

Core Technical Competencies for All: Self-Assessment

| If I needed to provide evidence ¹ , I would be able to rate my skill level as: | Low ² | OK ³ | Expert ⁴ |
|---|------------------|-----------------|---------------------|
| 1. Basic technology skills for: | | | |
| 1.1. Word processing | | | |
| 1.2. eMail management | | | |
| 1.3. Communications tools | | | |
| 1.4. Documents filing and sharing systems | | | |
| 1.5. Electronic presentations | | | |
| 1.6. Spreadsheets | | | |
| 1.7. Databases | | | |
| 1.8. Digital cameras and scanners | | | |
| 1.9. PDAs and mobile devices | | | |
| 1.10. Privacy and security | | | |
| 1.11. ?? | | | |
| 2. Basic internet skills for: | | | |
| 2.1. Web navigation | | | |
| 2.2. Website design | | | |
| 2.3. Search engine utilization | | | |
| 2.4. Quality of content | | | |
| 2.5. Downloading and installing software from the web | | | |
| 2.6. Copyright and ethics | | | |
| 2.7. VOIP (e.g., Skype) | | | |
| 2.8. Online communities and social networking | | | |
| 2.9. Security and privacy | | | |
| 2.10. Web cams and web conferencing | | | |
| 2.11. eLearning (informal/non-formal) | | | |
| 2.12. Troubleshooting | | | |
| 2.13. ?? | | | |
| 3. Basic videoconference skills for: | | | |
| 3.1. Fundamental operations | | | |
| 3.2. Troubleshooting | | | |
| 3.3. Advance organizers | | | |
| 3.4. Effective lectures | | | |
| 3.5. Effective meetings | | | |
| 3.6. Effective learning assessment | | | |
| 3.7. Effective interviews | | | |
| 3.8. Collaboration and group work | | | |
| 3.9. ?? | | | |
| 4. Skills for software & learning management tools, e.g., | | | |
| 4.1. Learning management systems (i.e., Banner, WebCT) | | | |
| 4.2. ePortfolio (e.g., PebblePad) | | | |
| 4.3. Web conferencing (e.g., Elluminate) | | | |
| 4.4. Social networking (e.g., Facebook) | | | |
| 4.5. Project management | | | |
| 4.6. Collaboration and virtual office tools | | | |
| 4.7. Research and data gathering | | | |
| 4.8. Emerging innovations | | | |
| 4.9. ?? | | | |

¹ Ask yourself: "How have I demonstrated this competency in the past?"

² I need to work on this.

³ I feel confident but I can always learn more.

⁴ I could teach others about this.