

Appendix B

SLIS Student Technology Self Assessment

This survey may be found at http://www.surveymonkey.com/s.aspx?sm=4EvfjgzmhvTljBieszOJcA_3d_3d

1. Introduction

This confidential questionnaire is designed to help the SLIS faculty understand your current technology skills so we can advise you and research and develop technology support resources for SLIS students. Aggregated information may be published, but no individually identifiable information will be shared beyond SLIS.

An asterisk next to a question means that an answer is required for the question.

If you have any questions or comments about this questionnaire, please contact Dr. Bill Kules (kules@cua.edu, 202-319-6278).

***1. Name:**

Name:

***2. Phone number:**

Phone number:

***3. Email:**

Email:

***4. Who is your adviser?**

Who is your adviser?

***5. How many classes have you completed in the SLIS program at this time?**

How many classes have you completed in the SLIS program at this time?

***6. Are you enrolled in LSC 555 for this semester (Fall 2008)?**

- Are you enrolled in LSC 555 for this semester (Fall 2008)? No
- Yes - with Bill Kules
- Yes - with Janet Woody

2. Knowledge

Please indicate your level of knowledge of the following terms and concepts using the following scale.

Unknown – I have never heard this term before.

Basic - I have seen/heard this term used and have a general idea what it means.

Intermediate - I can give an accurate definition of this term but am not sure of how to apply this term.

Mastery - I am confident in the meaning and application of this term or concept.

***7. General Computing**

| | Unknown | Basic | Intermediate | Mastery |
|--------------------|--|-----------------------------|------------------------------------|-------------------------------|
| CPU | <input type="radio"/> General Computing CPU Unknown | <input type="radio"/> Basic | <input type="radio"/> Intermediate | <input type="radio"/> Mastery |
| Hard drive | <input type="radio"/> Hard drive Unknown | <input type="radio"/> Basic | <input type="radio"/> Intermediate | <input type="radio"/> Mastery |
| RAM | <input type="radio"/> RAM Unknown | <input type="radio"/> Basic | <input type="radio"/> Intermediate | <input type="radio"/> Mastery |
| Network | <input type="radio"/> Network Unknown | <input type="radio"/> Basic | <input type="radio"/> Intermediate | <input type="radio"/> Mastery |
| File Format | <input type="radio"/> File Format Unknown | <input type="radio"/> Basic | <input type="radio"/> Intermediate | <input type="radio"/> Mastery |

***8. File formats.**

| | Unknown | Basic | Intermediate | Mastery |
|---|--|--------------|---------------------|----------------|
| Word Document (.doc) | ● File formats. Word Document (.doc) Unknown | ● Basic | ● Intermediate | ● Mastery |
| Text Document (.txt) | ● Text Document (.txt) Unknown | ● Basic | ● Intermediate | ● Mastery |
| Portable Documents Format (.pdf) | ● Portable Documents Format (.pdf) Unknown | ● Basic | ● Intermediate | ● Mastery |
| HTML Document (.htm) | ● HTML Document (.htm) Unknown | ● Basic | ● Intermediate | ● Mastery |
| Image (.gif, .jpg, .png, .tif) | ● Image (.gif, .jpg, .png, .tif) Unknown | ● Basic | ● Intermediate | ● Mastery |

***9. Internet.**

| | Unknown | Basic | Intermediate | Mastery |
|--------------------|-------------------------|--------------|---------------------|----------------|
| URL | ● Internet. URL Unknown | ● Basic | ● Intermediate | ● Mastery |
| HTTP | ● HTTP Unknown | ● Basic | ● Intermediate | ● Mastery |
| Server | ● Server Unknown | ● Basic | ● Intermediate | ● Mastery |
| Client | ● Client Unknown | ● Basic | ● Intermediate | ● Mastery |
| Domain Name | ● Domain Name Unknown | ● Basic | ● Intermediate | ● Mastery |
| IP address | ● IP address Unknown | ● Basic | ● Intermediate | ● Mastery |
| Web Browser | ● Web Browser Unknown | ● Basic | ● Intermediate | ● Mastery |

| | Unknown | Basic | Intermediate | Mastery |
|--------------------|-----------------------|--------------|---------------------|----------------|
| List server | ● List server Unknown | ● Basic | ● Intermediate | ● Mastery |

3. Skills

Please indicate your level of ability to perform these tasks using the following scale.

Unknown – I have never heard this term before.

Basic - I have seen/heard this term used and have a general idea what it means.

Intermediate - I can give an accurate definition of this term but am not sure of how to apply this term.

Mastery - I am confident in the meaning and application of this term or concept.

*10. General Computing

| | Unknown | Basic | Intermediate | Mastery |
|---|---|--------------|---------------------|----------------|
| Start and shut down a computer | ● General Computing Start and shut down a computer Unknown | ● Basic | ● Intermediate | ● Mastery |
| Cut and paste between programs | ● Cut and paste between programs Unknown | ● Basic | ● Intermediate | ● Mastery |
| Resize and minimize windows | ● Resize and minimize windows Unknown | ● Basic | ● Intermediate | ● Mastery |
| Create and rename folders | ● Create and rename folders Unknown | ● Basic | ● Intermediate | ● Mastery |
| Move files and folders | ● Move files and folders Unknown | ● Basic | ● Intermediate | ● Mastery |
| Recover files from deletion | ● Recover files from deletion Unknown | ● Basic | ● Intermediate | ● Mastery |
| Install and uninstall self-installing software | ● Install and uninstall | ● Basic | ● Intermediate | ● Mastery |

| | Unknown | Basic | Intermediate | Mastery |
|---|---|--------------|---------------------|----------------|
| | self-installing software Unknown | | | |
| Use removable storage devices such as a USB memory stick | ● Use removable storage devices such as a USB memory stick Unknown | ● Basic | ● Intermediate | ● Mastery |
| Compress and uncompress (zip and unzip) files | ● Compress and uncompress (zip and unzip) files Unknown | ● Basic | ● Intermediate | ● Mastery |
| Use online help and manuals to learn how to use software | ● Use online help and manuals to learn how to use software Unknown | ● Basic | ● Intermediate | ● Mastery |

***11. Word processing**

| | Unknown | Basic | Intermediate | Mastery |
|---|---|--------------|---------------------|----------------|
| Create and save documents | ● Word processing Create and save documents Unknown | ● Basic | ● Intermediate | ● Mastery |
| Cut, copy and paste text | ● Cut, copy and paste text Unknown | ● Basic | ● Intermediate | ● Mastery |
| Format text (e.g., bold, italics, font, font size) | ● Format text (e.g., bold, italics, font, font size) Unknown | ● Basic | ● Intermediate | ● Mastery |
| Change margins | ● Change margins Unknown | ● Basic | ● Intermediate | ● Mastery |
| Create and modify a table | ● Create and modify a table Unknown | ● Basic | ● Intermediate | ● Mastery |
| Create and modify a | ● Create and modify a | ● Basic | ● Intermediate | ● Mastery |

| | Unknown | Basic | Intermediate | Mastery |
|----------------------------------|--------------------------------------|--------------|---------------------|----------------|
| bulleted or numbered list | bulleted or numbered list Unknown | | | |

***12. Presentation**

| | Unknown | Basic | Intermediate | Mastery |
|---|--|--------------|---------------------|----------------|
| Load and give a presentation | ● Presentation Load and give a presentation Unknown | ● Basic | ● Intermediate | ● Mastery |
| Create, copy, move and delete slides | ● Create, copy, move and delete slides Unknown | ● Basic | ● Intermediate | ● Mastery |
| Add text to a slide | ● Add text to a slide Unknown | ● Basic | ● Intermediate | ● Mastery |
| Insert object into a slide | ● Insert object into a slide Unknown | ● Basic | ● Intermediate | ● Mastery |
| Create presentation handouts | ● Create presentation handouts Unknown | ● Basic | ● Intermediate | ● Mastery |

***13. Spreadsheet**

| | Unknown | Basic | Intermediate | Mastery |
|---|---|--------------|---------------------|----------------|
| Enter data, numbers and money | ● Spreadsheet Enter data, numbers and money Unknown | ● Basic | ● Intermediate | ● Mastery |
| Create a formula to add a column or row of numbers | ● Create a formula to add a column or row of numbers Unknown | ● Basic | ● Intermediate | ● Mastery |
| Create a workbook with several spreadsheets | ● Create a workbook with several spreadsheets Unknown | ● Basic | ● Intermediate | ● Mastery |

| | Unknown Unknown | Basic | Intermediate | Mastery |
|---------------------------------|---------------------------------------|--------------|---------------------|----------------|
| Create charts and graphs | ● Create charts and graphs Unknown | ● Basic | ● Intermediate | ● Mastery |

***14. Web**

| | Unknown | Basic | Intermediate | Mastery |
|---|---|--------------|---------------------|----------------|
| Open a web address (URL) to view a web page (or other document) | ● Web Open a web address (URL) to view a web page (or other document) Unknown | ● Basic | ● Intermediate | ● Mastery |
| Use browser navigation bar (back, forward, refresh, location window, etc.) | ● Use browser navigation bar (back, forward, refresh, location window, etc.) Unknown | ● Basic | ● Intermediate | ● Mastery |
| Print a web page | ● Print a web page Unknown | ● Basic | ● Intermediate | ● Mastery |
| Search the web using a search engine | ● Search the web using a search engine Unknown | ● Basic | ● Intermediate | ● Mastery |
| Participate in a web discussion forum | ● Participate in a web discussion forum Unknown | ● Basic | ● Intermediate | ● Mastery |
| Install browser extensions and plug-ins | ● Install browser extensions and plug-ins Unknown | ● Basic | ● Intermediate | ● Mastery |

***15. Email**

| | Unknown | Basic | Internmediate | Mastery |
|----------------------------------|-------------------------|--------------|----------------------|----------------|
| Create and send a message | ● Email Create and send | ● Basic | ● Internmediate | ● Mastery |

| | Unknown | Basic | Internmediate | Mastery |
|--|--|--------------|----------------------|----------------|
| Reply to and forward messages | ● a message Unknown ● Reply to and forward messages Unknown | ● Basic | ● Internmediate | ● Mastery |
| Attach files to a message | ● Attach files to a message Unknown | ● Basic | ● Internmediate | ● Mastery |
| Send a message to multiple addresses | ● Send a message to multiple addresses Unknown | ● Basic | ● Internmediate | ● Mastery |
| Manage addresses in an email address book | ● Manage addresses in an email address book Unknown | ● Basic | ● Internmediate | ● Mastery |

***16. Academic software**

| | Unknown | Basic | Intermediate | Mastery |
|---|--|--------------|---------------------|----------------|
| Use a learning management system (LMS) such as BlackBoard, Sakai or WebCT to find and join a class | ● Academic software Use a learning management system (LMS) such as BlackBoard, Sakai or WebCT to find and join a class Unknown | ● Basic | ● Intermediate | ● Mastery |
| Participate in discussions on an LMS | ● Participate in discussions on an LMS Unknown | ● Basic | ● Intermediate | ● Mastery |
| Submit assignments in an LMS | ● Submit assignments in an LMS Unknown | ● Basic | ● Intermediate | ● Mastery |
| View grades in an LMS | ● View grades in an LMS Unknown | ● Basic | ● Intermediate | ● Mastery |

***17. CUA Computing**

| | Unknown | Basic | Intermediate | Mastery |
|---|---|--------------|---------------------|----------------|
| Log onto, check and send email with your CUA Webmail account | ● CUA Computing Log onto, check and send email with your CUA Webmail account Unknown | ● Basic | ● Intermediate | ● Mastery |
| Find and enroll in classes on Cardinal Station | ● Find and enroll in classes on Cardinal Station Unknown | ● Basic | ● Intermediate | ● Mastery |
| Find resources on ALADIN | ● Find resources on ALADIN Unknown | ● Basic | ● Intermediate | ● Mastery |
| Manage files in My Files in Home@CUA (also known as the M drive) | ● Manage files in My Files in Home@CUA (also known as the M drive) Unknown | ● Basic | ● Intermediate | ● Mastery |

SLIS Student Technology Self Assessment
[Exit this survey](#)

4. Hardware, software and network access

***18. How often do you have access to the following:**

| | Never/no access | 1-2 days a week | 3-4 days a week | 5-6 days a week | Daily | Don't know |
|---|------------------------|------------------------|------------------------|------------------------|--------------|-------------------|
| A computer conforming to CUA's recommended specifications. (Click the link to view the specifications - remember to return to this window to complete the survey.) | ● | ● 1-2 days a week | ● 3-4 days a week | ● 5-6 days a week | ● Daily | ● Don't know |

Never/no access 1-2 days a week 3-4 days a week 5-6 days a week Daily Don't know

CUA's [recommended specifications](#).
 (Click the link to view the specifications - remember to return to this window to complete the survey.)

Never/no access

Broadband Internet connection (at least 300 kbps) to download large files and stream video (typically satisfied by DSL, cable or FIOS, but *not* dial-up).

Broadband Internet connection (at least 300 kbps) to download large files and stream video (typically satisfied by DSL, cable or FIOS, but *not* dial-up).
 Never/no access

1-2 days a week 3-4 days a week 5-6 days a week Daily Don't know

***19. Does the computer you primarily use have the following installed on it:**

No

Yes

Don't know

Windows 2000 or later, Mac OS X, Linux

Does the computer you primarily use have the following installed on it: Windows 2000 or later, Mac OS X, Linux No

Yes

Don't know

Word processing

Word processing software (e.g.

Yes

Don't know

| | No | Yes | Don't know |
|---|---|---------------------------|----------------------------------|
| software (e.g. MS Word) | MS Word) No | | |
| Presentation software (e.g. MS PowerPoint) | <input type="radio"/> Presentation software (e.g. MS PowerPoint) No | <input type="radio"/> Yes | <input type="radio"/> Don't know |
| Spreadsheet software (MS Excel) | <input type="radio"/> Spreadsheet software (MS Excel) No | <input type="radio"/> Yes | <input type="radio"/> Don't know |
| Web Browser (Internet Explorer 6.0 or newer, Firefox, Opera) | <input type="radio"/> Web Browser (Internet Explorer 6.0 or newer, Firefox, Opera) No | <input type="radio"/> Yes | <input type="radio"/> Don't know |
| Anti-virus software | <input type="radio"/> Anti-virus software No | <input type="radio"/> Yes | <input type="radio"/> Don't know |

20. Please use this space for any additional comments:

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Please use this space for any additional comments: