

Student: _____

SBAC: Tech Skills Checklist

The following checklists describe anticipated technology skills students need to effectively and efficiently complete both the Math and ELA SBAC Assessments.

Periodically, ask students to demonstrate these skills.

	Basic Operation Skills and Mouse Skills	
1.	Properly login/logout of computer	
2.	Holds mouse appropriately	
3.	Moves mouse on screen	
4.	Places cursor on specific location on screen	
5.	Uses a mouse to perform single-click	
6.	Uses a mouse to double-click	
7.	Uses a mouse to right-click	
8.	Uses mouse to drag and drop items on screen	
9.	Uses mouse to highlight text on screen	
10.	Launches a program by activating an icon	
11.	Exits a program	
12.	When program is running can return to main menu	
13.	Can access help features	
14.	Open a window	
15.	Closes a window	
16.	Maximizes a window	
17.	Minimizes a window	
18.	Uses the scroll bar to move up and down on a screen	
19.	Uses the scroll bar to move left and right on a screen	
20.	Scrolls in multiple windows	

**This checklist was created by the Middletown Public Schools Technology Department by taking and noting technology skills needed to perform the SBAC practice field test. The following resources were also used as guides and references:*

- *'Technology Skills Checklist for Online Assessment' by the University of Kentucky and CAST*
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	Keyboarding Skills	
1.	Can locate letters and type letters	
2.	Uses enter/return key	
3.	Appropriately uses space bar	
4.	Uses delete key	
5.	Uses backspace key	
6.	Uses shift key	
7.	Uses tab key	
8.	Appropriately uses number pad	
9.	Enters characters with reasonable speed	
10.	Can locate and type punctuation keys	
11.	Uses shift key to appropriately capitalize letters	
12.	Uses correct posture (shoulders parallel to screen, both feet on floor)	

	Word Processing Skills	
1.	Uses cursor to type/insert text in specific location or field	
2.	Uses keyboard to type words/sentences/stories	
3.	Locate and enter appropriate punctuation	
4.	Composes at the keyboard (responds to prompt without first using paper)	
5.	When editing, inserts letters/ words	
6.	When editing, deletes letters/ words	
7.	When editing, replaces letters/ words	
8.	When editing, changes case appropriately	
9.	Enters characters with reasonable speed	
10.	Locates and enters punctuation marks	
11.	Copies letters/ words	
12.	Paste letters/ words	
13.	Uses spacebar correctly to separate words	
14.	Uses the shift key for capitalization	
15.	Makes additional revisions to typed piece (identifies misspelled words and chooses appropriate correction)	
16.	Can undo last entry	
17.	Can redo last entry	
18.	Formats text	

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	Navigation Skills	
1.	Identifies symbols for advancing screens	
2.	Identifies symbols for moving back screens	
3.	Can play video	
4.	Can stop video	
5.	Can pause video	
6.	Can rewind video	
7.	Can adjust volume	
8.	Identifies symbols and their functions	

	Assessment Specific Skills	
1.	Enter student login ID	
2.	Enter password	
3.	Can access/change preferences	
4.	Enters practice area	
5.	Accesses directions	
6.	Clicks in text box and types	
7.	Flags questions to be reviewed later	
8.	Scrolls to view questions/answers	
9.	Scrolls to navigate to response section	
10.	Resize windows in a split screen	
11.	Scroll within each box of a split screen	
12.	Selects appropriate answer	
13.	Deselects inappropriate answer	
14.	Click arrows to navigate through test	
15.	Opens/closes dialogue box	
16.	Click an underlined text to activate link	
17.	Understands and appropriately uses 'Settings' options	
19.	Understands and appropriately uses Zoom In/Zoom Out features	
20.	Can delete objects and numbers	
21.	Can access information button to support in how question should be answered	
22.	Understand when more than one answer is possible	
23.	Can appropriately navigate and enter equation	

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24.	Can select/ deselect objects	
25.	Can flag question and advance without accurately answering question	
26.	Can create graph	
27.	Can drag and drop text and move in appropriate sequence	
28.	Start audio	
29.	Stop audio	
30.	Can draw line segments	

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