


Proficiency Assessment Rubric

Rubrics

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Rubric Category - General Computer Knowledge and Skills

Each subcategory has 3 levels of proficiency: Introductory, Intermediate, and Proficient.

Click on the icon () to display the CTC Technology Standards and/or the ISTE NETS Standards addressed by this rubric.

Sub-Category: **General Knowledge of Basic Hardware and Software Terminology**


Introductory	<ul style="list-style-type: none"> - Identifies hardware components, peripherals and their purpose - Identifies icons, windows and menus
Intermediate	<ul style="list-style-type: none"> - Uses icons, windows and menus - Uses basic peripherals (e.g. CD-ROM, storage media, etc.)
Proficient	<ul style="list-style-type: none"> - Incorporates general knowledge of basic hardware and software into lesson design as appropriate (e.g. vocabulary, naming and saving conventions, printing, etc.)

Sub-Category: **Operation and Care of Hardware**

Introductory	<ul style="list-style-type: none"> - Starts up and shuts down computer and peripherals - Uses a mouse - Inserts and ejects diskettes, CD-ROM, etc. - Uses software from a disk, hard drive, or CD-ROM - Creates, names/renames folders and files - Starts an application and creates a document - Names, saves, saves as, retrieves and revises a document - Prints documents
Intermediate	<ul style="list-style-type: none"> - Organizes the desktop - Initializes, formats, names diskettes - Copies documents between computer and diskettes - Chooses printer location
Proficient	<ul style="list-style-type: none"> - Allocates memory needed by applications - Accesses and changes control panels - Sets software preferences - Makes more system memory available - Performs regular maintenance - Organizes files and programs - Uses print preview and options - Opens and works with more than one application at a time - Shares files and printers on a network - Installs software - Selects and uses appropriate anti virus software

Sub-Category: **Basic Troubleshooting**

Introductory	<ul style="list-style-type: none"> - Restarts a frozen computer - Identifies directly connected or networked printer problems
Intermediate	<ul style="list-style-type: none"> - Troubleshoots basic hardware, software and printing problems before accessing the appropriate level of support

	<ul style="list-style-type: none"> - Checks cables for proper attachment - Solves simple printer problems with directly connected printer
Proficient	- Troubleshoots common hardware, software, printing and network problems before accessing the appropriate level of support
Sub-Category:	Integration, Student Learning, and Classroom Management 
Intermediate	<ul style="list-style-type: none"> - Explains various models for classroom management of technology - Cites examples of appropriate applications of technology as an educational tool
Proficient	<ul style="list-style-type: none"> - Selects and uses effective classroom management techniques using technology in a limited number of educational settings - Selects and implements appropriate technology tools to support teaching and learning processes