

Southern Regional ETTC:

Alignment to Technology Proficiencies for Vineland Schools

Demonstration Proficiency Level

Category	Proficiency - Demonstration	Infusion/Integration	ETTC Workshops
Communication 1. E-mail 2. Voice mail 3. Web Pages 4. Publications (Newsletters)	1. Able to open and send attachments, reply and forward messages. 2. Able to administer personal greetings. 3. Able to post information on a ready-made web site. 4. Able to use basic templates in publishing software to create newsletters.	1. Checks messages on a daily basis and uses e-mail for professional research. 2. Checks voice mail on a daily basis. 3. Regularly submits classroom information to a web service. 4. Regularly creates and sends newsletters to students and parents.	<ul style="list-style-type: none"> • Introduction to the Internet • Microsoft Outlook • Making your first webpage • Webpages with Word • Microsoft Publisher
Responsible Use/Ethics Acceptable Use Policy Copyright Laws Net Etiquette	1. Understands and follows the District AUP. 2. Adheres to Copyright Laws and restrictions. 3. Practices Net Etiquette	1. AUP is signed and returned by students 2. Copyright Laws and restrictions are enforced 3. Net Etiquette is encouraged	<ul style="list-style-type: none"> • Internet Searching Techniques
Knowledge of Hardware Computers Peripherals Technology Tools	1. Understands function of computer components and peripherals. 2. Understands use of technology tools for the classroom.	1. Uses correct terminology with students when referring to computer components and peripherals. 2. Occasionally uses technology tools for demonstration in the classroom.	<ul style="list-style-type: none"> • Digital Cameras and Scanners

<p>Knowledge of OS</p> <p>File Management</p> <p>Disk Management</p> <p>Understanding Use of Network</p>	<p>1. Knows how to create folders, utilize Desktop, move/copy/delete files.</p> <p>2. Knows how to utilize various storage media (floppies, hard drives, CDRs, zips)</p> <p>3. Knows how to access various features of the Network (such as, using network printers and sharing folders with other computers in the building)</p>	<p>1. Explains to students how to create folders, utilize Desktop, move/copy/delete files.</p> <p>2. Explains to students how to utilize various storage media (floppies, hard drive, CDRs, zips)</p> <p>3. Explains to students how to use various features of the Network.</p>	<p>· The Worry-free Classroom</p>
<p>Knowledge of Application and Productivity Software</p> <p><i>Microsoft Office Suite</i></p> <p><i>Microsoft Word</i></p> <p><i>Microsoft Excel</i></p> <p><i>Microsoft Access</i></p> <p><i>Microsoft Front Page</i></p> <p><i>Microsoft PowerPoint</i></p> <p><i>Microsoft Publisher</i></p> <p>Other Productivity Software</p> <p>Curricular Software</p>	<p>1. Occasionally uses appropriate productivity software for specific tasks.</p> <p>2. Occasionally uses classroom management tools such as electronic gradebook software, lesson plan software, Inspiration, etc.</p> <p>3. Occasionally uses appropriate commercial software for instructional activities.</p>	<p>1. Demonstrates instructional applications of productivity and curricular software to students.</p>	<p>· Mastering a Word-Processing program</p> <p>· Intermediate Spreadsheets</p> <p>· Intermediate Database</p> <p>· Microsoft Front Page</p> <p>· Mastering a Multimedia Program</p> <p>· Microsoft Publisher</p> <p>· Microsoft Outlook</p> <p>· Problem-based Learning</p> <p>· Inspiration/Kidspiration</p>
<p>Internet Use- Search Engines - Vineland Intranet</p>	<p>Knows appropriate search engines and how to effectively</p>	<p>1. Teaches students how to select search</p>	<p>· Internet Searching Techniques</p>

<p>Use- Site Evaluation - Browser Use - Research</p>	<p>use them. Knows the contents of the Vineland Intranet. Knows how to evaluate web site content for appropriate instructional use. Knows research techniques applicable to the Internet, such as cutting and pasting.</p>	<p>engines and effectively use them. 2. Teaches students how to evaluate web site content. 3. Teaches research techniques applicable to the Internet, such as cutting and pasting.</p>	
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