1. Classroom Management Skills

Entry	Emergent	Fluent	Proficient
I am aware of the benefits of classroom management software such as grading software, an automated attendance program, student progress reporting software, and a student information database.	I use at least one of the following: grading software, an automated attendance program, student progress reporting software, and/or a student information database.	I use two or more of the following: grading software, an automated attendance program, student progress reporting software, and a student information database.	I am comfortable teaching others to use classroom management software such as grading software, an automated attendance program, student progress reporting software, and a student information database.

2. Word Processing/Publishing Skills

Entry	Emergent	Fluent	Proficient
I know how to select different fonts, resize text, and apply font styles to selected text to create emphasis.	I use a spell checker for accuracy before publishing word processing documents. I can use the thesaurus for better meaning in word selection. I am able to change page margins when I need more room for my information. I set tabs and hanging indents to position text precisely, and manipulate text justification to enhance the readability of documents. I adjust the viewing percentage when it helps to see more of the document.	I am able to create multiple columns of text, and insert page and/or column breaks where needed. I create multiple sizes of tables for information to be displayed neatly. I use custom headers and footers to increase understanding. I enter footnotes and endnotes to give credit for others' works. I access and modify existing templates to meet my needs, and save in different file formats for sharing with others.	I am proficient in using a word processing program to merge database files for minimizing time spent on redundant tasks. I print labels and envelopes from address books, and create my own templates for future use. I have learned how to insert graphics precisely to aid in creating meaning. I insert logically named hyperlinks for accessing pertinent web pages and save in HTML format for posting on the Internet.

3. Graphics Skills

Entry	Emergent	Fluent	Proficient
I do not use digital graphics in my classroom, but I have begun to see their use for enhancing my classroom instruction.	I use basic drawing/painting tools such as a pencil, spray can, paint bucket, eraser, and common shapes tools. I duplicate, move, and modify graphics I have created.	I am able to use a scanner or digital camera to acquire graphics for use in a graphics program. I import/export graphics to and from different programs, including images from the Internet for educational fair use.	I am comfortable teaching others to use a variety of graphics types in different applications, including word processing, spreadsheet, presentation, web publishing, and database programs.

4. Spreadsheet Skills

Entry	Emergent	Fluent	Proficient
I can insert words and numbers within the cells of a spreadsheet program, and move the data among specific cells using cut/copy/paste commands. I format the data within cells to change its appearance, and resize rows and columns to accommodate the amount of data within cells. I am able to change page orientation, insert headers and footers to increase understanding, and preview pages before printing.	I use multiple formulas for automatic calculations of numbers. I am able to insert text boxes to help explain and create charts for visual aids.	I can reconfigure options/preferences to meet my spreadsheet needs and save in different spreadsheet formats for sharing with others.	I can articulate the difference between absolute and relative references. I am proficient in using spreadsheet software to sort data, filter data, and create lookup tables.

5. Database Skills

Entry	**Emergent**	**Fluent**	**Proficient**
I am in the investigative stage of using database software as an educator. I have not had the opportunity to find uses for databases in my classroom instruction.	I can manipulate the contents of a field by using cut/copy/paste/clear/duplicate commands. I am able to find/sort/query records. I format text attributes to emphasize different fields. I create various reports to display specific types of data and can modify print layouts as well.	I am able to modify database layouts and print multiple types of reports. I am able to import/export records and print/merge a word processing document. In my databases, I create auto-entry and calculation fields and construct complex queries for sorting data.	I am proficient in using a database program to create a macro or a script. I create database templates for later use. I know how to design a database that can be manipulated from the Internet.

6. Presentation Skills

Entry	**Emergent**	**Fluent**	**Proficient**
I am in the exploration stage of integrating multimedia presentations in my classroom. I have not had opportunity to find uses for them in my classroom instruction.	I know how to open and run existing presentations. I can create new slides and format their backgrounds and color schemes. I use different formatting for textual information that I want to emphasize. I create/insert/format graphics and define the transition from slide to slide.	I am able to create and modify presentation templates. I try to optimize elements for effective visual display. I understand that good design takes into account the amount of information presented on each slide. I am able to produce speaker's notes, print outs, and screen versions of my presentations.	I am proficient in using presentation software to edit document and application preferences. I import/export presentations among different programs, and can group multiple presentations. My presentations include multiple media types such as video and audio clips. I save my presentations in HTML format for publishing to the web.

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