Teacher Baseline Technology Skills Checklist

Technology & Media Services offers one-on-one and group support for teachers all throughout the school year as well as in the summer. Instructional technology activities qualify as professional development under section 1526 and section 1527 if the activity leads to new knowledge about using technology-enhanced methods and strategies to enhance student learning. This means you can schedule one on one technology professional development before school, after school and on your prep and have it count toward your voluntary district provided PD hours (professional development that is being counted as instructional time as allowed by Michigan Compiled Law (MCL) Section 388.1701 Section 101(10), may only occur when students are not already receiving instruction). You may use the list of technology related activities below as you assess your technology needs. This list is meant to act as a guide, not a requirement.

Request PD by going to [www.elps.us](http://www.elps.us) > STAFF > Technology Work Request.

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| Category | Blue – baseline / Green – bonus  |
| GeneralComputingTools | * I can scan a document and send it to myself
* I can save a document to my school network drive
* I can create folders and organize files in my school network drive
* I can send and receive emails
* I can submit a technology work request
* I know where to access district technology help and how-tos
* I know how to request personal technology training
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| GeneralClassroomTechnology | * I can turn on my interactive whiteboard
* I can use my interactive whiteboard pens
* I can use SMART Notebook software (elementary only)
* I can turn on my document camera
* I can project a document to my whiteboard
* I can use my classroom microphone
* I can set my default printer
* I can use basic troubleshooting skills for the above tools
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| Communication&CollaborationTools | * I can use email to communicate and collaborate effectively
* I can digitally share documents & resources with my colleagues
* I can access my voicemail messages
* I can access my Foxbright teacher page
* I can post information on my Foxbright teacher page
* I can create events on my Outlook and/or Google calendar
* I can share my Outlook and/or Google calendar
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| PresentationTools | * I can create basic presentations (ex. PowerPoint, Google Slides)
* I can play an educational video from the web or my PC.
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| DataTools | * I can log into Illuminate Ed and AIMSweb
* I can administer assessments using Illuminate Ed and AIMSweb
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| LearningManagementTools | * I can use PowerTeacher for grades and attendance
* I can access digital ELPS curriculum resources
* I can log into Seesaw (DK-2) and/or Google Classroom (3-12)
* I can post and retrieve resources and lessons from Seesaw (DK-2) and/or Google Classroom (3-12)
* I can use Google Meet or Zoom for video conferencing
* I can add closed captions to my recorded lessons
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| Office365 and Google | * I am familiar with Microsoft Word, Excel and PowerPoint
* I can navigate Windows 10
* I know the difference between a personal Outlook account and my ELPS Outlook account applications
* I can access OneDrive and/or Google Drive online
* I can create, upload and share files using OneDrive and/or Google Drive
* I am familiar with applications such as Microsoft Sway, Office Mix, OneNote, Jamboard, Google Slides, etc.
* I can substitute OneDrive and/or Google Drive in place of Office products (Word, PP)
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| ContentCuration & ResearchTools | * I can digitally collect and bookmark teaching resources
* I can digitally share curriculum resources with my colleagues
* I am familiar with ELPS library resources (MeL, Discovery Ed)
* I am familiar with REMC 13 resources
* I am aware of District Policy regarding technology.
* I can outline my expectations for digital citizenship in my classroom
* I can outline my expectations for appropriately citing resources
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| DeviceUtilizationResources | * I can check out mobile devices from the library
* I can access the online scheduling document
* I can guide students in properly handling their devices
* I know how to use content specific apps for classroom activities
* I can use basic troubleshooting skills if my devices are not working
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| East LansingAccountInformation | * I can log into the technology work request system
* I can log into my PowerTeacher Pro Gradebook
* I know the difference between PowerTeacher and PowerSchool
* I can log into ThinkCentral
* I can log into my aimswebPlus account
* I can log into my IlluminateEd account
* I can log into my ELPS Microsoft account
* I can log into my ELPS Google account
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