Proficiency Assessment Rubric

Rubrics

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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	- Restarts 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

		- Checks cables for proper attachment - Solves simple printer problems with directly connected printer
	Proficient	- Troubleshoots common hardware, software, printing and network problems before accessing the appropriate level of support
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