Rubric Category - General Computer Knowledge and Skills

Each subcategory has 3 levels of proficiency: Introductory, Intermediate, and Proficient.

Click on the icon ( ) to display the CTC Technology Standards and/or the ISTE NETS Standards addressed by this rubric.

Sub-Category: General Knowledge of Basic Hardware and Software Terminology

Introductory
- Identifies hardware components, peripherals and their purpose
- Identifies icons, windows and menus

Intermediate
- Uses icons, windows and menus
- Uses basic peripherals (e.g. CD-ROM, storage media, etc.)

Proficient
- Incorporates general knowledge of basic hardware and software into lesson design as appropriate (e.g. vocabulary, naming and saving conventions, printing, etc.)

Sub-Category: Operation and Care of Hardware

Introductory
- Starts up and shuts down computer and peripherals
- Uses a mouse
- Inserts and ejects diskettes, CD-ROM, etc.
- Uses software from a disk, hard drive, or CD-ROM
- Creates, names/renames folders and files
- Starts an application and creates a document
- Names, saves, saves as, retrieves and revises a document
- Prints documents

Intermediate
- Organizes the desktop
- Initializes, formats, names diskettes
- Copies documents between computer and diskettes
- Chooses printer location

Proficient
- Allocates memory needed by applications
- Accesses and changes control panels
- Sets software preferences
- Makes more system memory available
- Performs regular maintenance
- Organizes files and programs
- Uses print preview and options
- Opens and works with more than one application at a time
- Shares files and printers on a network
- Installs software
- Selects and uses appropriate anti virus software

Sub-Category: Basic Troubleshooting

Introductory
- Reboots a frozen computer
- Identifies directly connected or networked printer problems

Intermediate
- Troubleshoots basic hardware, software and printing problems before accessing the appropriate level of support
<table>
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| Professional  | - Checks cables for proper attachment  
- Solves simple printer problems with directly connected printer |
| Sub-Category: | **Integration, Student Learning, and Classroom Management**              |
| Intermediate  | - Explains various models for classroom management of technology  
- Cites examples of appropriate applications of technology as an educational tool |
| Proficient    | - Selects and uses effective classroom management techniques using technology in a limited number of educational settings  
- Selects and implements appropriate technology tools to support teaching and learning processes |