OLATHE DISTRICT SCHOOLS EDUCATOR PERSONAL TECHNOLOGY USE STANDARDS

CERTIFIED / LICENSED STAFF

Note: Non-classroom certified/licensed staff (ie: Counselors, Administrators, Nurses) may not have access to, or use all forms of software listed in the standards (ie: IG Pro). Also, some technology (ie: CPS clickers, SMART Airliner or iWrite digital annotation devices) may only be available to elementary or secondary teaching staff. It is understood that the requirement for a staff member to demonstrate proficiency in a non-applicable standard would be *waived*.

GENERAL APPLICATIONS		
REQUIRED	ADVANCED	ACCOMPLISHED
A. COMPUTER OPERATION		
☐ Start and shut down computer system and peripherals (printer, scanner, etc.) ☐ Navigate items on the **Desktop** ☐ Maximize, minimize, resize application/document windows ☐ Use the left and right mouse buttons to access commands/menus ☐ Identify and use the available local and network drives ☐ Create and manage/organize folders ☐ Manage files: save and retrieve files, rename, copy, delete ☐ Use a flash drive to save and retrieve files ☐ Copy/burn files to a CD / DVD ☐ Install network printers ☐ Print a document 2-sided, stapled, and punched ☐ Send a locked print job to the printer and print ☐ Scan documents to email using district copiers/printers ☐ Install / uninstall district-approved software	☐ Backup files to various drives and/or external storage devices ☐ Find files using the **Search** command in the **start** menu	
B. COMMUNICATION: ☆GROUPWISE ☆WEB PAGE (DREAMWEAVER, WORDPRESS)		
☐ Open, compose and send email in GroupWise ☐ Attach a document or image file to a GroupWise email message ☐ Forward an email message in GroupWise ☐ Print an email message in GroupWise ☐ Save an email attachment and open in its original application ☐ Create and organize folders for emails in GroupWise ☐ Create a personal signature in GroupWise ☐ Utilize send options in GroupWise (ie: high priority) ☐ Archive email in GroupWise ☐ Open and add information to GroupWise calendar ☐ Use appropriate netiquette ☐ Understand that viruses can be transmitted via email attachments	☐ Assign categories to email messages ☐ Use the District Novell, Frequent Contacts, and personal address books ☐ Create a new personal address book ☐ Create a GroupWise email group ☐ Set rules in GroupWise ☐ Accept GroupWise proxy access from another user ☐ Give proxy access to another GroupWise user ☐ Report spam to District GroupWise spam account ☐ Use district-approved software to create and publish a website	☐ Participate in an online discussion board ☐ Publish learning resources online (ie: a podcast, posting student projects) ☐ Collaborate online for learning (ie: blogs, audio and video conferencing)

C. Internet		
☐ Access the Internet by launching a browser window (i.e.: Internet Explorer, Firefox, Safari, etc.) ☐ Access a website by entering a known URL in the browser Address Bar ☐ Access a website by using a Search Engine (i.e.: Google, etc.) ☐ Highlight information from a web page and copy and paste into a document, per copyright guidelines ☐ Bookmark a web site by adding it to a Favorite's list ☐ Comply with copyright and educational fair use laws, as they relate to electronic media ☐ Know and apply safe use of the Internet with students ☐ Use Internet terminology appropriately ☐ Know and apply the Acceptable Use Policy of Olathe District Schools ☐ Explain the difference between intranet and Internet	☐ Use Internet search tools to effectively search and find information on the Internet, including advanced Internet search strategies such as key words and Boolean commands ☐ Compare and evaluate online information and sources ☐ Access and use search functions to locate information in the district purchased databases *(required for LMS)* ☐ Demonstrate appropriate bibliographic format to cite sources of electronically gathered information or know where to access such information ☐ Identify and use technology resources to keep current with technology education	☐ Participate in electronic communities as a learner, initiator and contributor ☐ Find and use interactive virtual environments, appropriate to grade level, such as virtual reality or simulations

SOFTWARE APPLICATIONS

REQUIRED	ADVANCED	ACCOMPLISHED

A. WORD PROCESSING: ☆MICROSOFT WORD

REQUIRED	ADVANCED	ACCOMPLISHED
☐ Create a new document from a blank page and a template ☐ Locate and open an existing document ☐ Use save and save as to preserve document changes ☐ Preview and print a document ☐ Convert a file from the Word 2003 format to Word 2007 format ☐ Convert a file to PDF format using Word 2007 ☐ Locate and use Word 2007 Ribbons and Groups ☐ Apply document and character formatting within a document (ie: bold, italic, underline, font, font color, font size, line and paragraph spacing and alignment, bullets/ numbering, margins, page orientation) ☐ Insert and format graphical elements in a document (i.e.: Word art, clip art, photographs(jpeg, gif, png), images/shapes or symbols); size and crop the graphic ☐ Create and format a table ☐ Use the spell check and thesaurus	☐ Create, edit and apply styles ☐ Apply indention options (left, right, first line, and hanging indent ☐ Create and use columns ☐ Insert a hyperlink ☐ Insert a header or footer ☐ Change direction of text ☐ Create file folder and mailing labels ☐ Add a watermark to a printed document: (ie: word "draft" is slanted across a doc) ☐ Use keyboard shortcuts ☐ Use the Office 2007 online gallery to access additional clipart, templates, and themes	☐ Use the tab button located on the ruler to set tab stops (center, decimal, left and right) ☐ Use the Mail Merge functions to merge a document and data source and create form letters or labels ☐ Use technical writing strategies and effect use of graphics and page design to communicate effectively ☐ Share documents electronically and use tracking function to markup and make comments on documents ☐ Apply advanced software features (ie: style sheets, themes, and templates) to improve the appearance of word processing documents ☐ Use equation editor (math)

B. SPREADSHEET: ☆MICROSOFT EXCEL

REQUIRED	ADVANCED	ACCOMPLISHED
☐ Create a new document from a blank page or a template ☐ Locate and open an existing document ☐ Use save and save as to preserve document changes ☐ Preview and print worksheets and workbooks ☐ Convert a file from the Excel 2003 format to Excel 2007 format ☐ Convert a file to PDF format using Excel 2007 ☐ Locate and use Excel 2007 Ribbons and Groups ☐ Enter and edit cell contents including text, dates, and numbers and number formats (ie: currency, percent, dates and commas) ☐ Apply document and character formatting within a document (ie: bold, italic, underline, font, font color, font size, line and paragraph spacing and alignment, bullets and numbering, margins, page orientation) ☐ Insert and format graphical elements into a document (ie: Word art, clip art, photographs(jpeg, gif, png), images/shapes/symbols); size and crop the graphic ☐ Insert and delete rows and column; modify row and column size	☐ Adjust decimal places ☐ Use basic functions (ie: average, sum, count, min, and max) ☐ Merge and split cells ☐ Insert, move, and delete an object (ie: graphic) ☐ Create and label a chart applying the appropriate chart style to the type of data ☐ Insert a header or footer ☐ Name, rename, and color code sheet tabs ☐ Copy, paste, and reorder spreadsheets with in a workbook ☐ Use the Office 2007 online gallery to access additional clipart, templates, and themes	☐ Enter and revise formulas in a cell and use the formula bar ☐ Apply advanced software features (ie: style sheets, themes, and templates) to improve the appearance of spreadsheets

C. Presentations: ☆Microsoft PowerPoint

- ☐ Create a new presentation from a blank page or a template
- ☐ Locate and open an existing presentation
- ☐ Use save and save as to preserve presentation changes
- ☐ Print the presentation in various formats (ie: slides only, notes, speaker)
- ☐ Convert a file from the PowerPoint 2003 format to PowerPoint 2007 format
- ☐ Convert a file to PDF format using PowerPoint 2007
- ☐ Locate and use PowerPoint 2007 Ribbons and Groups
- ☐ Apply document and character formatting within a document (ie: bold, italic, underline, font, font color, font size, line and paragraph spacing and alignment, bullets and numbering, margins, page orientation)
- ☐ Insert and format graphical elements into a document (ie: Word art, clip art, photographs, images/shapes or symbols); size and crop the graphic
- ☐ Create and delete slides
- ☐ Locate and apply themes to a presentation
- ☐ Insert and format graphics into a document (ie: Word art, clip art, photographs (jpeg, gif, png),images, or symbols); size and crop the graphic

- ☐ Insert a sound from clip art or a file
- ☐ Insert a video
- ☐ Insert a hyperlink to a site outside the PowerPoint and hyperlink slides within a PowerPoint
- ☐ Apply customized animations (ie: builds, transitions)
- ☐ Use the Office 2007 online gallery to access additional clipart, templates, and themes

- ☐ Apply advanced software features (ie: style sheets, themes, and templates) to improve the appearance of presentations
- ☐ Use the Pack and Go feature to convert your presentation for use on a computer that does not have PowerPoint installed
- ☐ Upload the presentation file to a shared presentation site

Instructional Technologies

Required	Advanced	Accomplished

A. Digital Classroom: ☆Projector ☆Wireless keyboard/mouse/Slate ☆VCR/DVD Player ☆Document Camera ☆Clickers ☆Digital Camera

Required	Advanced	Accomplished
☐ Turn on the video projector /use the video projector remote control functions ☐ Turn the shutter function on and off ☐ Switch the display between the VCR/DVD and computer ☐ Perform basic troubleshooting with the digital classroom equipment ☐ Install and update the **SMART** Notebook software ☐ Create a **SMART** Notebook digital lesson ☐ Use clickers/CPS as an instructional/assessment tool ☐ Create a student data base file for the clickers/CPS ☐ Create a **FastGrade** lesson with the clickers/CPS ☐ Follow copyright guidelines when creating digital lessons	☐ Troubleshoot wireless keyboard and mouse issues ☐ Troubleshoot airliner issues ☐ Use the SMART Notebook print capture function ☐ Create a clickers/CPS for PowerPoint lesson ☐ Capture images with a digital camera ☐ Download files from a digital camera to the computer ☐ Manipulate digital images by cropping and/or resizing using graphics software	☐ Troubleshoot Bluetooth issues

B. IGPro: ☆Networked Grade program CLASSROOM AND SUPPORT EDUCATORS RESPONSIBLE FOR INPUTTING GRADES AND ATTENDANCE ONLY

Required	Advanced	Accomplished
☐ Access **IGPro** using password ☐ Understand **IGPro** terminology, file management, and printing cards (Elem) ☐ Set up a new grade book ☐ Set up a standard grade table ☐ Sort students in the grade book ☐ Import spreadsheets (Elem) ☐ Create a new task ☐ Re-order spreadsheets in the grade book ☐ Print student reports ☐ Complete the mid-term spreadsheet ☐ Correctly complete the quarter wizard spreadsheet (Elem) ☐ Export grades and attendance ☐ Send email reports to parents and colleagues	☐ Set up seating chart ☐ Add student notes on student progress reports ☐ Add spreadsheet notes on student progress reports ☐ Copy tasks within the grade book ☐ Print class roster from grade book ☐ Reset the password ☐ Assign points to tasks as extra credit ☐ Work on grades from a home computer ☐ Send the updated grade book file (.gbf file) back to the school server from a home computer	

C. Instructional Use

Required	Advanced	Accomplished
☐ Integrate use of hardware, software and peripheral devices (i.e.: printers, flash drives, CDs, cameras, etc.) within the classroom ☐ Teach, support, and supervise student use of technology ☐ Differentiate between and Integrate technology resources into lessons and learning activities (online simulations, wikis, blogs, podcasts, classroom management applications) ☐ Use technology to assist with assessment and documentation of national, state and local standards ☐ Use district-adopted textbook software applications	☐ Use technology to support cooperative and collaborative learning strategies ☐ Design learning tasks to reflect higher level thinking skills ☐ Apply various technology tools to differentiate instruction ☐ Create an online classroom management site using a web application such as Blackboard or Moodle	☐ Design, implement and assess student learning activities that integrate computers/technology for a variety of student grouping strategies and for diverse student populations. ☐ Collaborate in on-line workgroups ☐ Employ/integrate new technology devices for learning

D1. STUDENT DATA ACCESS — TEACHERS, STUDENT/SPECIAL SERVICES, ADMINISTRATORS

☐ Log in to the student Data Access site (http://dataaccess.olatheschools.com) ☐ Using the Data Access website, locate a specific student and view information (ie: attendance, assignments, assessments) ☐ Using the Data Access website, print student information ☐ Understand the relationship between IGPro, **Parent** Access and **Data** Access (i.e.: Student Assignments displaying when Due Dates are assigned to daily assignments/tasks)	☐ Apply student assessment data to individualize instruction ☐ Identify areas of individual student strengths and weaknesses in content-area learning; and use results to identify appropriate teaching strategies	☐ Collect, analyze, and report data on student performance from multiple measures and apply strategies to improve planning, instruction, and management

D2. STUDENT DATA ACCESS, DATA DASHBOARD, SIS — COUNSELORS, ADMINISTRATORS

☐ Log in to the Dashboard ☐ Enter the proper parameters in each report to retrieve accurate data ☐ Sort the data in ascending or descending order ☐ Locate a specific student and view their information ☐ Export the data to an Excel spreadsheet	☐ Use the Dashboard reports to identify at risk students ☐ Manipulate Dashboard data from Excel ☐ Create charts or graphs for comparison	☐ Collect, analyze, and report data on student academic and behavioral performance from multiple measures and apply strategies to achieve academic and behavior milestones

D3. STUDENT HEALTH RECORDS, SIS — NURSES

☐ Apply the Electronic Health Record Policy (CNH) of Olathe District Schools ☐ Differentiate between applications that are read only versus add, change and delete ☐ Access and utilize parent contact information, special Instructions screens and student schedule screen (secondary) ☐ Utilize the daily health log and medication log in day-to-day health room management ☐ Enter, maintain and query electronic immunization records and hearing and vision results for all students ☐ Create and maintain standardized medical concern tags and IHP's with applicable students ☐ Become proficient with up to five different reports including utilizing the Medication Log Daily Sheets report to provide Medication Logs for substitute nurses and Unlicensed Assistive Personnel (UAP) and for field trips/community based instruction ☐ Utilize up to five keyboard hints including locking the keyboard and use of function keys that facilitate navigation of system	☐ Toggle between multiple sessions of AS400 ☐ Utilize student history features of AS400 ☐ Utilize Basic Student Information to locate students transferred within the district ☐ Utilize copy/paste features across software applications ☐ Access and print immunizations of student who has graduated or is no longer in the District (with proper authorization) ☐ Utilize and become proficient in 6 to 10 keyboard hints and reports including functions on Job Control screen, i.e., viewing a report without printing	☐ Create unique AS400 queries based on individual building needs ☐ Suggest additions/corrections to computer applications ☐ Assist with authoring /updating Health Room Software Manual ☐ Mentor other nurses in AS400 software applications

PROFESSIONAL GROWTH		
REQUIRED	**ADVANCED**	**ACCOMPLISHED**
A. SOCIAL, ETHICAL, LEGAL AND HUMAN ISSUES		
☐ Understand and follow current copyright laws, rights and responsibilities ☐ Model behaviors in and outside the classroom that promote ethical and legal use of technology based resources	☐ Design student learning activities that foster the equitable, ethical and legal use of technology by students	☐ Develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital-age communication and collaboration tools
B. PROFESSIONAL GROWTH		
☐ Identify areas for improvement with regards to technological abilities/knowledge ☐ Search and find resources to enhance subject area knowledge ☐ Access professional organization websites	☐ Participate in online training courses ☐ Contribute to virtual resources ☐ Evaluate and reflect on current research and professional practice on a regular basis to make effective use of existing and emerging digital tools and resources in support of student learning	☐ Use the national, state and local benchmarks and other applicable resources to develop technology-infused lessons
C. DISTRICT RESOURCES		
☐ Log into the O-Zone to access web mail, MyFiles, Self Serve, professional development points, leave balances (ie: illness/bereavement, personal business, district directories, etc.) ☐ Access district curriculum ☐ Access the district Help Desk ☐ Access the district Instructional Technology department website ☐ Access web mail directly: http://gmail.olatheschools.com ☐ Access MyFiles directly: http://myfiles.olatheschools.com ☐ Access and use the online sub finder (teaching staff only) ☐ Log into MyLearningPlan; enroll in sessions	☐ Manage junk mail ☐ Access MyFiles from home computer using the My Network Places/WebDAV method	