Teachers’ Guide to Computer Literacy Assessment

The assessment is a condensed survey of the computer literacy curriculum. It is divided into the same three major skill areas as the curriculum. The skills are numbered roughly in order of difficulty, and would normally be acquired in a similar sequence.

The assessment also serves as a guide to teachers’ own proficiency to teach the curriculum. Teachers should themselves be familiar with each skill, and able to demonstrate it to students.

Of course, there will be individual differences among students. If a student seems comfortable using the computer but lacks a certain skill, such as knowing how to maximize a window, that skill can often be acquired through a quick demonstration by the teacher.

As to Skill #3, Use a keyboard, typing skills and keyboard proficiency is a major objective at the lowest level. A hunt-and-peck typist should mark Not at all. A touch typist, regardless of WPM speed, should mark Very well. After a basic introduction to the keyboard and some practice with the Ainsworth Keyboard Trainer, most students can mark A little.

With this basic guide to considerations, the teacher can be the judge of where to place the student and of what demonstrations and individualized help to provide. Students should be encouraged to take notes and retain the skills they learn. With a basic knowledge of the keyboard and mouse, a specific task or project is usually the best way for students to “learn by doing”.