



GCCLR -Educational Technology Planning Kit

Dr. M.L. Garza-Gonzalez Charter School

Student Survey

Put a checkmark next to the Level that best describes you. You must be able to do everything described at that level to check it.

1. Basic Computer Use

- ☐ Level 1 - I do not use a computer.
- ☐ Level 2 - I log-on, log-off, open, use, and close a program on my own.
- ☐ Level 3 - I open and use more than one program at the same time.
- ☐ Level 4 - I learn new programs on my own.

2. Files Management

- ☐ Level 1 - I do not save any documents I create using the computer.
- ☐ Level 2 - I create my own folders to keep files organized and maintain my account within allotted district limits.
- ☐ Level 3 - I select, open, and save documents on the network.
- ☐ Level 4 - I move files between folders, drives, and use the network.

3. Word Processing

- ☐ Level 1 - I do not use a word processor.
- ☐ Level 2 - I use a word processor for basic writing tasks.
- ☐ Level 3 - I use the tools of the word processor, such as spell check and grammar check, to edit my work.
- ☐ Level 4 - I use the word processor to improve my previous drafts and publish a final document.

4. Spreadsheet

- ☐ Level 1 - I do not use a spreadsheet.
- ☐ Level 2 - I enter data in a spreadsheet and create charts.
- ☐ Level 3 - I choose a chart which best reflects my data and apply title and labels.
- ☐ Level 4 - I use formulas to help analyze data in a spreadsheet.



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5. Database

___Level 1 - I do not use a database.

___Level 2 - I locate information from a pre-made database such as Library Search or electronic magazine sources.

___Level 3 - I create my own database and add or delete information.

___Level 4 - I generate reports from a database in order to answer questions.

6. Graphics

___Level 1 - I do not use graphics with my word processing documents.

___Level 2 - I create pictures with paint and draw programs and also use clip art.

___Level 3 - I edit clip art, scan, and import graphics from a variety of sources and modify them using a draw program.

___Level 4 - I create, select, and use graphics in order to make a point or illustrate what I have learned.

7. E-mail

___Level 1 - I do not use e-mail.

___Level 2 - I compose and send e-mail messages within the school district.

___Level 3 - I organize my mail folders to save messages and delete those I no longer need.

___Level 4 - I use e-mail to request and send information for research.

8. Research

___Level 1 - I do not use electronic sources to find information.

___Level 2 - I find information from electronic sources (World Book, Internet, CDs, DYNIX (Union Catalog)).

___Level 3 - I select, gather, and save information from multiple electronic sources to answer a question.

___Level 4 - I analyze and evaluate the information I've gathered.



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9. Publishing Projects

- ☐ Level 1 - I do not use a publishing program.
- ☐ Level 2 - I use templates or wizards to create a published document.
- ☐ Level 3 - I create original publications from a blank page combining design elements such as columns, clip art, tables, word art, and captions.
- ☐ Level 4 - I design original publications which communicate to others what I've learned.

10. Technology Presentation

- ☐ Level 1 - I do not use presentation software for multimedia presentations.
- ☐ Level 2 - I use templates or wizards to create basic multimedia presentations
- ☐ Level 3 - I combine text with pictures imported from different sources, to create original multimedia presentations.
- ☐ Level 4 - I design multimedia presentations employing audio, video, and still graphics to share ideas.

11. Internet

- ☐ Level 1 - I do not use the Internet.
- ☐ Level 2 - I visit Internet sites approved by my school and use navigation buttons to move between pages.
- ☐ Level 3 - I use search tools efficiently to locate information.
- ☐ Level 4 - I create web pages for classroom projects.

12. Responsible Use

- ☐ Level 1 - I do not understand what responsible use means.
- ☐ Level 2 - I take care of the equipment and software and leave it ready for the next user.
- ☐ Level 3 - I understand and follow school and district rules concerning harassment, language, passwords, privacy, appropriate use of resources, etc.
- ☐ Level 4 - I model responsible use and teach others.