

TECHNOLOGY SKILLS CHECKLIST

| | Met | Not Met | N/A | Comments |
|--|-----|---------|-----|----------|
| Word Processing | | | | |
| Adheres to assignment instructions by using correct formatting (font, margins, orientation, page numbers, spacing, tabs, etc.) | | | | |
| Utilizes spelling and grammar functions in the word processing software | | | | |
| Utilizes special functions to comply with assignment instructions (merge, labels, tables, design, layout) | | | | |
| Accurately submitted assignment electronically and in required document format | | | | |
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| Multimedia (integration of text, graphics, sound, animation, and/or video) | | | | |
| Utilizes multimedia according to assignment instruction | | | | |
| Checks for technical issues before presentation if using multimedia equipment (computer, projector, wireless mouse) | | | | |
| Operates the multimedia properly (navigates well through the use of the multimedia) | | | | |
| Fulfills technical requirements of the assignment (color/theme, graphs, sound, video, animation) | | | | |
| Fulfills formatting requirement of the assignment (font, margins, orientation, page numbers, spacing, tabs) | | | | |
| Utilizes spelling and grammar checks before submission/ presentation | | | | |
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| Learning Management System Usage (Moodle, Aplia) | | | | |
| Accessed course components per instruction | | | | |
| Successfully performed a required task (uploaded an assignment) | | | | |
| Successfully completes quizzes and other required assignments as instructed | | | | |
| Successfully utilized other learning system functions (wikis, blogs, forum, chats, etc) | | | | |
| Participates in social media activities as instructed (Facebook, Twitter, LinkedIn, Ning, etc.) | | | | |
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| Electronic Mail | | | | |
| Accurately utilizes college email account to communicate with instructor and fellow students | | | | |
| Includes a proper subject in the subject line | | | | |
| Includes a salutation and a closing | | | | |
| Utilizes standard English and proper punctuation, grammar, and spelling | | | | |
| Uses a professional tone | | | | |
| Includes attachments correctly | | | | |
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| Technology and Research | | | | |
| Uses technology to access valid resources when conducting research (NC LIVE, online periodicals, websites with .edu and .gov addresses, etc.) | | | | |
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| Other Educational Technology Tools | | | | |
| Demonstrates efficiency with the use of other required classroom technology tools (calculators, web cameras, tablets, and other mobile devices) | | | | |