

Student: _____

SBAC: Tech Skills Checklist

The following checklists describe anticipated technology skills students need to effectively and efficiently complete both the Math and ELA SMAC Assessments.

Periodically, ask students to demonstrate these skills:

	Basic Operation Skills and Mouse Skills	
1.	Properly login/logout of computer	
2.	Uses mouse/trackpad appropriately	
3.	Moves cursor on screen	
4.	Places cursor on specific location on screen	
5.	Uses a mouse/trackpad to perform single click	
6.	Uses a mouse/trackpad to double click	
7.	Uses a mouse/trackpad to right-click (control-click on Mac)	
8.	Is able to drag and drop items on screen	
9.	Uses mouse to highlight text on screen	
10.	Launches a program by activating an icon	
11.	Exits/Quits a program	
12.	Can access help features	
13.	Open a new window	
14.	Closes a window	
15.	Maximizes a window (Green Jellybean on Mac)	
16.	Minimizes a window (Yellow Jellybean on Mac)	
17.	Uses the scrollbar to move up and down on a screen	
18.	Uses the scrollbar to move left and right on a screen	

	Keyboarding Skills	
1.	Can locate letters and type letters	
2.	Uses enter/return key	
3.	Appropriately uses space bar	
4.	Uses delete key	
5.	Uses shift key	
6.	Uses tab key	
7.	Appropriately uses number pad	
8.	Enters characters with reasonable speed	
9.	Can locate and type punctuation keys	
10.	Uses shift key to appropriately capitalize letters	
11.	Uses correct posture (shoulders parallel to screen, both feet on floor)	

This checklist was modified by the Eugene 4J School District from the version created by the Middletown Public Schools Technology Department. The following resources were also used as guides and references:

- Technology Skills Checklist for Online Assessment' by the University of Kentucky and CAST
- Mount Vernon City School District Instructional Technology Curriculum Guide
- Regional School District 13 K-6 Technology Integration Curriculum

	Word Processing Skills	
1.	Uses cursor to type/insert text in specific location or field	
2.	Uses keyboard to type words/ sentences/ paragraphs	
3.	Locate and enter appropriate punctuation	
4.	Composes first draft at the keyboard	
5.	Is able to insert words/letters when editing	
6.	Is able to delete words/letters when editing	
7.	Is able to replace words/letters when editing	
8.	Is able to change case appropriately when editing	
9.	Enters characters with reasonable speed	
10.	Locates and enters punctuation marks	
11.	Is able to copy letters/words	
12.	Is able to paste letters/words	
13.	Uses spacebar correctly to separate words	
14.	Uses the shift key for capitalization	
15.	Makes additional revisions to typed piece (identifies misspelled words and selects appropriate correction)	
16.	Can use undo	
17.	Can use redo	
18.	Can format text (Bold, italic, underline)	

	Navigation Skills	
1.	Identifies symbols for advancing screens (arrow)	
2.	Identifies symbols for moving back screens	
3.	Can play video (▶)	
4.	Can stop a video (■)	
5.	Can pause a video ()	
6.	Can rewind a video (◀)	
7.	Can adjust volume	
8.	Identifies common navigation symbols and their functions (can use visuals such as calculator when available)	

	Assessment Specific Skills	
1.	Enter student login ID	
2.	Enter password	
3.	Can access / change preferences	
4.	Enters practice area	
5.	Accesses directions	
6.	Clicks in text box and types	
7.	Flags questions to be reviewed later	

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8.	Scrolls to view questions / answers	
9.	Scrolls to navigate to response section	
10.	Can Resize windows in a split screen	
11.	Scroll within each box of a split screen	
12.	Selects appropriate answer	
13.	Deselects inappropriate answer	
14.	Clicks arrows to navigate through test	
15.	Opens/ closes dialogue window	
16.	Click an underlined text to activate link	
17.	Understand and appropriately use "Settings" options	
18.	Understand and appropriately use Zoom In / Zoom Out features	
19.	Can delete objects and numbers	
20.	Can access information button to support how question should be answered	
21.	Understand when more than one answer is possible	
22.	Can appropriately navigate and enter an equation	
23.	Can select / deselect objects	
24.	Can create a graph	
25.	Can drag and drop text and move in appropriate sequence	
26.	Can start audio	
27.	Can stop audio	
28.	Can draw line segments	

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