

**Maine School Administrative District #75  
Teacher Self-Assessment Survey for Technology**

***Instructions***

Answer questions as they relate to you. For most answers, check the boxes most applicable to you or fill in the blanks.

<b>Basic Computer Use</b>
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**1. I know how to turn on my computer.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**2. I know how to point and click with a mouse.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**3. On a PC, I know how to right-click with my mouse and use the drop down menu items that appear.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**4. I know how to minimize, maximize,resize, and close application windows.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**5. I know how to use the scroll bars on an application window.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others

This doesn't apply to me

**6. I know how to navigate my workstation's local hard drive.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**7. I know how to search for, copy, rename and delete a file.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**8. I know how to undelete a file.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**9. I know how to use diskettes and CD-ROMs.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**10. I know how to shutdown on my computer properly.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**11. I know the difference between a Mac & PC.**

**(Select only one.)**

- Yes
- No

## Network Use

### 12. I basically know what a network is.

(Select only one.)

- Yes
- No

### 13. I know how to login to the network.

(Select only one.)

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

### 14. I know the difference between a network and a local resource.

(Select only one.)

- Yes
- No

### 15. I know how to select the appropriate network printer.

(Select only one.)

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

### 16. I know how to save to my network folder

(Select only one.)

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

### 17. I know how to logout of the network.

(Select only one.)

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

## Computer Security/Maintenance

### 18. I know how to reset my password.

(Select only one.)

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**19. I'm familiar with proper care and maintenance of computers and peripherals.**

**(Select only one.)**

- Yes
- No

**20. I know how to check my system for viruses.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**Technology Support System**

**21. I know how to initiate a technology service request.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**22. I am familiar with the Distinct technology help resources.**

**(Select only one.)**

- Yes
- No

**23. I know how to use the District technology help resources.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**Applications(Programs)**

**24. I know how to launch an application.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help

- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**25. I know how to save a file.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**26. I know how to print a file from an application.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**27. I know how to create a word processing document.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**28. I know how to check spelling in a document.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**29. I know how to create a electronic spreadsheet.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**30. I know how to create an electronic presentation.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently

- I know how to do this and could teach others
- This doesn't apply to me

**31. I know how to login to my e-mail.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**32. I know how to compose and send an e-mail**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**33. I know how to reply to and/or forward an e-mail.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**34. I know how to delete e-mail from my mailbox.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**35. I know how to attach a file to an e-mail.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**36. I know how to open and/or save an attachment.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others

This doesn't apply to me

**37. I know how to check if someone has received and/or read my sent e-mail.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**38. I know how to add an electronic signature to my e-mail.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**39. I know how to create and use a personal e-mail distribution list.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**40. I know how to use the address book.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**41. I know how to access my email over the Internet.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**Internet**

**42. I know how to use a web browser to navigate the world wide web.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help

- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**43. I know how to add a web site to my bookmarks or favorites.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**44. I know how to find curriculum-related material on the Internet.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me

**45. I'm currently using the Internet to deliver curriculum.**

**(Select only one.)**

- Yes
- No

**46. I know how to evaluate a web site as a credible research source.**

**(Select only one.)**

- I don't know how to do this
- I can do this, but sometimes I need help
- I can do this independently
- I know how to do this and could teach others
- This doesn't apply to me