

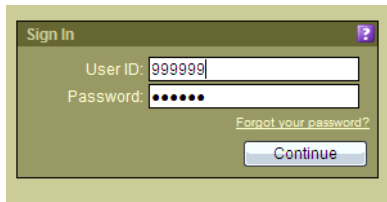
# ODS Educator Personal Technology Use Proficiency Exam - Online Instructions

1. Logon to the online Olathe Technology Assessment at the following URL.

<http://olathetechassessment.simplek12.com>



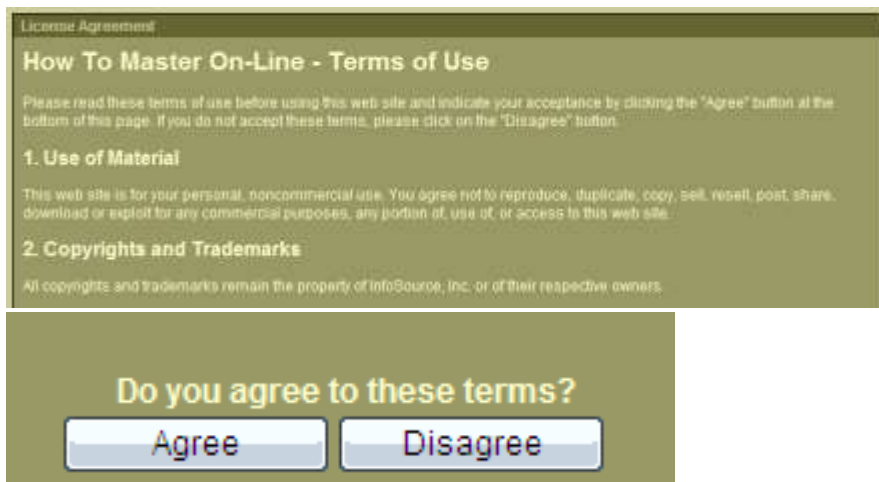
2. Logon to the site using your **ODS Employee ID#** for both your **User ID:** and **Password:** as shown below. Click **Continue**.



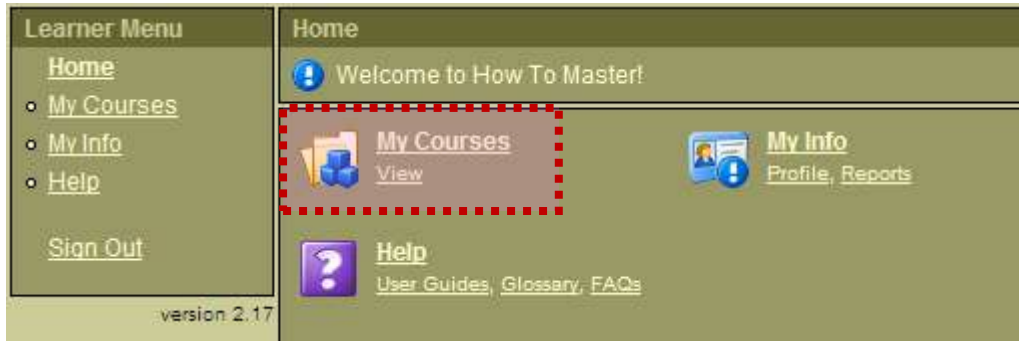
**Note:** If you have forgotten your ODS Employee ID#, you will find it by logging in on the **O-Zone** website. It is located on the **"My Page"** tab in the **"Personal Dashboard"** section as shown below.



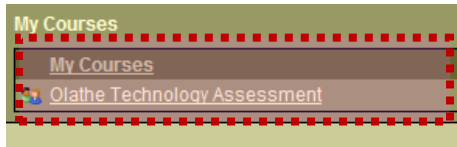
3. The "How to Master On-Line – Terms of Use" License Agreement displays. Scroll through and click **"Agree."**



- Click **“My Courses.”**



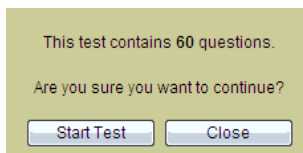
- Click **“Olathe Technology Assessment”**.



- Initially, only one assessment will be available. Click **“Olathe Pre-Technology Assessment”**.



- You will be **required** to take the **PRE-ASSESSMENT first** to familiarize yourself with the type of questions you will be asked on the **POST-ASSESSMENT** and to determine if you need to receive assistance from a colleague or review certain areas before taking the **POST-ASSESSMENT**. There are 60 questions on each test. You may take the **PRE-ASSESSMENT** up to a maximum of 3 times before taking the **POST-ASSESSMENT**. However, you must take it once before you will be able to choose to take the **POST-ASSESSMENT**. You will have only once chance to take the **POST-ASSESSMENT**.
- When you are ready, click the desired assessment to begin. Click **“Start Test.”**



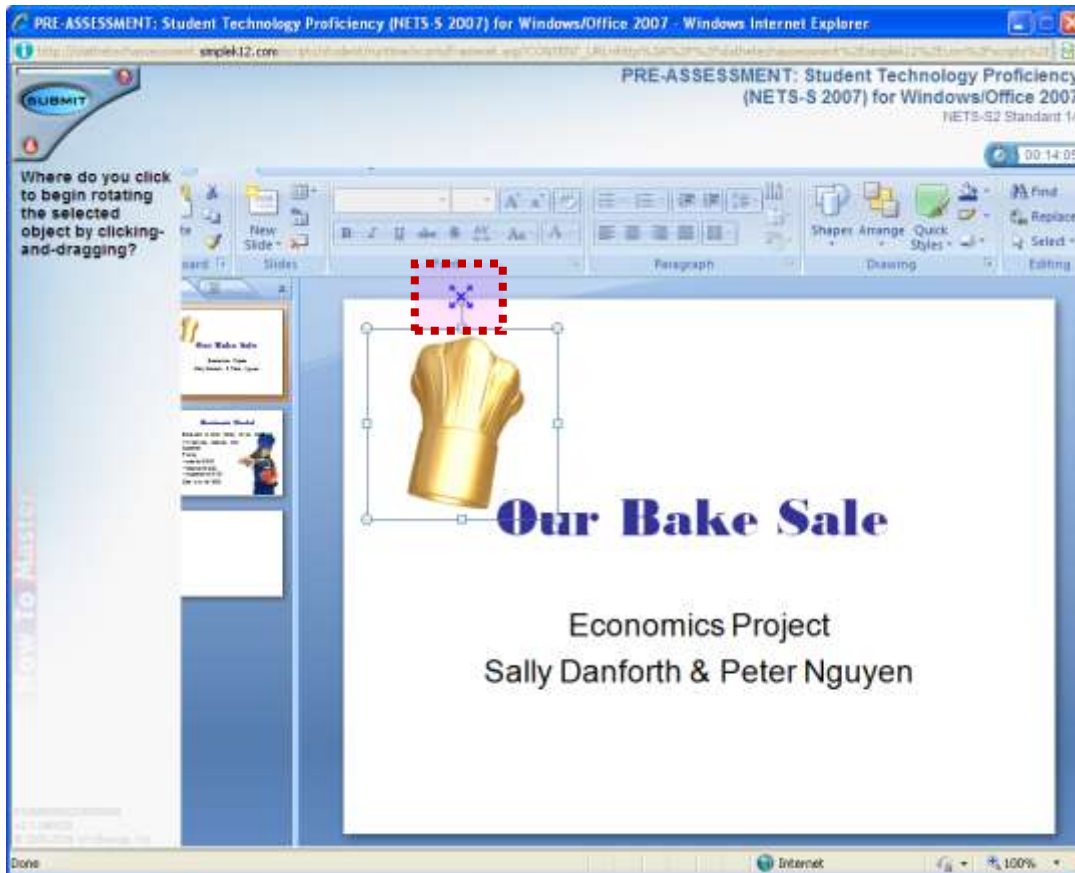
**REMINDER:** You may take the **PRE-ASSESSMENT up to a maximum of 3 times!** You may start it and then finish it at a later date if you do not have the time to complete it in one sitting. **You may take the POST-ASSESSMENT only once in an attempt to receive the designated passing score of 80%.** This assessment may also be started and finished later in another sitting. If you do not finish in one sitting, you will be asked if you wish to **“Resume”** the prior test or **“Restart”** the test from the beginning.

Do you want to continue the previous test session or start a new one?

Restart

Resume

9. When the test begins, **select the correct answer** or **click in the correct location on the screen** to answer the question. Then click **“Submit.”**



10. As you are working through the **PRE-ASSESSMENT**, you will **not** receive feedback on each question. You will receive a final score at the end of the **PRE-ASSESSMENT**.

11. When you complete the **PRE-ASSESSMENT**, your results will be saved and you will see a “**Report Card**” message displaying the results. At this time, you will need to decide to **review specific technology standards** and you may then retake the **PRE-ASSESSMENT** up to two more times. Or, if you feel you are ready, you may go ahead and take the **POST-ASSESSMENT**.

**SAVING RESULTS**

Saving and compiling the results may take a few minutes depending on your connection speed.

[Close](#)

**REPORT CARD**

Congratulations! You have received a passing score. The fields to the right reflect your score and your time in the test. The results for each objective are listed below.

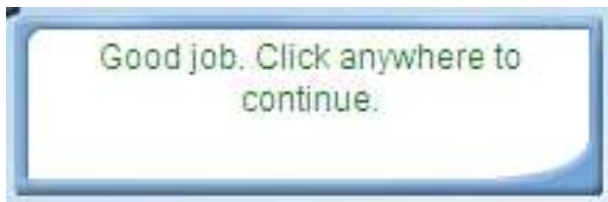
TIME	SCORE
00:23:15	97

**RESULTS**

24 NETS-S2 Standard 3C	Passed
25 NETS-S2 Standard 1B	Passed
26 NETS-S2 Standard 5A	Passed
27 NETS-S2 Standard 1A	Need To Review
28 NETS-S2 Standard 6C	Passed
29 NETS-S2 Standard 4B	Passed
30 NETS-S2 Standard 3B	Passed
31 NETS-S2 Standard 2C	Passed
32 NETS-S2 Standard 3A	Passed
33 NETS-S2 Standard 4D	Passed

**When you are ready, begin the POST-ASSESSMENT.**

12. **If you select the correct answer** on the **POST-ASSESSMENT**, you will see the following message. Click anywhere on the screen to continue.



13. **If you selected an incorrect answer** on the **POST-ASSESSMENT**, you will see a message similar to the following message.

PRE-ASSESSMENT: Student Technology Proficiency (NETS-S 2007) for Windows/Office 2007 - Windows Internet Explorer

That was incorrect. The correct answer is shown in green, italic text. Click anywhere to continue.

(NETS-S 2007) for Windows/Office 2007  
NETS-S2 Standard 5C

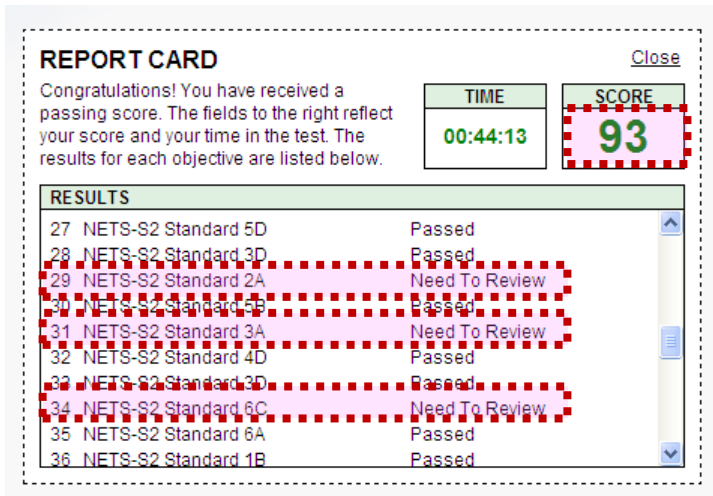
02:17:42

Which one of the following situations shows acceptable digital citizenship?

- A. downloading songs without paying for them
- B. allowing someone else to use your user name and password to access a secure Web site
- C. posting a video of a classmate being bullied on an online video sharing site
- D. writing threatening or mean comments on someone's internet profile
- E. *posting comments on a classmate's blog explaining that listed dates for a school play are incorrect*

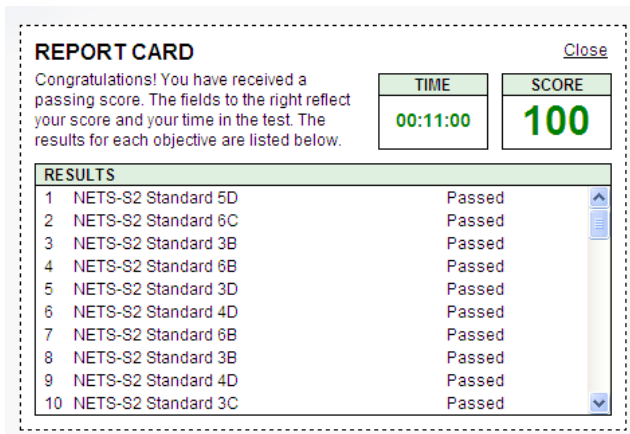
14. When you have completed question #60, a window will display similar to the one shown below.

Any questions you missed will be indicated with the text **“Need to Review.”**



15. Click the **Close** link when you have finished reviewing your score.

16. Your score is saved to the ODS Technology Proficiencies database and ***your administrator will be notified of your passing score.***



17. You may click the Close link to return to the Courses window.

18. The Courses Window will display the score you received on the POST-ASSESSMENT.

19. Once you have obtained at least an 80% on the POST-ASSESSMENT, you have completed the **OBJECTIVE COMPONENT** of the **Olathe District Schools Educator Personal Technology Use Proficiency Exam**.

20. If you do NOT achieve at least an 80% on the POST-ASSESSMENT, you will need to submit an improvement plan with your immediate supervisor. You will then need to submit a request to retake the Post-Assessment.