.
- I post my grade book on EdLine at least every two weeks.
- I post my grade book on EdLine every time I update my grades.
- I suppress information like rank in class and grade mean when I post grades to EdLine.
- I post course description information, syllabus, and assignments on EdLine.
- I personalize the appearance of my EdLine page by importing graphics or images.
- I create Internet links through my EdLine page.
- I use the assessment calendar on my EdLine page.

## Information Seeking

- I am unlikely to seek information that is in an electronic format.
- I do simple searches with electronic encyclopedias, Internet search engines, and online library catalogs.
- I understand search strategies and usually find the information that I want.

## Digital Camera

- I do not use a digital camera.
- I take pictures with a digital camera, but do not get them off the camera.
- I download pictures from the digital camera, save them to my own computer and insert them into files.
- I manipulate the photos by using photo-editing software.
- I use the digital video camera.

## Scanner

- I do not use a scanner.
- I scan images and save to my folders.
- I change the settings in the scanning software.

## Technology Integration

- I use word processing and PowerPoint with the projector as a visual aid for lesson content.
- I use specific subject software: \_\_\_\_\_.
- I evaluate, select, and integrate the use of technology into my curriculum.
- I create and use interactive computer-based lessons.
- I apply technology to develop students' higher order skills and creativity.