

TECHNOLOGY PROFICIENCY GUIDELINES AND GENERAL INFORMATION

Dallas ISD Level 1 Technology Proficiency will be required of all teachers participating in the **Teacher Laptop Program**. The assessment substantiates expertise with Operating Systems (*Windows 98* or later), Word Processing (*Microsoft Word 98* or above), Email, Internet, and an understanding of Dallas ISD regulations on *Electronic Communication and Data Management*. Targeted skills are identified in a checklist format on the Technology Proficiency Verification Form (2005-2006). All skills must be mastered for Level 1 Technology Proficiency acknowledgement.

ASSESSMENT COMPONENTS

- The Operating System component of the assessment involves demonstration of skills to an appraiser while at a computer.
- The Word Processing component involves the reformatting of a template featuring a variety of observable features and functions to be shown to the appraiser after document completion.
- The Email and Internet components require a Dallas ISD GroupWise Web Access Email Account. Document generation is to be shown to the appraiser upon completion. Dallas ISD policy on *Electronic Communication and Data Management* will involve teacher acknowledgement and signature.

GUIDELINES:

- Only fulltime certified teachers, alternative certification teachers and media specialists will be allowed to register for the assessment online.
- Only those who are registered will be allowed to take the Proficiency – no standbys or walk-ins will be tested.

Assessments will be held at the following Remote Sites in September

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|---------------------------------|-----------------------|----------------|
| 1. W.E. Greiner Middle School | 501 S. Edgefield Ave. | Lab 103 or 105 |
| 2. Robert T. Hill Middle School | 505 Easton Rd. Lab | 119 or 123 |

from 4:30PM to 7:30PM. Participants will test **only** in *Microsoft Word*

- Assessments will begin promptly at the designated time. A teacher arriving after 4:40PM will not be allowed into the testing area until the first portion has been completed. For example, participants arriving at 4:41PM for a 4:30PM session will be allowed to join at the break time, approximately 5:15PM to 5:30PM. Participants **arriving after 5:10PM** will be **required to register for another session**.
- All participants must have the requirements completed by 7:30PM; this includes those participants who did not begin until 5:10PM or later.
- Children **will not** be allowed in **the testing area, laptop computer distributions sites** or remain unattended in the common areas of either sites.

REQUIREMENTS:

- Registrants must show their Dallas ISD school badge or a letter from their campus principal verifying their employment and their driver's license upon entry into the testing lab.
- Registrants must be able to access their GroupWise Web Access Email Account prior to test commencement.