

## What does TechLiteracy Assessment Assess? Descriptions of the Skill Modules in the Middle School Version

**Systems and Fundamentals:** This module assesses tasks central to the understanding and use of computer systems. Some examples include:

- Selecting a data format or technology tool appropriate to the task or audience
- Creating, storing and retrieving data on local area networks and peripheral devices
- Knowledge of the basic parts of the computer, vocabulary and symbols of technology
- Basic troubleshooting for computer problems
- Recognizing and distinguishing among file types

**Social and Ethical:** This module assesses knowledge about accepted ethical norms as they relate to technology, as well as the impact of technology, past and present, on society. Some examples include:

- Identifying ethical and unethical behaviors with respect to the use and transmission of electronic files, software and other online data
- Awareness of major social issues and ongoing effects and controversies regarding prominent technology advances

**Word Processing:** This module assesses tasks central to formatting text and text/page layout. Some examples include:

- Publishing, printing and saving documents in a variety of locations
- Applying standard text formatting and layout options
- Applying layout options at the paragraph, page and document level

**Spreadsheets:** This module assesses tasks unique and central to creating, editing, manipulating, and interpreting data in spreadsheet tables, charts, and graphs. Some examples include:

- Creating, entering, sorting, filtering and saving information
- Using common functions in spreadsheets (merging cells, find/replace)
- Writing simple formulas
- Creating, labeling and interpreting more complex graphs

**Multimedia/Presentations:** This module assesses tasks unique and central to the creation and manipulation of graphic, audio, video, and other non-textual products by electronic means. Some examples include:

- Inserting graphics and other multimedia into documents
- Creating, formatting and saving presentations
- Capturing and composing audio-visual presentations

**Telecommunications/Internet:** This module assesses tasks central to telecommunications, including intra- and inter-office Networks, as well as Internet software such as browsers and email. Some examples include:

- Locating and launching a web browser on a computer
- Navigating from one web site to another
- Accessing and sending email, including composing email distribution lists
- Assessing content purpose and credibility as grade appropriate

**Database:** This module assesses tasks central to the use of common database interfaces, such as Web search engines, school library records, and as appropriate, specialized database design software. Some examples include:

- Searching the web or other databases using both single and multiple keyword searches
- Searching the web or other databases using multivariate category searches
- Applying Boolean operators to narrow searches
- Sort, filter and search simple databases