Technology Self-Assessment

Please honestly answer the following questions to help us determine your technology skills and potential training needs.

Name:_____

Email Address:_____

Please select the statement that best describes your computer experience and skills.

☐	I am uncomfortable using computers or other types of devices. I need considerable direction and support to handle most technology tasks.
☐	I have experience using a computer for specific purposes, but have a hard time figuring out how to do new things on my own.
☐	I am experienced and confident using the computer as a tool. I am able to experiment and try new things on the computer, troubleshoot to solve problems, and can provide basic technology assistance for others.

Basic Computer Skills	Yes	Maybe	No
I understand the difference between a program and a document.	☐	☐	☐
I can manage and move between multiple open documents, programs, windows, etc.	☐	☐	☐
I can troubleshoot basic problems as they occur, either through experimentation or searching online for solutions.	☐	☐	☐
I understand the concepts of file paths and file structure and can save and locate documents in specific folders on a computer, external devices like thumb drives, or the cloud.	☐	☐	☐
I can create, copy, move, rename, and delete files and folders on a Windows computer.	☐	☐	☐
I can use keyboard shortcuts and/or mouse right click menu options for things like copying, pasting, searching, etc.	☐	☐	☐

Internet Skills	Yes	Maybe	No
I can access the internet by using a browser like Chrome, Firefox, or Edge and navigate to a specific website.	☐	☐	☐
I can search the Internet successfully and can refine an online search by using advanced search features.	☐	☐	☐
I can upload and create files in "the cloud" (online storage like Google Drive, OneDrive, Dropbox, etc.)	☐	☐	☐
I can save/download documents and pictures from the internet.	☐	☐	☐
I can use social media platforms like facebook to make posts and share information.	☐	☐	☐

Email & Online Meetings	**Yes**	**Maybe**	**No**
I can compose, send, reply to, and forward emails.	☐	☐	☐
I am familiar with email etiquette and conventions like when to "reply" vs. "reply all" and when to address emails using "to", "carbon copy" (cc), and "blind carbon copy" (bcc).	☐	☐	☐
I can send attachments via email.	☐	☐	☐
I can locate information in my email account using search functions.	☐	☐	☐
I can archive/organize and delete emails.	☐	☐	☐
I can use virtual meeting tools (such as Zoom, Bluejeans, and GoToMeetings) and am familiar with functions such as "mute" and "chat".	☐	☐	☐

Technology Assistance Skills	**Yes**	**Maybe**	**No**
I can help others figure out how to access their email or set up an email account.	☐	☐	☐
I can assist others to print documents that are online or stored on an device like a thumb drive.	☐	☐	☐
I have used Libby (the digital library app) and could help others download and use it, too.	☐	☐	☐