

DIGITAL INPUT TECHNOLOGIES STUDENT PROFILE

DIRECTIONS:

Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
 2 - Moderately skilled--can perform task completely with limited supervision
 1 - Limitedly skilled--requires instruction and close supervision
 N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
 2 - Moderately knowledgeable--understands the concept
 1 - Limited knowledge--requires additional instruction
 N - No exposure--has not received instruction in this area

A. Safety and Ethics

3 2 1 N

- ___ ___ ___ 1. Identify major causes of work-related accidents in offices.
 ___ ___ ___ 2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
 ___ ___ ___ 3. Identify potential abuse and unethical uses of computers and networks.
 ___ ___ ___ 4. Explain the consequences of illegal and unethical uses of information technologies, e.g., privacy; illegal downloading; copyright violations; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.
 ___ ___ ___ 5. Differentiate between freeware, shareware, and public domain software copyrights.
 ___ ___ ___ 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.

- ___ ___ ___ 7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
 ___ ___ ___ 8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

B. Employability Skills

3 2 1 N

- ___ ___ ___ 1. Identify positive work attitudes, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
 ___ ___ ___ 2. Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.

C. Student Organizations

3 2 1 N

- ___ ___ ___ 1. Explain how related student organizations are integral parts of career and technology education courses.
 ___ ___ ___ 2. Explain the goals and objectives of related student organizations.

- ___ ___ ___ 3. List opportunities available to students through participation in related student organization conferences / Competitions, community service, philanthropy, and other activities.
 ___ ___ ___ 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. Introducing Digital Input

3 2 1 N

- ___ ___ ___ 1. Demonstrate ability to navigate the Internet using a variety of search engines to conduct research.
 ___ ___ ___ 2. Research applications for new and emerging technologies (e.g., on-screen writing, speech recognition, cell phones, PDAs, scanning, voice mail, digital imaging, touch screens, voice output, and biometrics).
 ___ ___ ___ 3. Identify business ethics and etiquette expected in the workplace in the use of new and emerging technologies.
 ___ ___ ___ 4. Identify computer system components.

- ___ ___ ___ 5. Discuss the impact of digital imaging on records management.

E. Speech Recognition: Preparing to Use the Tools

3 2 1 N

- ___ ___ ___ 1. Discuss health advantages associated with the use of speech recognition software.
- ___ ___ ___ 2. Create and choose a personal user speech file/profile.
- ___ ___ ___ 3. Train speech recognition software to recognize user voice through the training/enrollment process.
- ___ ___ ___ 4. Position and adjust the headset and test microphone and audio settings.
- ___ ___ ___ 5. Demonstrate the ability to improve a user speech profile by reading additional training stories or scripts.

F. Speech Recognition: Using Basic Techniques

3 2 1 N

- ___ ___ ___ 1. Open and close computer software applications and menus.
- ___ ___ ___ 2. Activate and deactivate the microphone.
- ___ ___ ___ 3. Clear text from the screen.
- ___ ___ ___ 4. Dictate from prepared and student-composed dialog or text.
- ___ ___ ___ 5. Navigate a document using voice commands to facilitate movement character-by-character, word-by-word, line-by-line, paragraph-by-paragraph, page-by-page, and from the beginning to the end of a document.
- ___ ___ ___ 6. Demonstrate the ability to integrate speech, keyboarding, and editing techniques.

G. Speech Recognition: Improving Techniques

3 2 1 N

- ___ ___ ___ 1. Improve a speech profile by correcting errors using the correction menu (or quick correct menu).
- ___ ___ ___ 2. Dictate line and paragraph breaks.
- ___ ___ ___ 3. Dictate punctuation.
- ___ ___ ___ 4. Use commands for capitalization and formatting fonts.
- ___ ___ ___ 5. Dictate numbers, decimals, fractions, mathematical formulas, symbols, and special characters.
- ___ ___ ___ 6. Dictate dates, phone numbers, currency, Web and e-mail addresses, and the times of day.
- ___ ___ ___ 7. Use voice commands to select, copy, delete, and move text.
- ___ ___ ___ 8. Add words, names, and phrases to the speech recognition dictionary.
- ___ ___ ___ 9. Format text and undo the formatting.
- ___ ___ ___ 10. Create bulleted and numbered lists.
- ___ ___ ___ 11. Capitalize titles and headings using voice commands.
- ___ ___ ___ 12. Demonstrate voice recognition skills using Microsoft Office Suite. (Expand on this standard in one-unit course.)

H. Personal Digital Assistants: Introducing the PDA

3 2 1 N

- ___ ___ ___ 1. Open applications.
- ___ ___ ___ 2. Preview an online tutorial.
- ___ ___ ___ 3. Set preferences and add shortcuts.
- ___ ___ ___ 4. Synchronize ("Hot Sync") data with a personal computer (if allowed by district policy).
- ___ ___ ___ 5. Beam data to and receive beamed data from another PDA.

I. Personal Digital Assistants: Using Input Devices

3 2 1 N

- ___ ___ ___ 1. Use the stylus to navigate the PDA.

- ___ ___ ___ 2. Write a message with letters and numbers in "Graffiti" or shorthand writing.
- ___ ___ ___ 3. Write messages in cursive and in print using "natural" handwriting recognition.
- ___ ___ ___ 4. Tap a message by using the on-screen keyboard and number pad.
- ___ ___ ___ 5. Use the portable keyboard to enter text and data into a PDA.

J. Personal Digital Assistants: Applying PDA Functions

3 2 1 N

- ___ ___ ___ 1. Create entries in the address book/list of contacts.
- ___ ___ ___ 2. Edit entries in the address book/list of contacts.
- ___ ___ ___ 3. Add appointments in the date/appointment book or calendar.
- ___ ___ ___ 4. Edit entries in the date/appointment book or calendar.
- ___ ___ ___ 5. Set alarms in the date/appointment book or calendar.
- ___ ___ ___ 6. Edit an item in the task list.
- ___ ___ ___ 7. Attach a note to a task item.
- ___ ___ ___ 8. Write a memo or note.
- ___ ___ ___ 9. Categorize memos or notes.
- ___ ___ ___ 10. Delete a memo or note.
- ___ ___ ___ 11. Write an entry into a personal journal.
- ___ ___ ___ 12. Solve mathematical problems by using the calculator feature.
- ___ ___ ___ 13. Set up a personal financial account.
- ___ ___ ___ 14. Add a transaction entry into the personal financial account.
- ___ ___ ___ 15. Edit a transaction entry in the personal financial account.
- ___ ___ ___ 16. Reconcile account entries with a bank account or statement.
- ___ ___ ___ 17. Demonstrate PDA skills using Microsoft Office Suite.

K. Digital Imaging: Using a Scanner

3 2 1 N

- ___ ___ ___ 1. Determine appropriate output settings.
- ___ ___ ___ 2. Acquire a digital image from a scanner.

- ___ ___ ___ 3. Manipulate an image into graphics editing software.
- ___ ___ ___ 4. Save a digital image in an appropriate file format.
- ___ ___ ___ 5. Insert an image into a document.
- ___ ___ ___ 6. Convert an image to text using OCR software.
- ___ ___ ___ 7. Proofread an OCR generated file.
- ___ ___ ___ 8. Edit an OCR generated file using Microsoft Office Suite.
- ___ ___ ___ 9. Use a scanned digital image in a Microsoft Office Suite application.
- ___ ___ ___ 10. Save an OCR generated file.

L. Digital Imaging: Using a Digital Camera

3 2 1 N

- ___ ___ ___ 1. Describe features of digital cameras including mega pixels, resolution, storage media, and connectivity options.
- ___ ___ ___ 2. Define various types of graphic file formats.
- ___ ___ ___ 3. Convert various graphic file formats.
- ___ ___ ___ 4. Adjust settings on a digital camera to capture the image.
- ___ ___ ___ 5. Download a digital image to the computer.
- ___ ___ ___ 6. Manipulate an image into graphics editing software.
- ___ ___ ___ 7. Save a digital image in an appropriate file format and insert the image into a document.

M. Graphics Tablet/Tablet PC: Digital Pen Skills

3 2 1 N

- ___ ___ ___ 1. Identify terminology associated with new and emerging on-screen writing technologies (e.g., electronic whiteboard, graphics tablet, and tablet PC).
- ___ ___ ___ 2. Change the screen orientation with a digital pen and buttons (Tablet PC only).

- ___ ___ ___ 3. Use pen to tap, double tap, and tap and drag text or objects.
- ___ ___ ___ 4. Calibrate digital pen for user preferences.
- ___ ___ ___ 5. Set the screen orientation sequence (Tablet PC only).
- ___ ___ ___ 6. Adjust the brightness of the screen (Tablet PC only).
- ___ ___ ___ 7. Create a personal journal by writing an entry.
- ___ ___ ___ 8. Erase/delete a portion of the journal entry.
- ___ ___ ___ 9. Highlight a portion of the journal entry.
- ___ ___ ___ 10. Move converted handwritten text by using the "lasso" function.
- ___ ___ ___ 11. Insert and remove space in a journal page.
- ___ ___ ___ 12. Save a journal entry.
- ___ ___ ___ 13. View a list of journal documents.
- ___ ___ ___ 14. Alternate between the input panel options.
- ___ ___ ___ 15. Write in the writing pad, using both printed and cursive letters.
- ___ ___ ___ 16. Use the art feature to create a drawing (graphics tablet).
- ___ ___ ___ 17. Insert a drawing into an application.
- ___ ___ ___ 18. Change options and settings in the input panel.
- ___ ___ ___ 19. Post writing by using the two-line writing panel.
- ___ ___ ___ 20. Erase writing.
- ___ ___ ___ 21. Dock and undock the input panel.
- ___ ___ ___ 22. Cut, copy, and paste by using the input panel.
- ___ ___ ___ 23. Enter text by using the Caps Lock feature.
- ___ ___ ___ 24. Enter text by using the symbols pad.
- ___ ___ ___ 25. Use the "Write Anywhere" feature in Windows-based applications.
- ___ ___ ___ 26. Tap Activate shortcut to menus (Tablet PC only).

N. Project-Based Learning: Using Digital Technology

The student will complete a project incorporating all digital input technologies covered during the course.