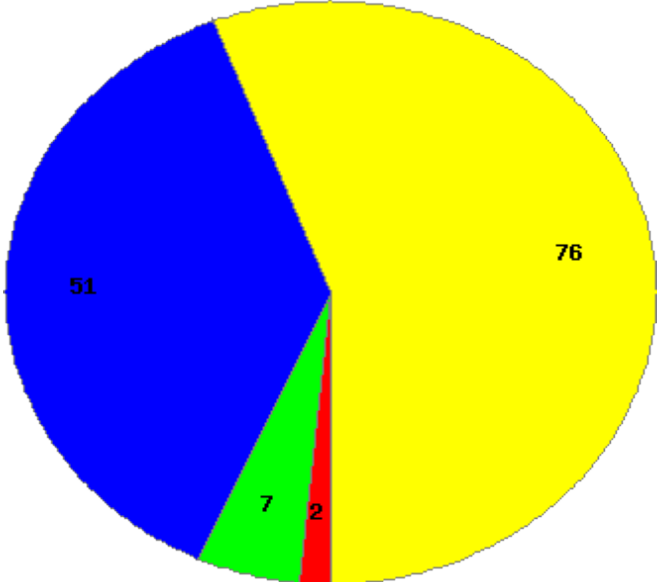


Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: General Computer Knowledge and Skills
 All subjects
 All grades

General Computer Knowledge and Skills



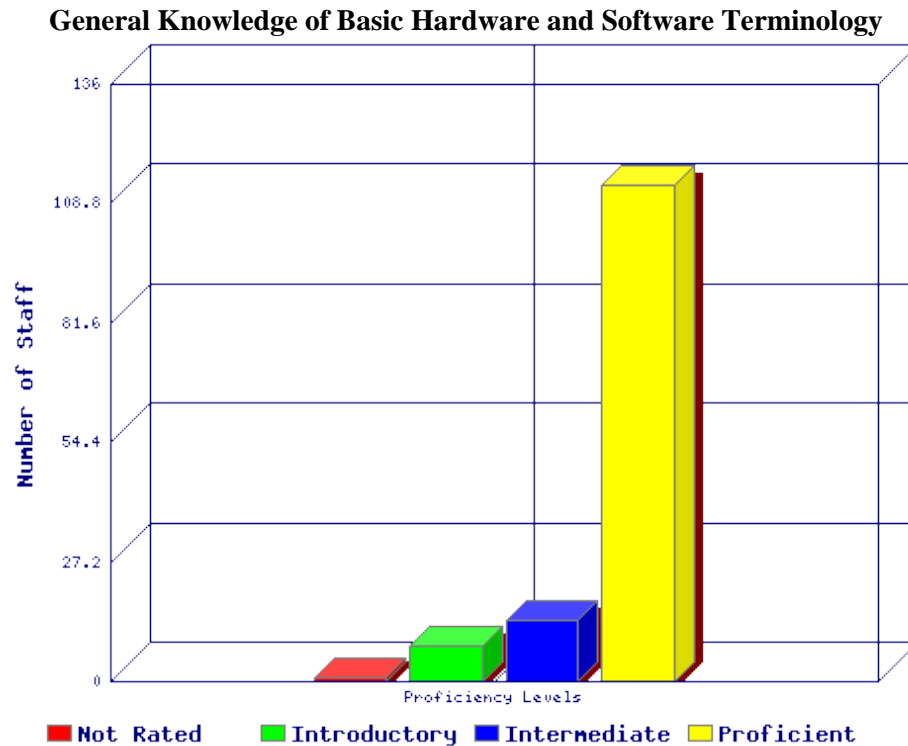
- Not Rated
- Introductory
- Intermediate
- Proficient

Percentage	Number	
1%	2	Not Rated
5%	7	Introductory
38%	51	Intermediate
56%	76	Proficient
100%	136	Total Responses

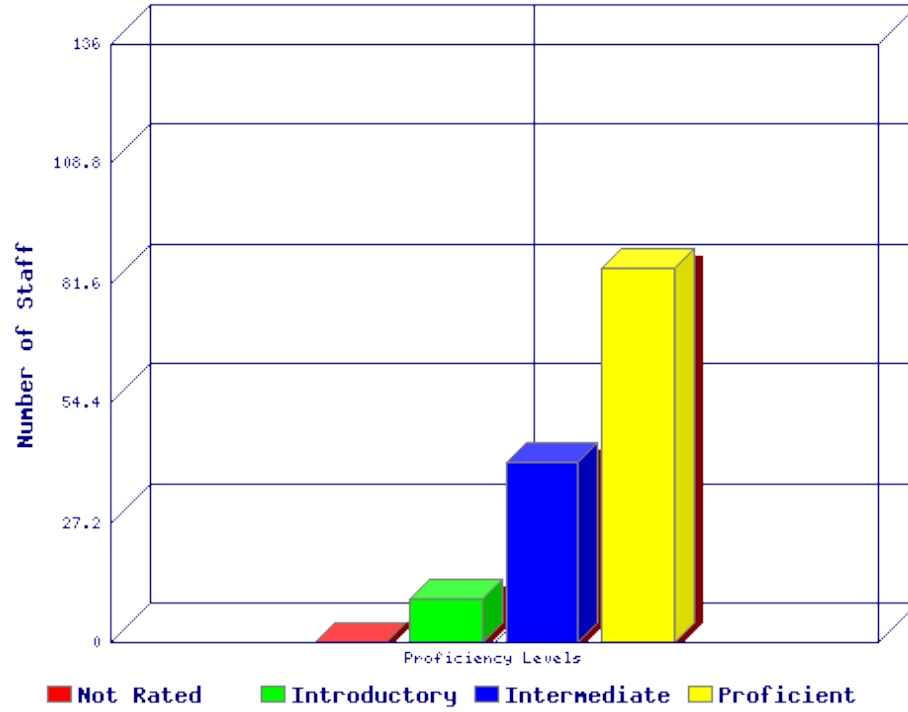
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: General Computer Knowledge and Skills
 All subjects
 All grades

General Computer Knowledge and Skills	General Knowledge of Basic Hardware and Software Terminology	Operation and Care of Hardware	Basic Troubleshooting	Integration, Student Learning, and Classroom Management
Proficiency level				
Not Rated	1	0	4	10
Introductory	8	10	33	22
Intermediate	14	41	13	39
Proficient	113	85	86	65
Total Responses	136	136	136	136

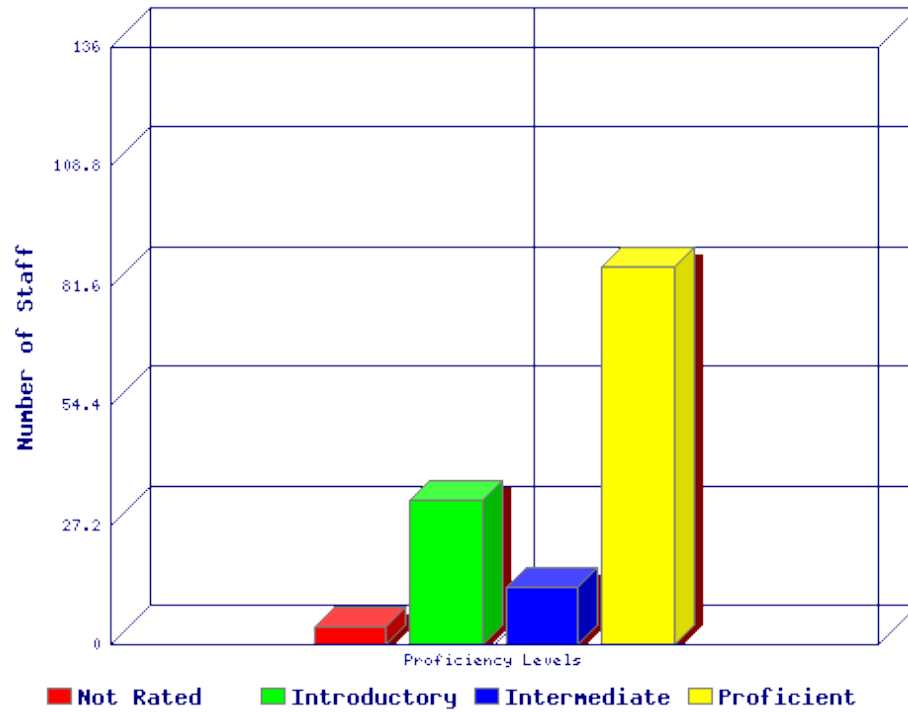
Number of teachers by proficiency level



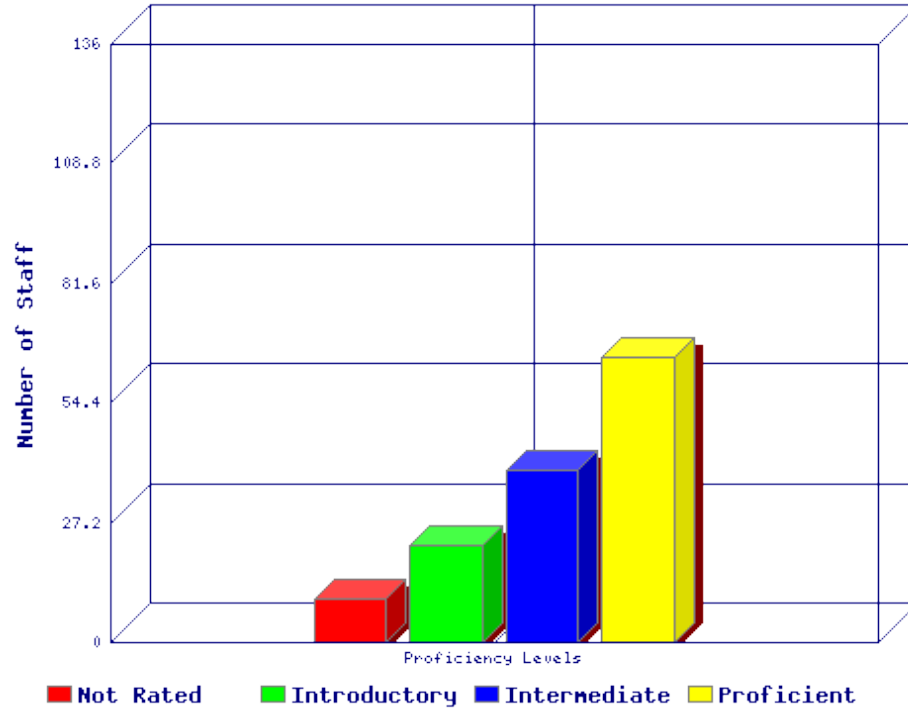
Operation and Care of Hardware



Basic Troubleshooting



Integration, Student Learning, and Classroom Management



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: General Computer Knowledge and Skills
 All subjects
 All grades

Responses for Category: **General Computer Knowledge and Skills**

General Knowledge of Basic Hardware and Software Terminology

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can identify hardware components, peripherals and their purpose.	120	16
I can identify icons, windows, and menus.	132	4
I know how to use icons, windows and menus.	131	5
I know how to use basic peripherals (i.e. CD-ROM, storage media, etc).	121	15
I incorporate general knowledge of basic hardware and software into lesson design as appropriate (i.e. vocabulary, naming and saving conventions, printing, etc).	113	23

Operation and Care of Hardware

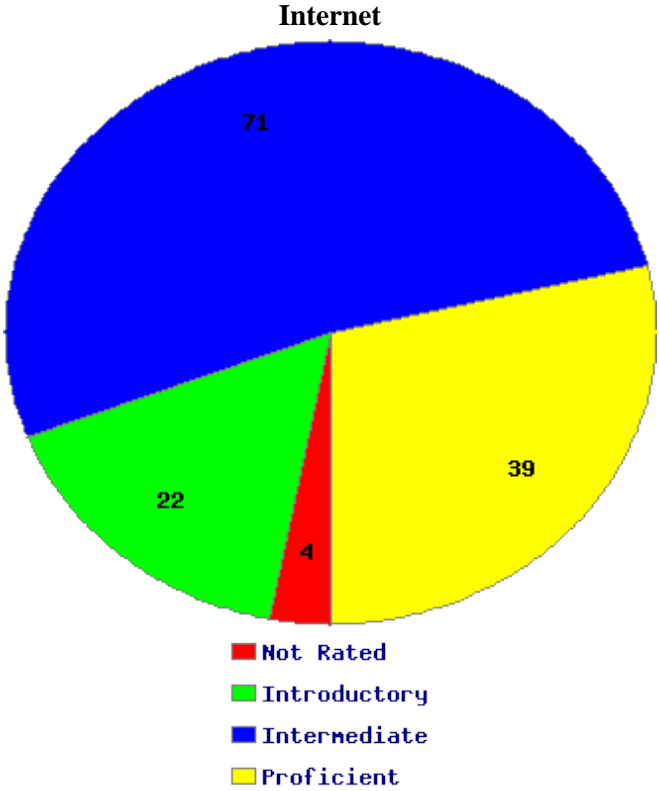
Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to start up and shut down computers and peripherals.	136	0
I know how to use a mouse.	136	0
I know how to insert and eject diskettes, CD-ROMs, etc.	134	2
I know how to use software from a disk, hard drive, or CD-ROM.	133	3
I know how to perform regular computer maintenance tasks, (i.e. rebuilding the desktop, defragmenting the hard drive, running scan disk operation).	89	47
I select and use appropriate anti-virus software.	95	41

Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to start an application and create a document.	134	2
I know how to name, save, saves as, retrieve, and revise a document.	134	2
I know how to initialize, format, and name diskettes.	117	19
I know how to copy documents between the computer and diskettes.	127	9
I can open and work with more than one application at a time.	121	15

I have my files and programs organized.	113	23
Question 3: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to create, name/rename folders and files.	126	10
I know how to organize the desktop.	111	25
I know how to adjust memory allocation to applications, if needed.	49	87
I can access and change my control panels.	106	30
I know how to set software preferences.	82	54
I know how to install software.	116	20
Question 4: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to print a document.	136	0
I can choose my printer location (select a printer).	124	12
I regularly use print preview and options.	129	7
I know how to share files and printers on a network.	67	69
Basic Troubleshooting		
Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to restart a frozen computer.	130	6
I can identify directly connected or networked printer problems.	91	45
I know how to solve simple printer problems with a directly connected printer.	122	14
I know how to troubleshoot basic hardware, software, and printing problems before accessing the appropriate level of support.	92	44
I know how to check cables for proper attachment to computer, peripherals, and power outlets.	124	12
I am comfortable troubleshooting common hardware, software, printing, and network problems before accessing the appropriate level of support.	87	49
Integration, Student Learning, and Classroom Management		
Question 1: Select the item that best describes to your current knowledge and/or skills. If unsure, select the lesser item	Yes	No
None of the statements below apply to me.	25	111
I am aware of various models for classroom management of technology tools.	27	109
I can explain various models for classroom management of technology tools.	7	129
I select and use effective classroom management techniques using technology in a limited number of educational settings.	49	87

I am comfortable teaching others how to use effective classroom management techniques using technology in various educational settings.	26	110
Question 2: Select the item that best describes to your current knowledge and/or skills. If unsure, select the lesser item.	Yes	No
None of the statements below apply to me.	11	125
I am aware of appropriate applications of technology as an educational tool.	33	103
I can cite examples of appropriate applications of technology as an educational tool.	17	119
I select and implement appropriate technology tools to support the teaching and learning process.	62	74
I participate in the selection processes for purchasing technology tools for my site.	13	123

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Internet
 All subjects
 All grades

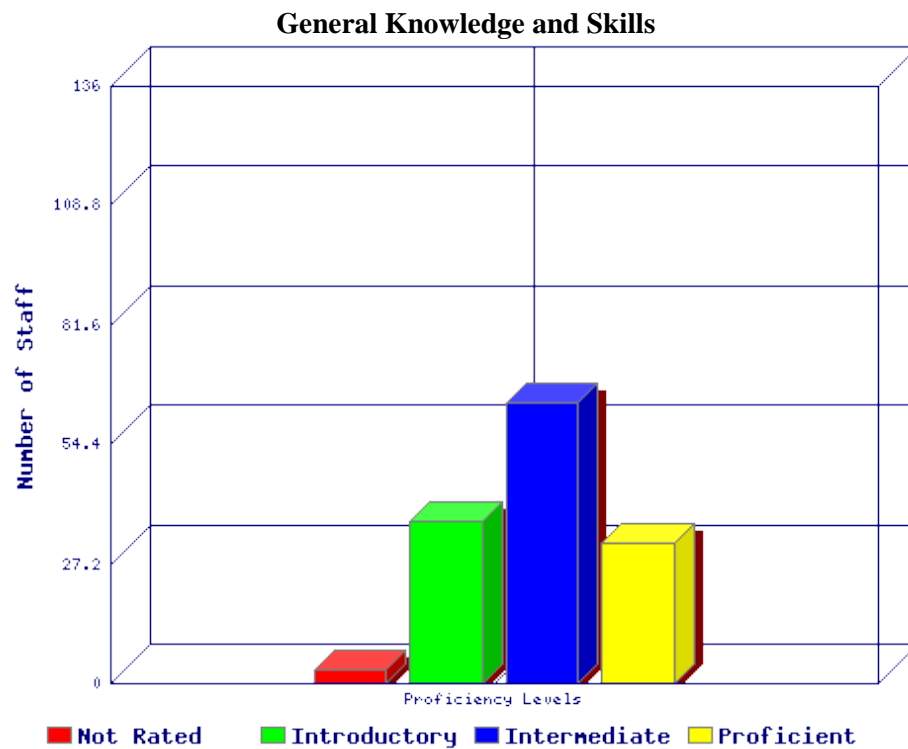


Percentage	Number	
3%	4	Not Rated
16%	22	Introductory
52%	71	Intermediate
29%	39	Proficient
100%	136	Total Responses

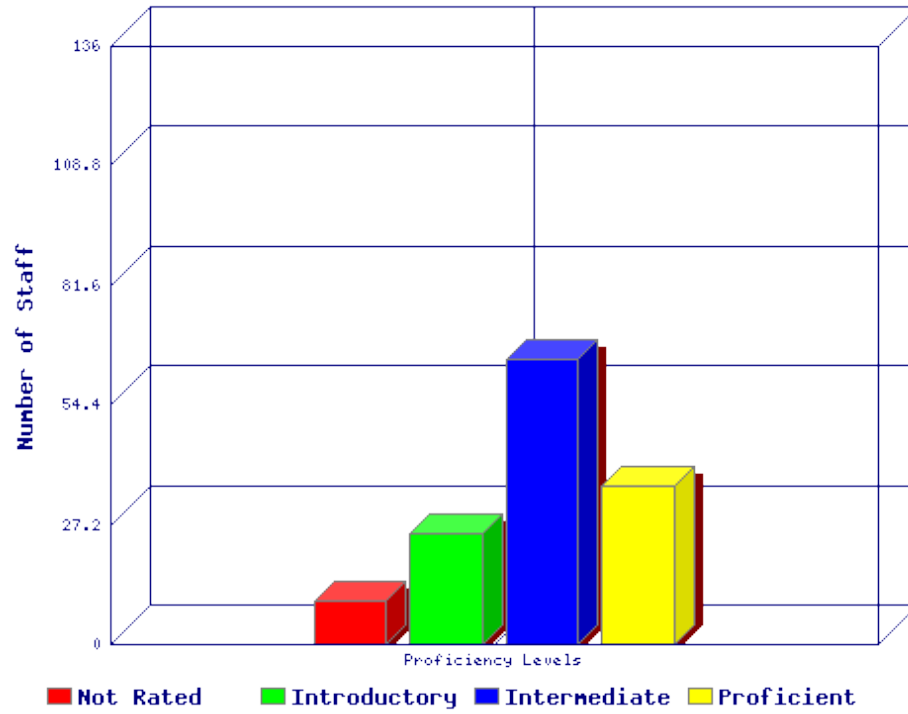
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Internet
 All subjects
 All grades

Internet	General Knowledge and Skills	Communication and Collaboration	Research Tools	Ethics and Policies	Information Literacy	Integration, Student Learning, and Classroom Management
Proficiency level						
Not Rated	3	10	6	7	13	7
Introductory	37	25	16	44	9	17
Intermediate	64	65	55	49	51	60
Proficient	32	36	59	36	63	52
Total Responses	136	136	136	136	136	136

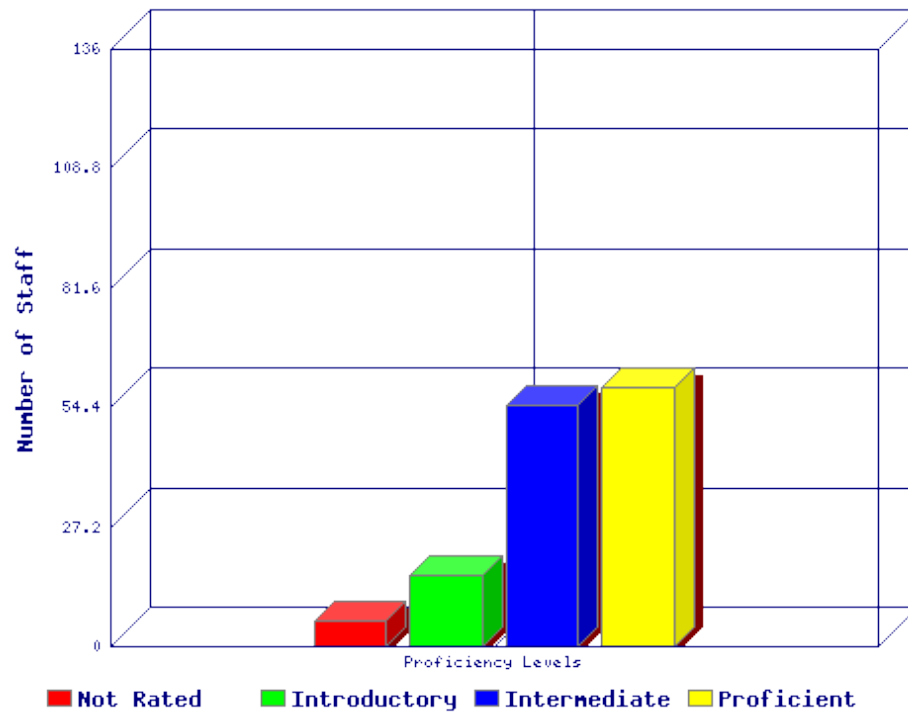
Number of teachers by proficiency level



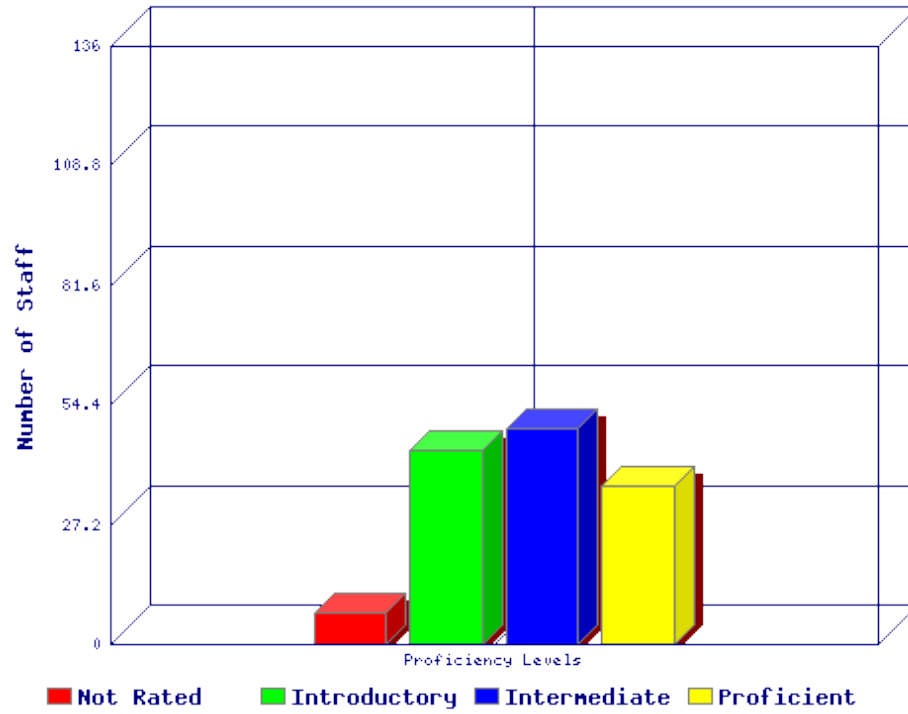
Communication and Collaboration



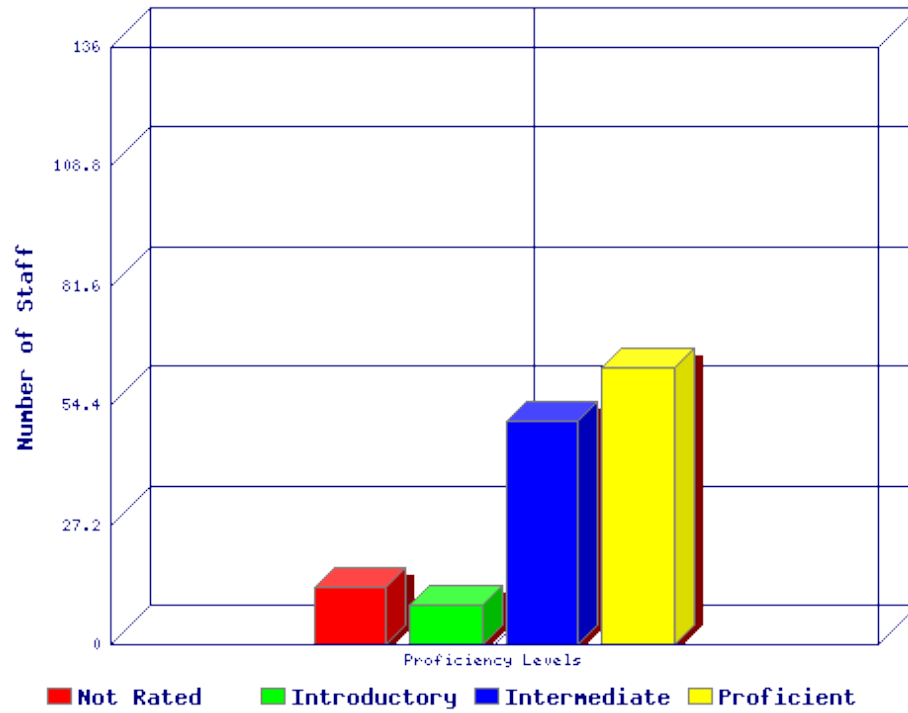
Research Tools



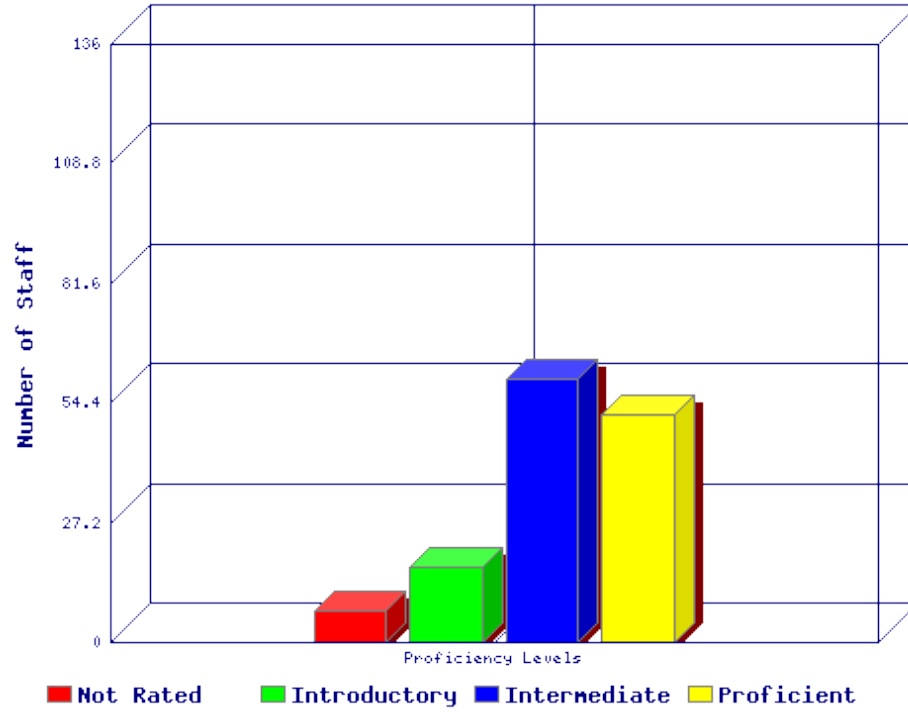
Ethics and Policies



Information Literacy



Integration, Student Learning, and Classroom Management



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Internet
 All subjects
 All grades

Responses for Category: **Internet**

General Knowledge and Skills

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. **Yes No**

I can launch an Internet browser and use the tool bar.	133	3
I can access the help feature of an Internet browser to find information on using the browser.	125	11
I know how to access the history feature to view a list of previously visited web sites.	121	15
I know how to hide and display the toolbar on an Internet browser.	107	29
I know how to change the settings on an Internet browser tool bar.	86	50
I know how to refresh or reload a web page in an Internet browser.	104	32
I know how to rename and organize links in a web browser Favorites or Personal toolbar.	68	68

Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. **Yes No**

I know how to access the Internet through a modem or network connection.	130	6
I know how to change window sizes in a browser.	124	12
I can configure preferences for an Internet browser.	68	68
I can set the home page in an Internet browser.	91	45
I know how to configure page setup in an Internet browser to print citation resources.	57	79
I know how to use and manage multiple windows in a browser.	99	37
I know how to designate the helper applications to be used to open files that I download from the Internet.	61	75

Question 3: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. **Yes No**

I know how to point and click to navigate on existing links.	130	6
I know how to save a web page as a file on my computer.	107	29
I know how to copy text on a web page and paste it into a document on my computer.	107	29
I know how to copy graphics on a web page and paste it into a document on my computer.	100	36

I know how to download files from the Internet to my computer.	118	18
I know how to export my bookmarks as an html file and open them using another computer or browser.	31	105
Question 4: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to access bookmarks in Internet browsers.	100	36
I know how to add or delete a bookmark in an Internet browser.	93	43
I know how to organize bookmarks into sections and/or folders in an Internet browser.	73	63
Question 5: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to enter a URL to access or open a specific web site.	105	31
I can explain basic Internet terminology (i.e. HTML, URL, links, download, etc.).	88	48
I can explain the anatomy of a URL.	33	103
I can troubleshoot URL address errors (i.e. 404 errors) to find the web site I am trying to access.	27	109
Communication and Collaboration		
Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can explain the use of email as a means of communication with others.	131	5
I regularly use email to communicate with others.	125	11
I regularly use email to communicate with members of a group. (i.e. listserv or personal distribution list)	96	40
I can explain how chat, newsgroups, and threaded discussion lists are used to communicate with members of a group.	66	70
I regularly use chat, newsgroups, and threaded discussions lists to communicate with members of a group.	38	98
Research Tools		
Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to do a basic keyword search using an Internet browser or electronic reference source.	127	9
I can explain the differences among a search index, a search engine, and a metasearch tool.	55	81
I know how to use Boolean logic in a search.	42	94
I know how to conduct natural language searches.	54	82
I use the Internet and other electronic reference tools as a resource for lesson development.	111	25
I use the advanced search features of a search index, search engine, metasearch tool, or an electronic reference resource.	72	64

I use multiple search strategies to locate and validate information. 78 58

Ethics and Policies

Question 1: Select the item that best describes to your current knowledge and/or skills. If unsure, select the lesser item. Yes No

None of the statements below apply to me. 5 131

I am aware of issues involving the use of the Internet in the classroom for instruction. 45 91

I can explain the issues involving the use of the Internet in the classroom (i.e. AUP, copyright, student safety, classroom management, etc.). 49 87

I regularly implement procedures and classroom management techniques addressing Internet use in the classroom for instruction. 36 100

Information Literacy

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. Yes No

I evaluate the information I locate on the Internet for accuracy. 111 25

I determine if the source of the information I locate on the Internet is credible and unbiased. 111 25

I organize the information I access to improve my ability to analyze and interpret the results. 79 57

When conducting research, I analyze and interpret the information I locate. 106 30

I filter information for relevancy to the lesson and content. 102 34

I incorporate information literacy strategies into lesson design. 71 65

I use a wide variety of sources such as Internet, electronic reference, and others, when conducting research. 93 43

Integration, Student Learning, and Classroom Management

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. Yes No

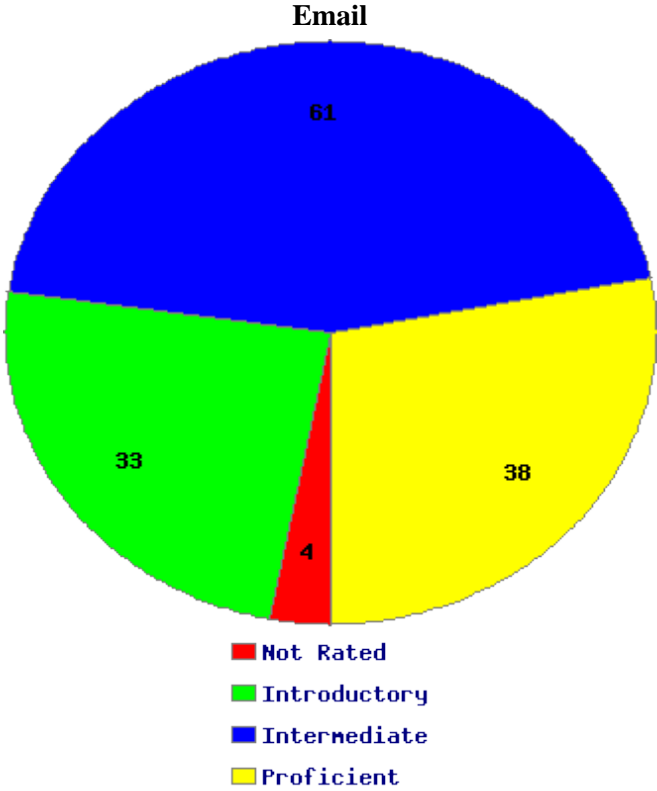
I am aware of Internet resources that can be used for student learning and/or classroom management. 124 12

I assess Internet resources to determine if they would be appropriate for integrating into a lesson and/or for classroom management. 104 32

I select and implement Internet resources into my classroom lessons. 93 43

I select and use effective classroom management techniques utilizing Internet resources. 56 80

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Email
 All subjects
 All grades

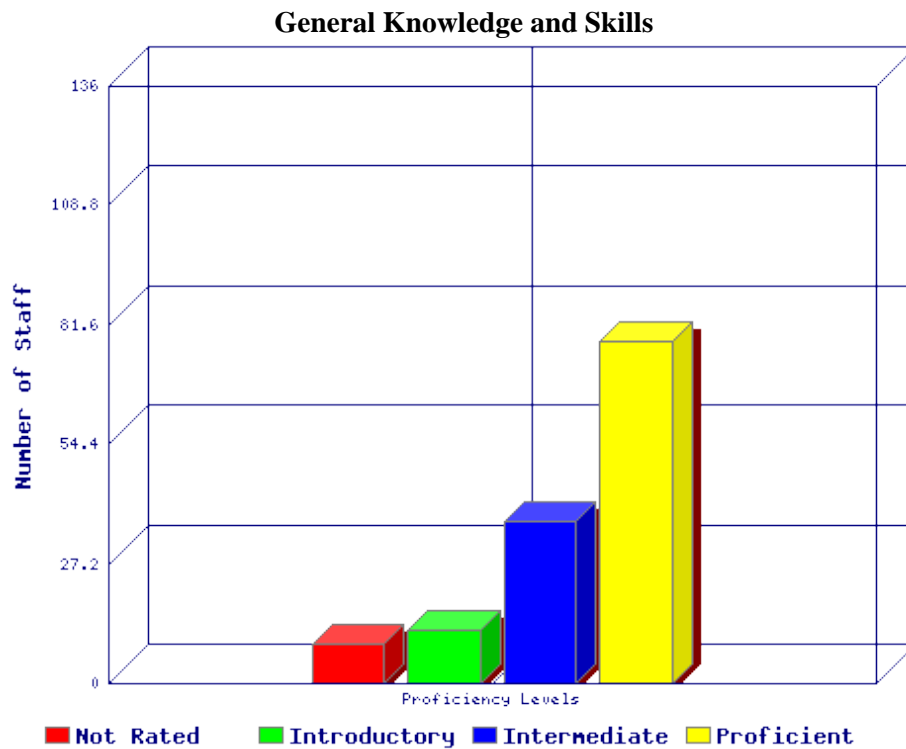


Percentage	Number	
3%	4	Not Rated
24%	33	Introductory
45%	61	Intermediate
28%	38	Proficient
100%	136	Total Responses

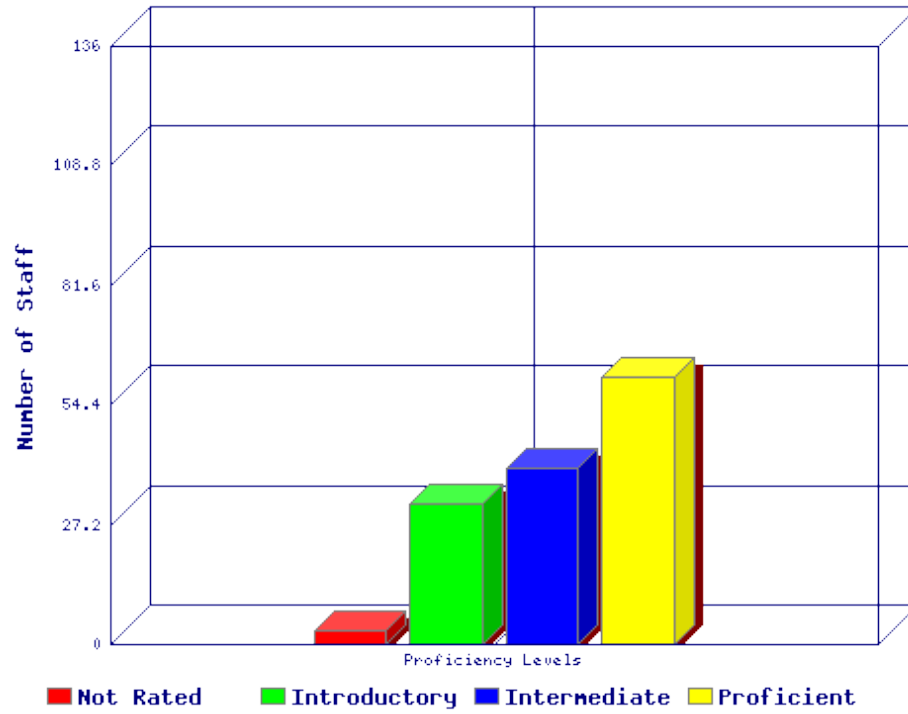
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Email
 All subjects
 All grades

Email	General Knowledge and Skills	Communication and Collaboration	Integration, Student Learning, and Classroom Management	Legal and Ethical
Proficiency level				
Not Rated	9	3	39	18
Introductory	12	32	44	29
Intermediate	37	40	40	58
Proficient	78	61	13	31
Total Responses	136	136	136	136

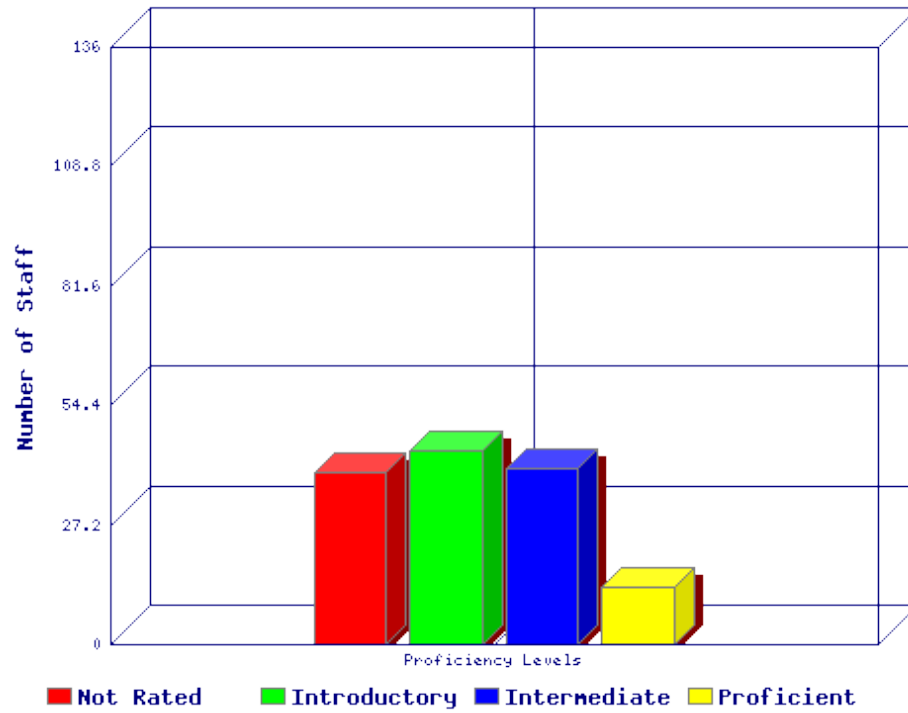
Number of teachers by proficiency level



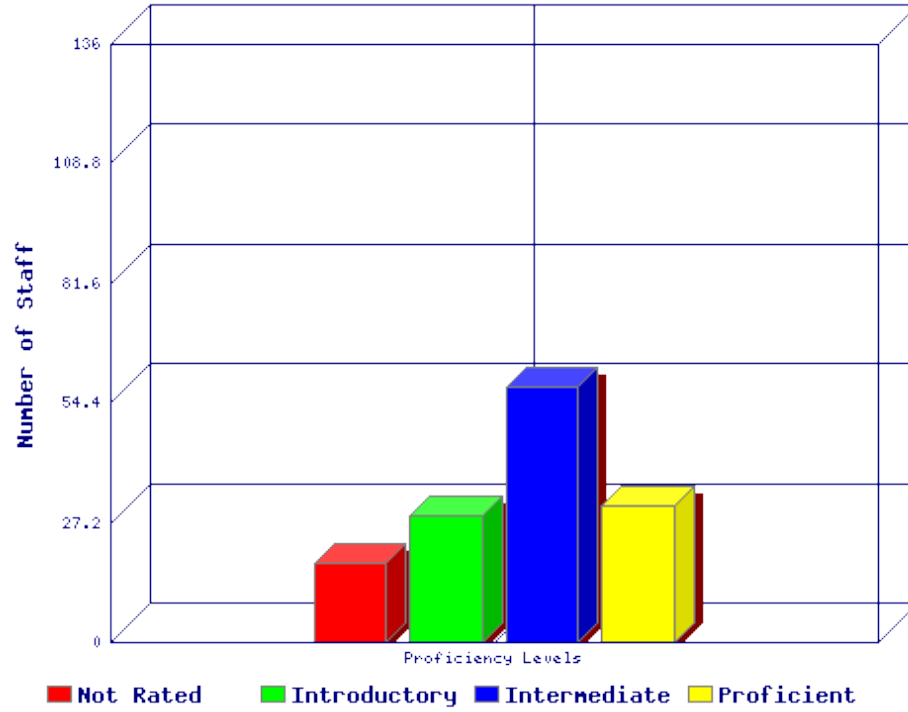
Communication and Collaboration



Integration, Student Learning, and Classroom Management



Legal and Ethical



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Email
 All subjects
 All grades

Responses for Category: **Email**

General Knowledge and Skills

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can explain the three main components of an email address.	97	39
I can explain telecommunication terms, (i.e. CC, BCC, Signature, attachment, etc.).	67	69
I know how to create and use an address book.	111	25
I can recognize and use web links embedded in a message.	101	35
I know how to manage an address book (i.e. setting up mailing groups, importing data from other applications).	86	50
I know how to locate, open, and manage attached files.	105	31

Communication and Collaboration

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to launch an email program, retrieve, read, and send email.	130	6
I know how to save, print, and delete email as appropriate.	131	5
I compose, edit, and send new email messages.	126	10
I regularly use CCs and BCCs email to interact with one or a group of people.	63	73
I regularly use reply to sender, reply to all, and forwarding as appropriate.	114	22
I compose email messages that compensate for the reader not seeing my body language or hearing my voice inflections.	83	53
I employ email as a tool to interact with and provide information to students, parents and other community members.	73	63

Integration, Student Learning, and Classroom Management

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can explain procedures and processes for use of email in the classroom.	93	43

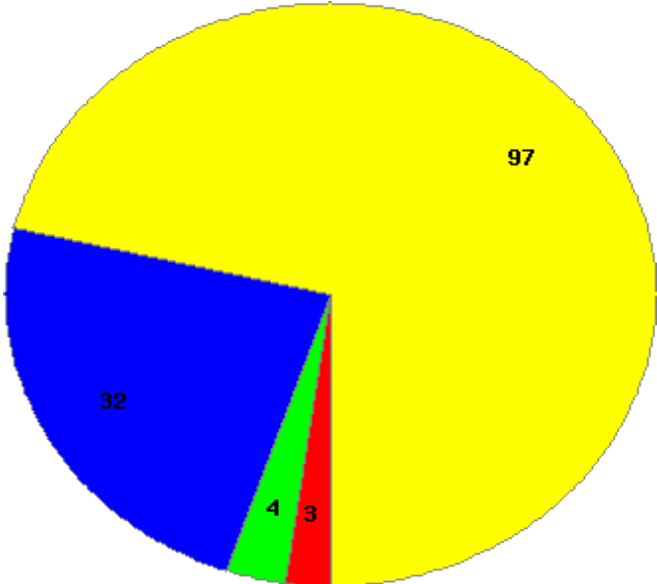
I can describe the uses of email in the classroom for connecting with others such as: keypals, global classrooms, parallel problem-solving, mentoring, etc.	46	90
I design curricular lessons that utilize email as a part of the activity.	22	114
I select and implement effective classroom management techniques using email in a limited number of educational settings.	27	109
I select and implement appropriate email tools to effectively support the teaching and learning process.	35	101

Legal and Ethical

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can explain netiquette to my classroom, co-workers, and other members of the community.	92	44
I can explain issues surrounding student safety and security.	106	30
I practice appropriate netiquette related to email.	99	37
I implement practices related to issues of personal safety and security with regard to email.	92	44
I regularly incorporate netiquette practices in my classroom instruction.	37	99
I regularly implement student email safety and security procedures in my classroom instruction.	35	101

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Word Processing
 All subjects
 All grades

Word Processing



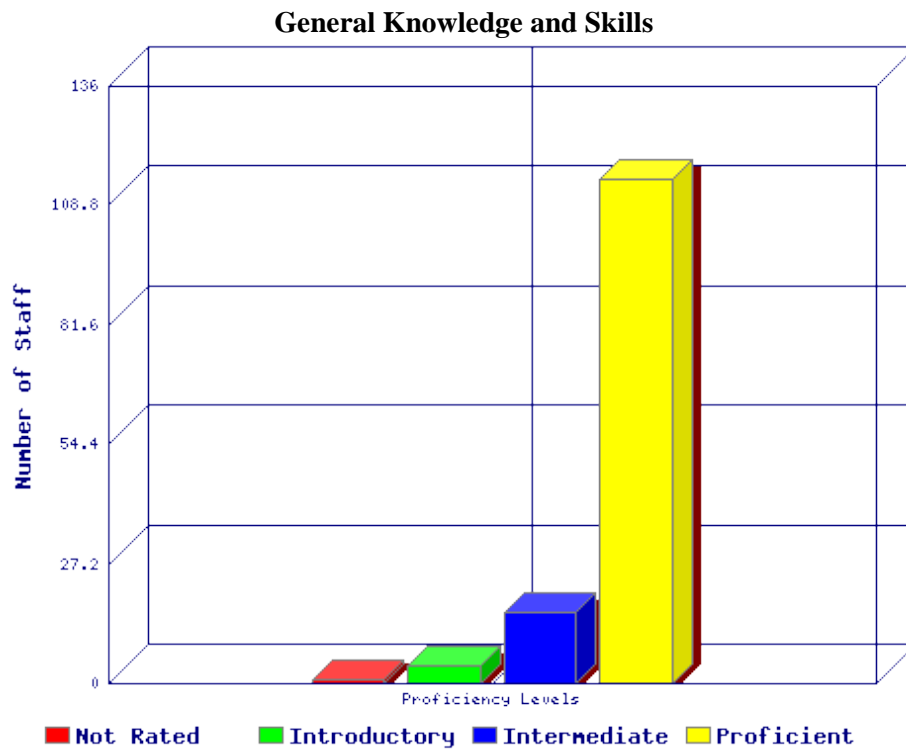
- Not Rated
- Introductory
- Intermediate
- Proficient

Percentage	Number	
2%	3	Not Rated
3%	4	Introductory
24%	32	Intermediate
71%	97	Proficient
100%	136	Total Responses

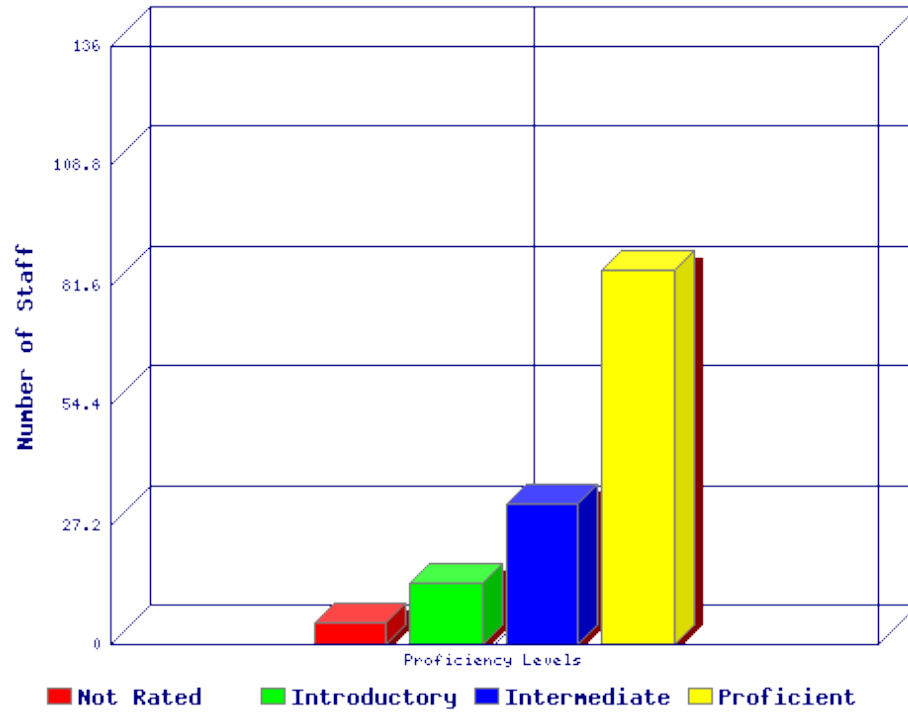
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Word Processing
 All subjects
 All grades

Word Processing	General Knowledge and Skills	Communication through Printed Media	Integration, Student Learning, and Classroom Management
Proficiency level			
Not Rated	1	5	4
Introductory	4	14	3
Intermediate	16	32	54
Proficient	115	85	75
Total Responses	136	136	136

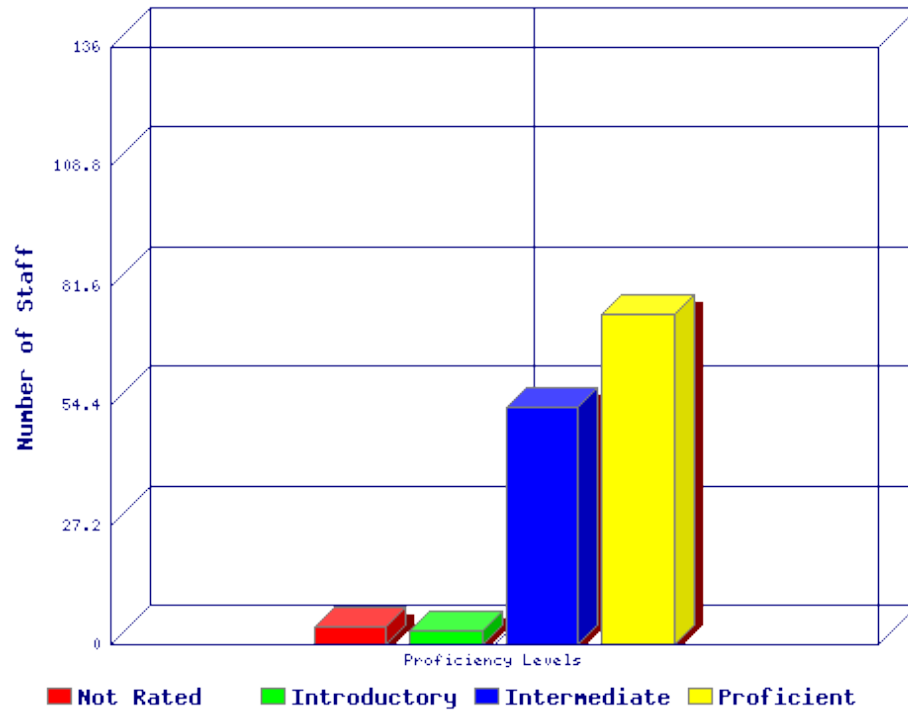
Number of teachers by proficiency level



Communication through Printed Media



Integration, Student Learning, and Classroom Management



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Word Processing
 All subjects
 All grades

Responses for Category: **Word Processing**

General Knowledge and Skills

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can identify word processing terms, such as font, style, tab, margin, table, etc.	133	3
I know how to preview a document to identify layout or print problems.	127	9
I regularly use basic proofing tools (i.e. spell check, grammar check, etc.).	125	11
I know how to find and replace text within a document.	117	19

Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can open, save, print, and delete a document.	132	4
I know how to access and use the program Help function.	124	12
I know how to navigate in a large document.	120	16
I know how to save word processing documents in other file formats (i.e. TXT, HTML, RTF, etc.).	97	39
I know how to retrieve documents with the Find File command.	117	19

Communication through Printed Media

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to type, select, correct, and delete text within a document.	133	3
I know how to apply and change fonts, characters, and paragraph formatting as appropriate.	132	4
I know how to copy, cut, and paste text within and between documents.	122	14
I can use styles to change the appearance of paragraphs and outlines.	118	18
I know how to format text in columns with different fonts and colors.	107	29

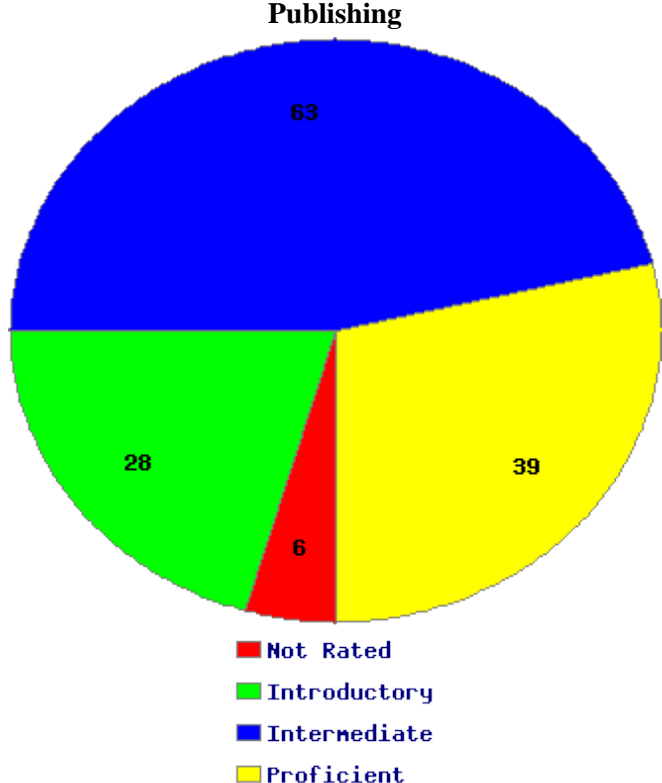
Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to create tables using built-in software assistance (i.e. wizards, etc.).	90	46
I regularly use templates to create documents.	75	61

I create templates for personal and/or student use.	67	69
I regularly use word processors to create lesson plans, articles, reports, etc.	119	17
Question 3: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to adjust tabs and margins.	123	13
I know how to change on–screen view mode and magnification.	119	17
I know how to apply borders to documents.	104	32
I know how to create numbered and bulleted lists.	115	21
I know how to add and delete page breaks, and create headers and footers.	101	35
I enhance documents by inserting graphics.	106	30
I incorporate drawing tools as appropriate.	89	47
I know how to resize and relocate graphics within a document.	101	35

Integration, Student Learning, and Classroom Management

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I transcribe handwritten documents into word–processed documents.	114	22
I can create a simple word–processed document.	131	5
I regularly create enhanced word–processed documents for classroom use, (i.e. student worksheets, lesson handouts, etc.).	120	16
I regularly design lessons that utilize word processing as part of the activity.	76	60

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Publishing
 All subjects
 All grades

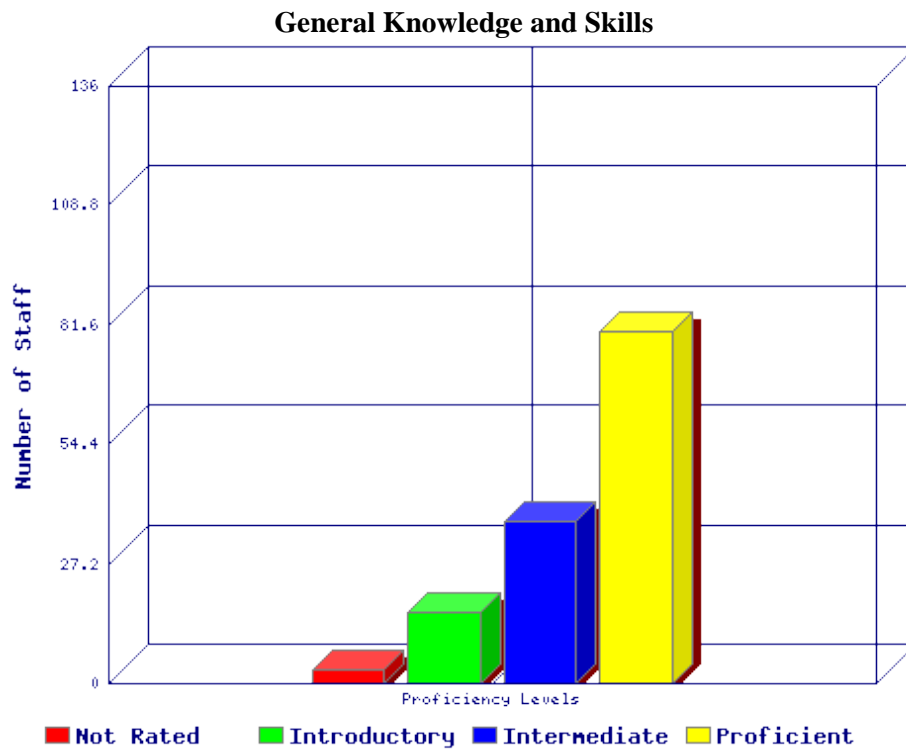


Percentage	Number	
4%	6	Not Rated
21%	28	Introductory
46%	63	Intermediate
29%	39	Proficient
100%	136	Total Responses

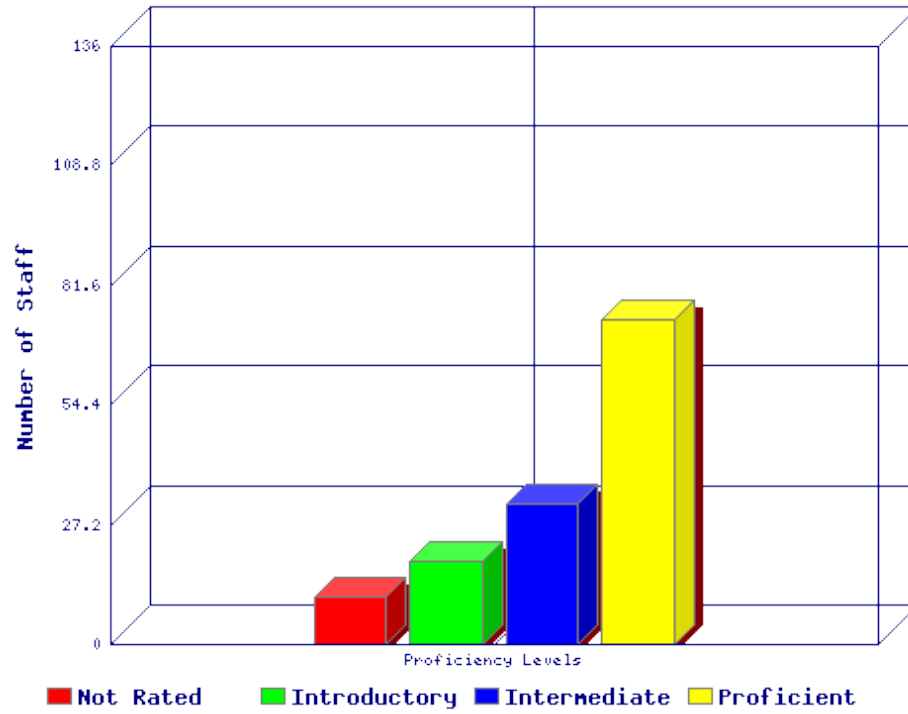
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Publishing
 All subjects
 All grades

Publishing	General Knowledge and Skills	Communication through Printed Media	Integration, Student Learning, and Classroom Management
Proficiency level			
Not Rated	3	11	48
Introductory	16	19	31
Intermediate	37	32	29
Proficient	80	74	28
Total Responses	136	136	136

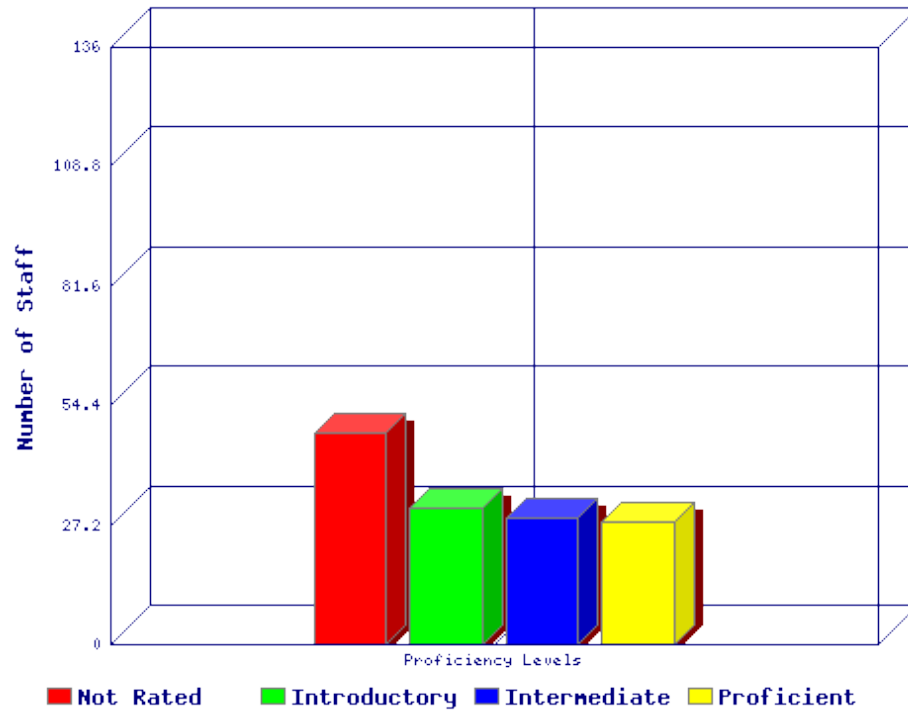
Number of teachers by proficiency level



Communication through Printed Media



Integration, Student Learning, and Classroom Management



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Publishing
 All subjects
 All grades

Responses for Category: **Publishing**

General Knowledge and Skills

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can define publishing terms (i.e. page layout, stories, fields, etc.).	86	50
I know how to open, save, print and delete a document.	132	4
I know how to access and use program Help.	121	15
I preview documents to identify layout problems.	105	31
I regularly use basic proofing tools (i.e. spell check, grammar check, etc.).	122	14
I know how to navigate in a large document.	108	28
I know how to find and replace text within a document.	110	26
I know how to save text documents in other file formats (i.e. TXT, HTML, RTF, etc.).	86	50

Communication through Printed Media

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can identify types of publishing software (i.e. word processing, page layout, image/graphics, etc.).	105	31
I know how to create a new document.	125	11
I know how to change the document set-up.	111	25
I know how to create and modify headers and footers.	101	35
I know how to control page numberings.	98	38
I know how to change page tabs, margins, and indents.	104	32
I understand elements of basic design (i.e. white space, page layout, etc.)	93	43

Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to change text alignment/justification.	106	30
I know how to copy, cut, and paste text and graphics.	114	22

I know how to change typefaces, font size, and other text attributes.	122	14
I know how to incorporate clip art.	111	25
I know how to use suitable size, style, and number of fonts.	115	21
I know how to create a simple shape graphic.	99	37
I know how to edit line and shape, style, and fill.	90	46
I know how to save publishing documents in appropriate formats (i.e. postscript, PDF, HTML, etc.).	77	59

Question 3: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.

	Yes	No
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I know how to undo unwanted changes.	118	18
I know how to change on–screen view mode and magnification.	105	31
I know how to create numbered and bulleted lists.	110	26
I know how to create multiple text columns.	97	39
I know how to import/place and resize graphics both as objects and as type.	90	46
I know how to move, arrange, and layer objects.	86	50
I know how to insert digital images from external sources (i.e. cameras, scanners, WWW, etc.).	84	52
I integrate and use various and appropriate software for publishing tasks (i.e. word processing, page layout, image/graphics, etc.).	78	58

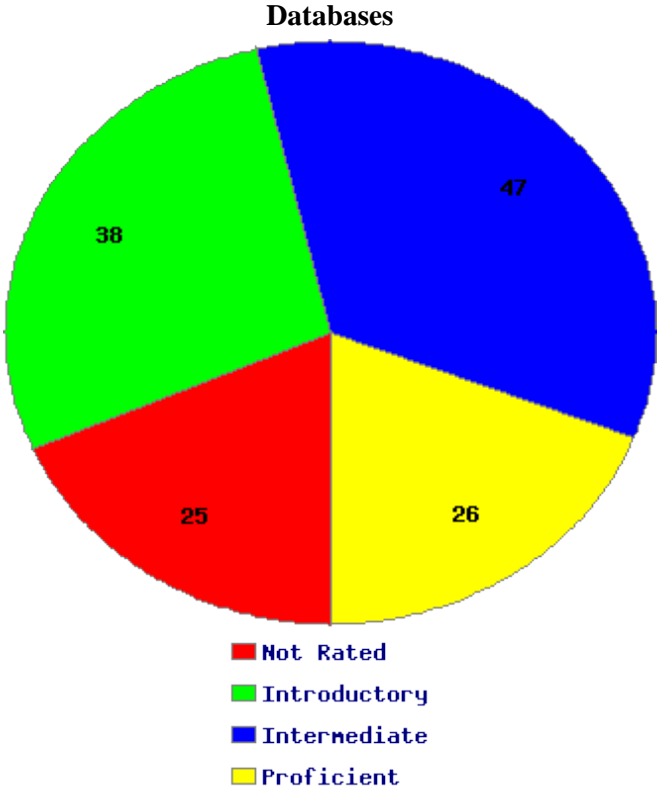
Integration, Student Learning, and Classroom Management

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.

	Yes	No
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I can describe various types of publishing media and their possible classroom application.	76	60
I regularly select appropriate publishing media to support instructional objectives.	49	87
I develop student assignments that embed elements of effective basic design in publishing.	40	96
I regularly plan for effective classroom management of available publishing resources.	33	103

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Databases
 All subjects
 All grades

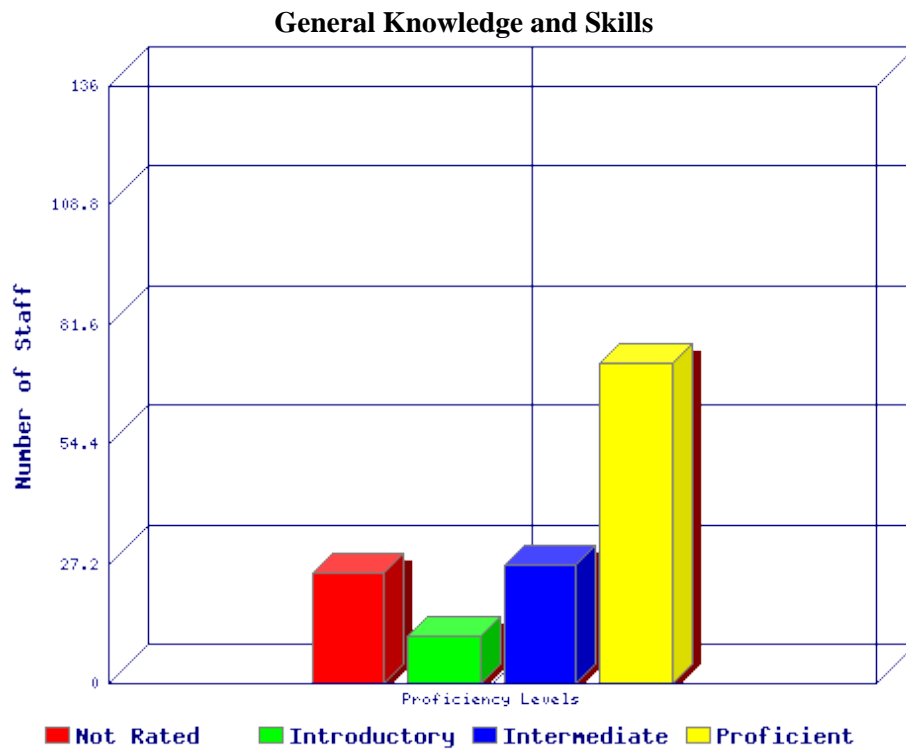


Percentage	Number	
18%	25	Not Rated
28%	38	Introductory
35%	47	Intermediate
19%	26	Proficient
100%	136	Total Responses

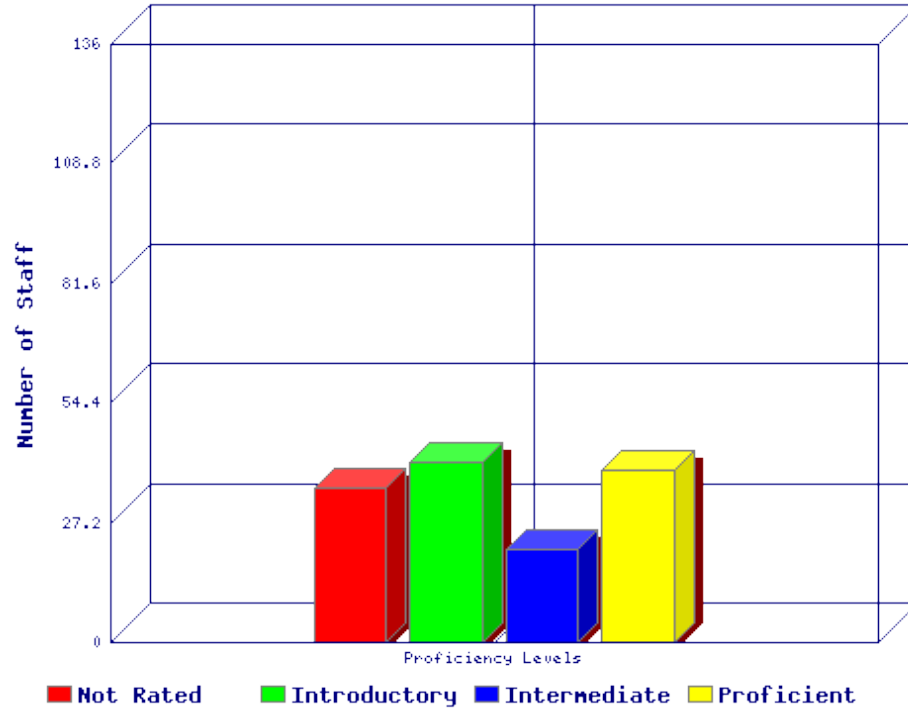
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Databases
 All subjects
 All grades

Databases	General Knowledge and Skills	Manage Records	Communication through Printed Media	Integration, Student Learning, and Classroom Management
Proficiency level				
Not Rated	25	35	35	44
Introductory	11	41	21	54
Intermediate	27	21	52	28
Proficient	73	39	28	10
Total Responses	136	136	136	136

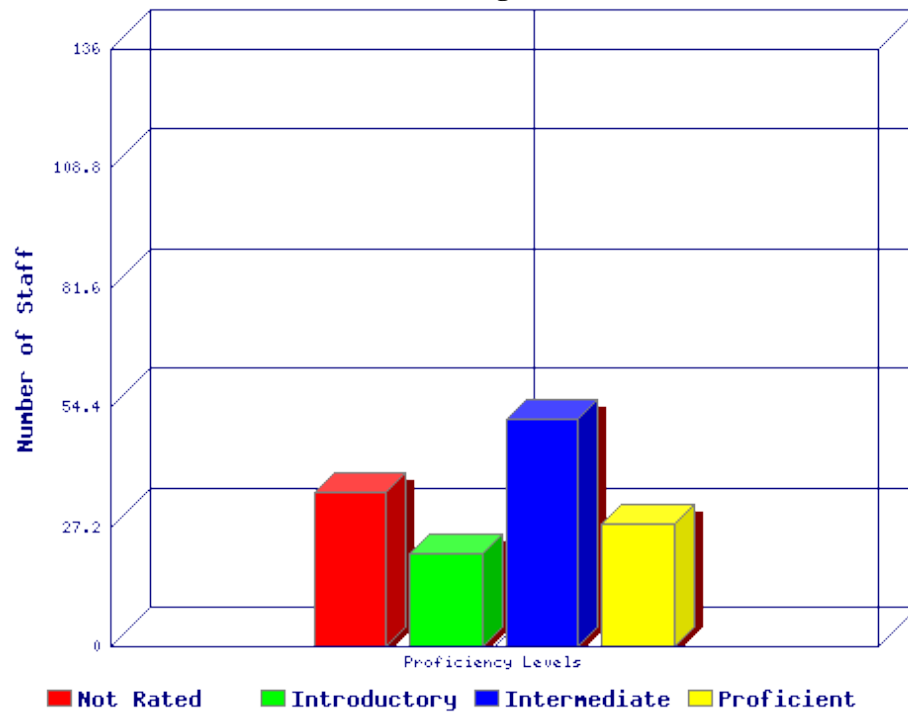
Number of teachers by proficiency level



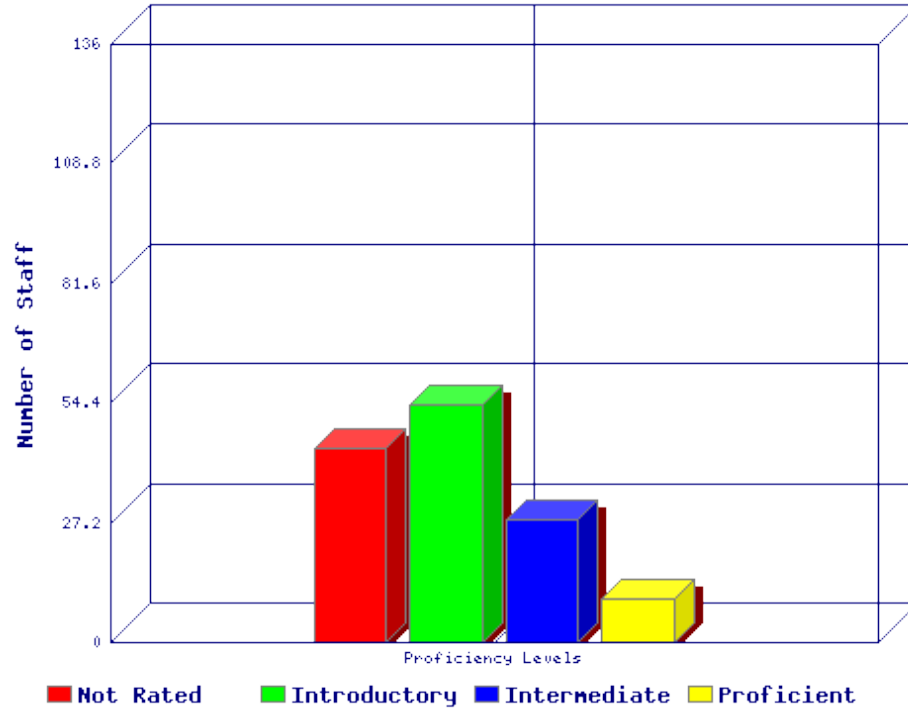
Manage Records



Communication through Printed Media



Integration, Student Learning, and Classroom Management



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Databases
 All subjects
 All grades

Responses for Category: **Databases**

General Knowledge and Skills

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. **Yes No**

I can define database terms (i.e. records, fields, etc.).	83	53
I know how to create, open, and save a database.	89	47
I know how to format fields to reflect appropriate data (i.e. date, name, currency, etc).	65	71
I can explain differences among report, query, search, and find.	54	82
I know how to add/edit headers and footers.	73	63

Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. **Yes No**

I know how to select, move, copy, delete, clear and insert fields and records.	93	43
I use print preview to identify print and layout problems.	99	37
I know how to find and replace data in records and fields.	75	61
I know how to sort, match, and go to specific records.	72	64
I know how to import/export data from a database.	62	74

Manage Records

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. **Yes No**

I know how to enter text and data into appropriate fields.	93	43
I know how to use Find command to locate a specific record.	78	58
I know how to create and modify report layouts.	59	77
I know how to merge database information with word processing documents to produce "form letters."	39	97

Communication through Printed Media

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item. **Yes No**

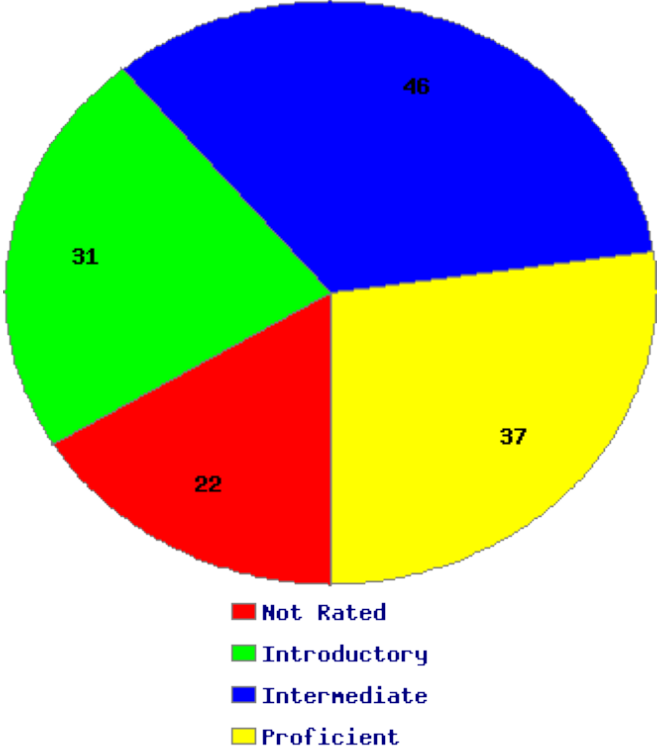
I know how to sort data to produce reports (i.e. alphabetical listings, etc).	92	44
I know how to format text and numbers in records or layouts (i.e. boldface, currency, time, etc).	73	63
I know how to find or define data to print only required records (i.e. students reading at grade level, students with 3.0+ GPA, etc).	72	64
I know how to import data from other applications.	53	83
I regularly create new layouts or edit existing layouts for specific productivity or curricular goals.	34	102

Integration, Student Learning, and Classroom Management

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can describe the educational uses of databases.	80	56
I can identify lessons that require the manipulation of data.	58	78
I create new databases related to content area (i.e. world populations, animal data, etc).	35	101
I design curricular lessons that utilize databases to enhance learning outcomes.	16	120
I regularly develop student assignments that require management and manipulation of a variety of data.	17	119

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Spreadsheets
 All subjects
 All grades

Spreadsheets

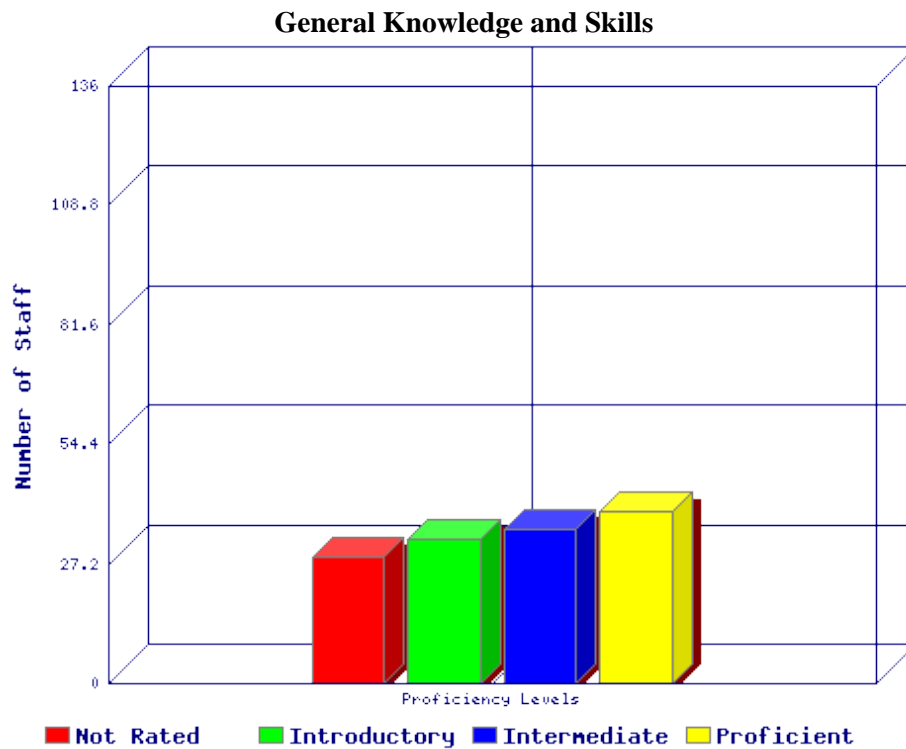


Percentage	Number	
16%	22	Not Rated
23%	31	Introductory
34%	46	Intermediate
27%	37	Proficient
100%	136	Total Responses

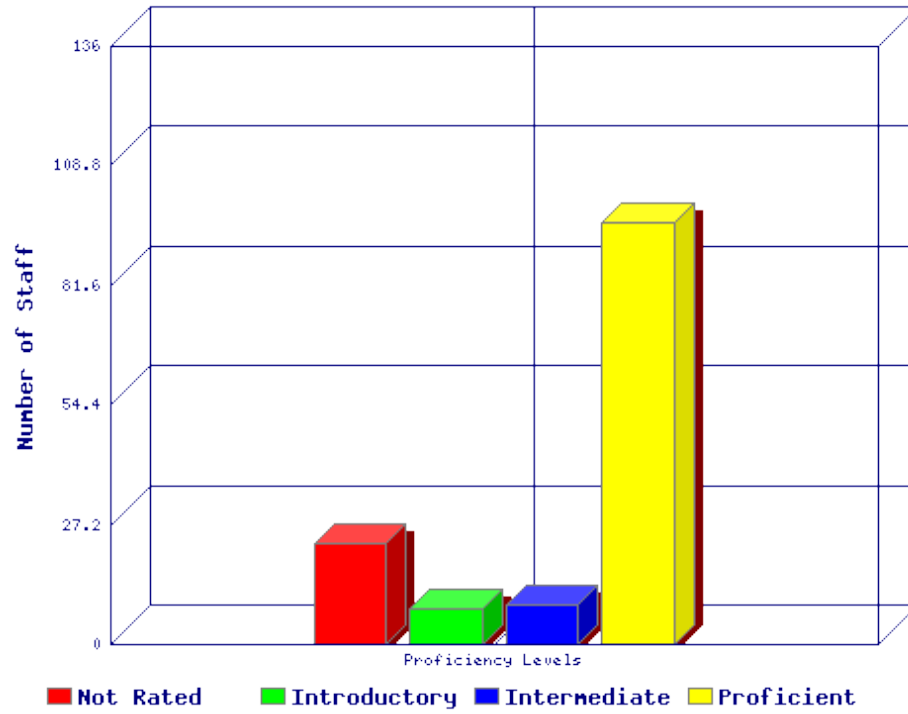
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Spreadsheets
 All subjects
 All grades

Spreadsheets	General Knowledge and Skills	Manage Records	Communication through Printed Media	Integration, Student Learning, and Classroom Management
Proficiency level				
Not Rated	29	23	27	42
Introductory	33	8	38	38
Intermediate	35	9	17	44
Proficient	39	96	54	12
Total Responses	136	136	136	136

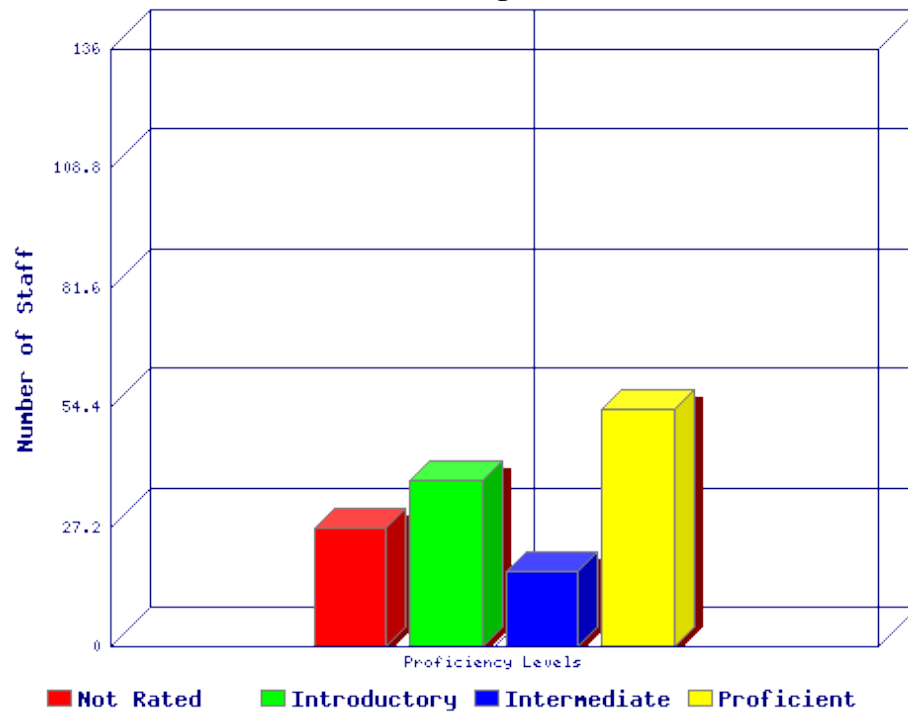
Number of teachers by proficiency level



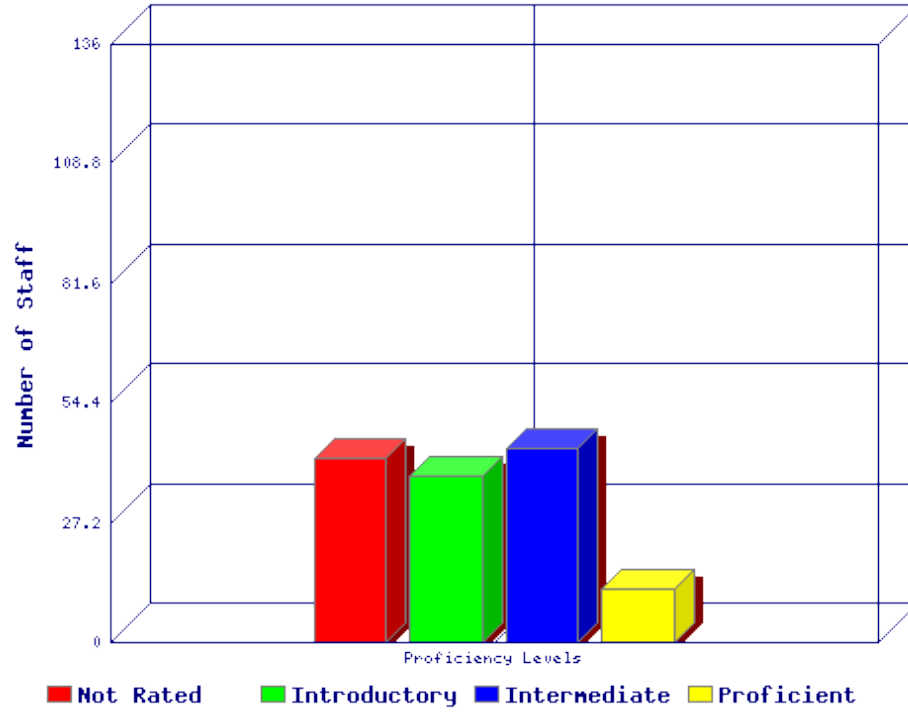
Manage Records



Communication through Printed Media



Integration, Student Learning, and Classroom Management



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Spreadsheets
 All subjects
 All grades

Responses for Category: **Spreadsheets**

General Knowledge and Skills

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can define spreadsheet terms (i.e. cells, alignment, formula, etc).	93	43
I know how to create, open, and save a spreadsheet.	92	44
I know how to navigate using the mouse and tabs.	103	33
I know how to undo unwanted changes.	99	37
I know how to move or copy sheets between spreadsheet files.	49	87
Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to locate cells based on column/row addresses.	90	46
I know how to select, move, copy, delete, clear and insert cells.	94	42
I know how to change typeface, font size and other cell attributes.	90	46
I know how to sort cells.	70	66
I know how to replicate a formula or range of cells (i.e. "fill").	62	74
I know how to align and rotate text and numbers within a cell.	51	85
Question 3: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to create simple bar or pie charts, create a variety of charts and label graphs appropriately.	72	64
I know how to select charts for appropriate data representation.	65	71
I know how to change size, placement, and title of charts.	63	73
I know how to import/export charts and data into other applications (i.e. word processing, etc).	53	83
Question 4: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to select an entire column or row.	98	38

I know how to resize cells and rows.	89	47
I know how to add shading and borders.	69	67
I know how to change text cell alignment and justification.	68	68
I know how to save in a variety of formats (i.e. Tab Delimited, CSV, DBF, DIF, SYLK, etc).	31	105

Manage Records

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to enter text and data into specific cells.	99	37
I know how to create formula cells (i.e. sums, average, etc).	74	62
I know how to format cells for appropriate content (i.e. text, decimal alignment, currency, etc.).	61	75
I utilize grade book templates.	93	43
I maintain student records in a spreadsheet.	75	61

Communication through Printed Media

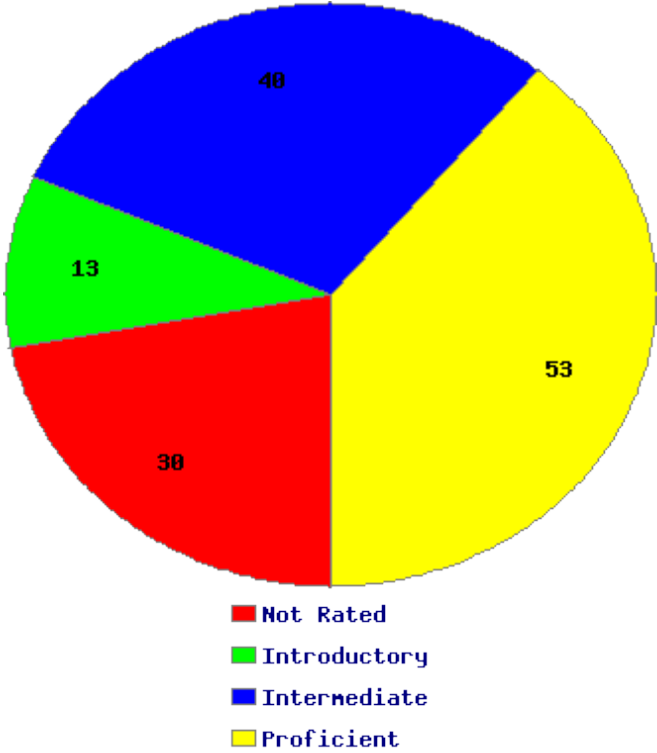
Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to adjust layout and margins.	86	50
I know how to use print preview and print document with title.	101	35
I know how to set up print options for grid lines, zoom, etc.	68	68
I know how to create and edit headers, footers, and page numbers.	77	59
I know how to change page margins.	92	44
I know how to search for and replace text within a document.	83	53
I know how to print a specific range of cells, pages, and sheets.	71	65
I import/export charts and data into a word processing application.	54	82

Integration, Student Learning, and Classroom Management

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can describe the educational uses of spreadsheets.	90	46
I occasionally create new spreadsheets related to content area.	54	82
I regularly design curricular lessons requiring use of spreadsheets.	16	120
I regularly create appropriate charts for a content lesson.	25	111

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Presentation Software
 All subjects
 All grades

Presentation Software

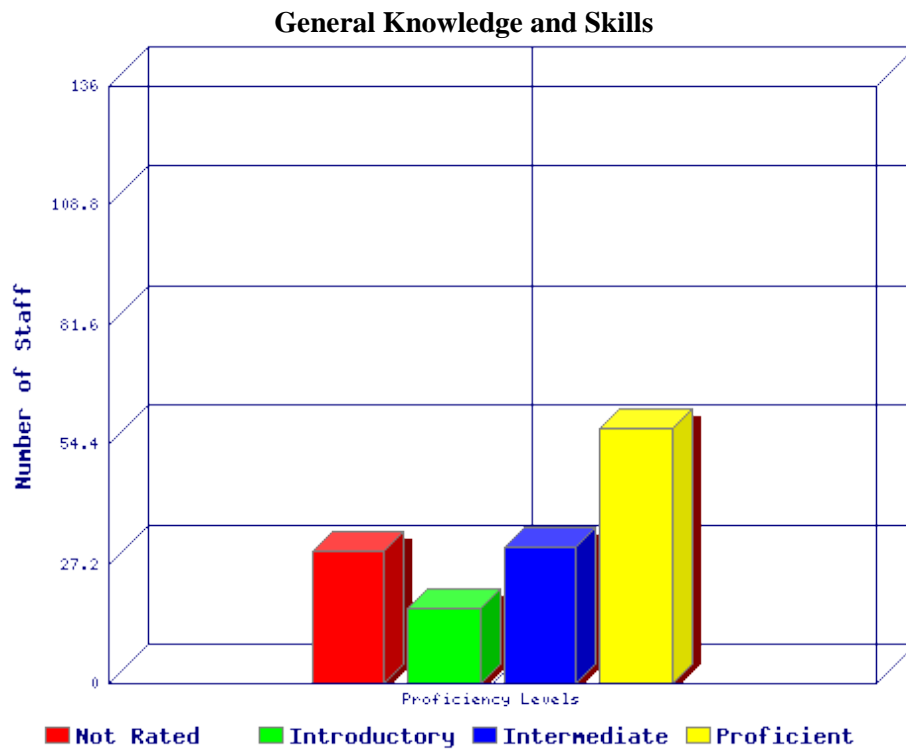


Percentage	Number	
22%	30	Not Rated
10%	13	Introductory
29%	40	Intermediate
39%	53	Proficient
100%	136	Total Responses

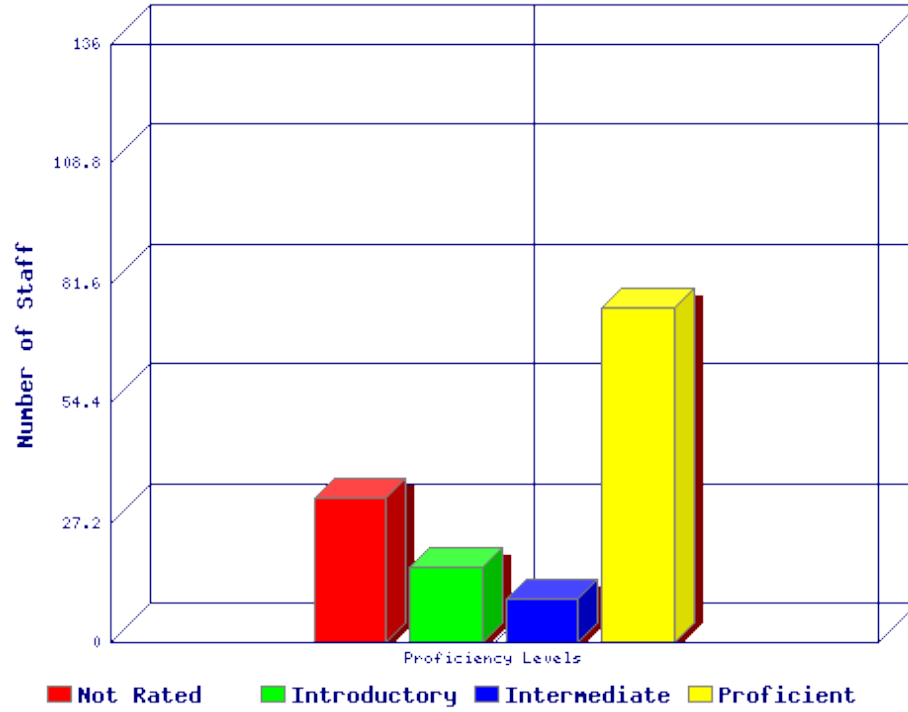
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Presentation Software
 All subjects
 All grades

Presentation Software	General Knowledge and Skills	Communication through Printed Media	Integration, Student Learning, and Classroom Management
Proficiency level			
Not Rated	30	33	31
Introductory	17	17	16
Intermediate	31	10	53
Proficient	58	76	36
Total Responses	136	136	136

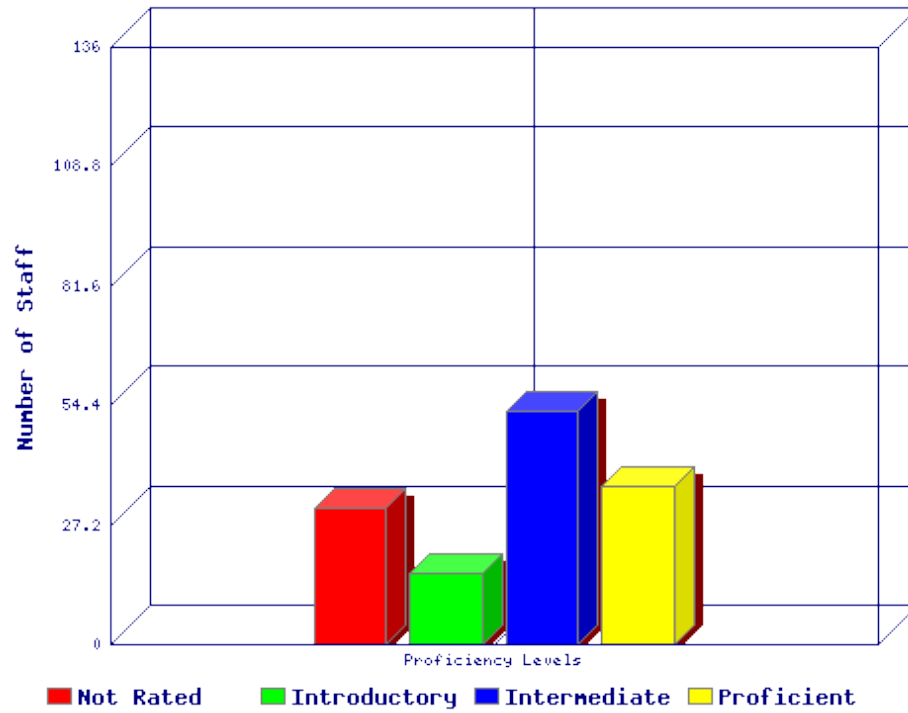
Number of teachers by proficiency level



Communication through Printed Media



Integration, Student Learning, and Classroom Management



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Presentation Software
 All subjects
 All grades

Responses for Category: **Presentation Software**

General Knowledge and Skills

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can define presentation and multimedia terms (i.e. slides/cards, slideshow, hype–navigation, etc).	96	40
I know how to create, open, modify, and save presentations.	95	41
I can define available tools (i.e. drawing, text, etc).	93	43
I know how to use templates or wizards to create new presentations.	82	54
I regularly use available tools (i.e. drawing, text, etc.).	68	68
I know how to connect, configure, and troubleshoot peripheral devices for presentation.	47	89
I know how to create a presentation to automatically play using timed settings.	53	83
Question 2: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to insert text, format text, or add text boxes to a presentation.	95	41
I know how to add new slides or cards.	87	49
I know how to insert or change slide or card design.	83	53
I know to how re–arrange the order of the slides or cards in the presentation.	82	54
I know how to organize presentation resources in a folder on the desktop or server.	70	66
I know how to apply transitions and effects, if appropriate, to slides or cards.	77	59
Question 3: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to navigate using scrollbar, slide sorter, menu, key commands, etc.	90	46
I know how to switch between different page views.	85	51
I know how to create and edit navigational buttons to help users move through a presentation.	64	72
I know how to create presentations that are clear and easy to understand.	75	61
Question 4: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No

I know how to apply backgrounds and objects appropriately.	86	50
I know how to incorporate sound.	79	57
I can define different image types (i.e. TIFF, GIF, PCX, etc).	48	88
I know how to incorporate hypertext links, animations from library, movies from library, and clip art from other sources.	52	84
I know how to record and insert sound into presentation.	67	69
I know how to edit clip art (if appropriate).	85	51

Communication through Printed Media

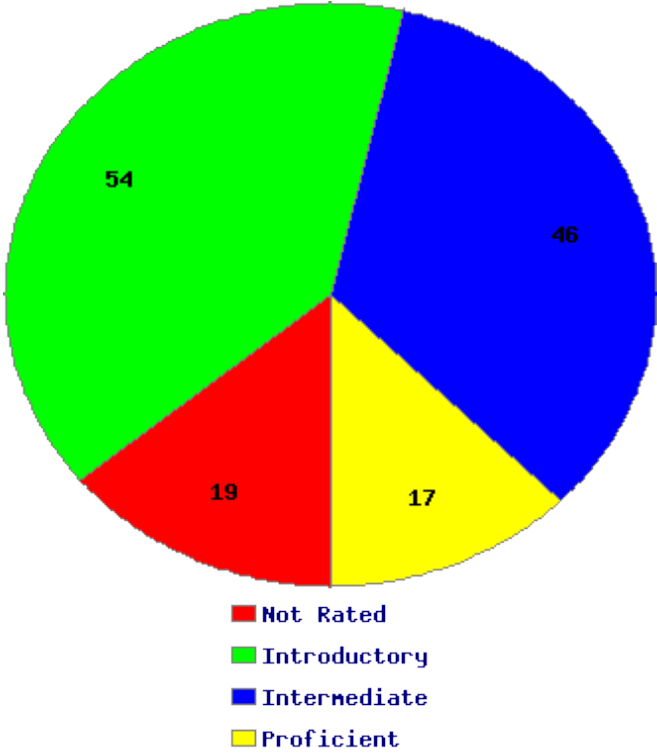
Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I know how to print presentation slides.	89	47
My documents demonstrate an understanding of basic design elements (i.e. color, design, space, and composition, etc.).	74	62
I know how to print using advanced printing options.	68	68
I print handouts that enhance the instructional objectives (i.e. outlines, notes, etc.).	76	60

Integration, Student Learning, and Classroom Management

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.	Yes	No
I can describe the educational uses of presentation software.	95	41
I know how to create cards or slides using effective design to enhance communication.	83	53
I use appropriate background and text colors to ensure clarity and readability.	90	46
I organize information in a clear, consistent way for the viewer.	85	51
I regularly design curricular lessons that utilize multimedia to enhance learning outcomes.	39	97
I follow fair use and copyright law for text, graphics, and sound.	77	59

Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Instructional Technology
 All subjects
 All grades

Instructional Technology

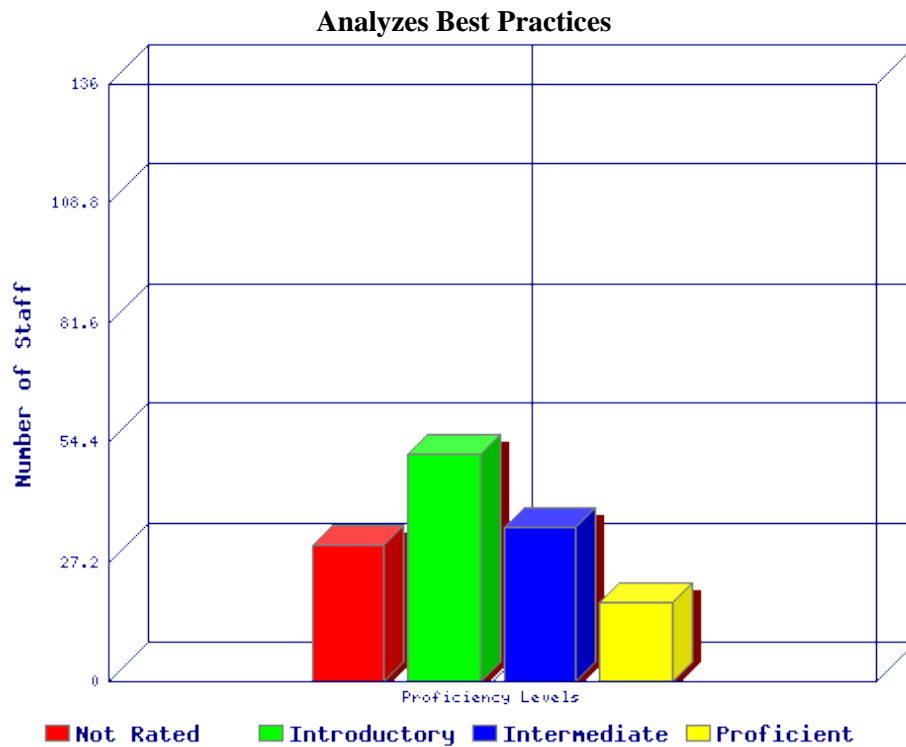


Percentage	Number	
14%	19	Not Rated
40%	54	Introductory
34%	46	Intermediate
13%	17	Proficient
100%	136	Total Responses

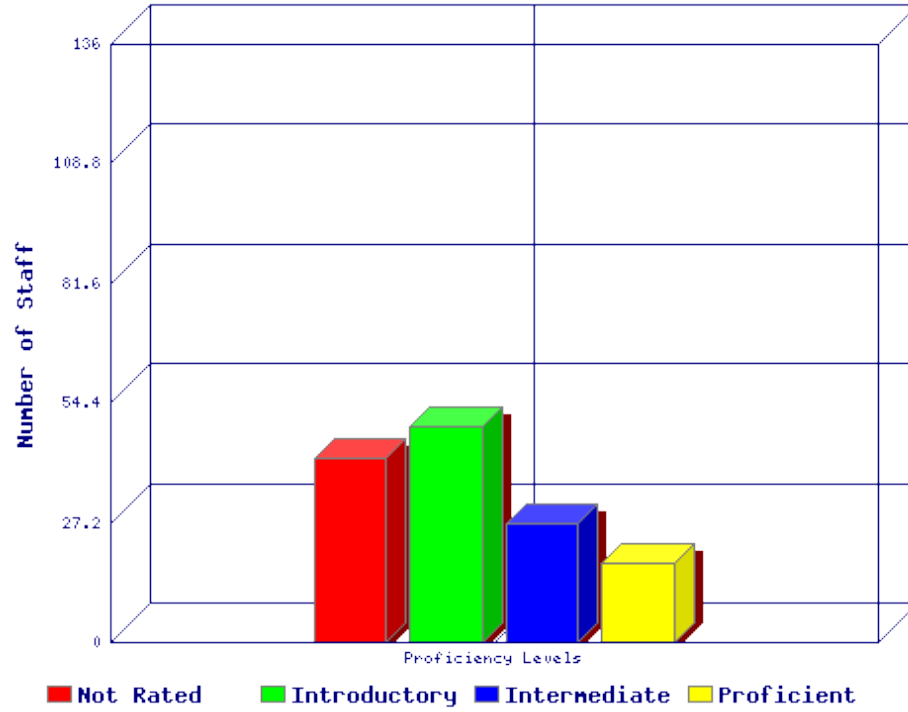
Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Instructional Technology
 All subjects
 All grades

Instructional Technology	Analyzes Best Practices	Selection of Appropriate Technology Resources	Matching Student Learning Styles to Appropriate Resources	Effective Learning Environments Using Computer-Based Technology	Privacy, Security, and Safety Issues
Proficiency level					
Not Rated	31	42	29	26	11
Introductory	52	49	44	49	33
Intermediate	35	27	49	44	28
Proficient	18	18	14	17	64
Total Responses	136	136	136	136	136

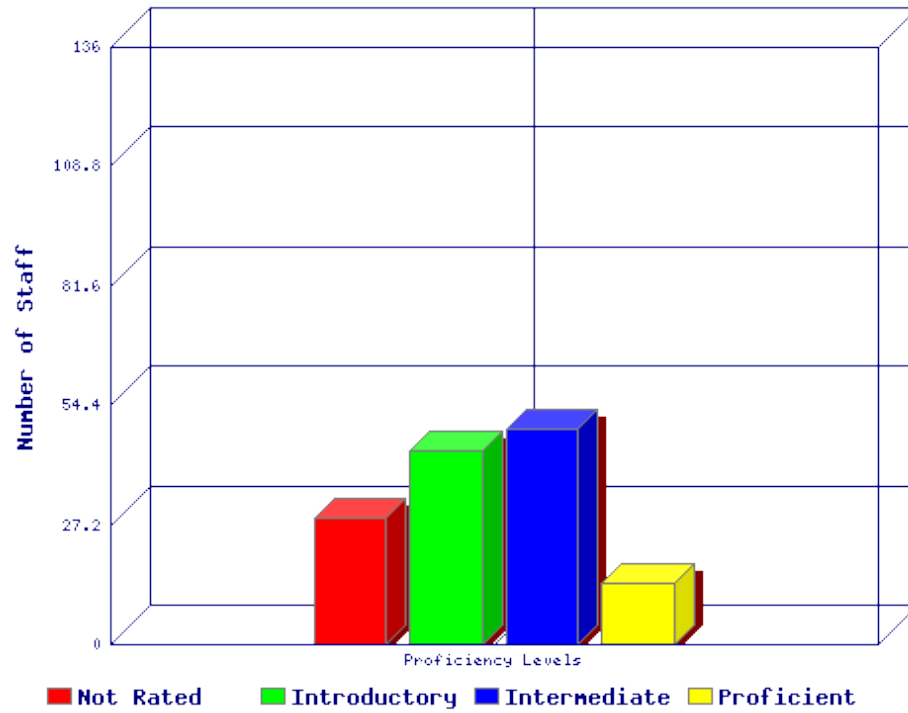
Number of teachers by proficiency level



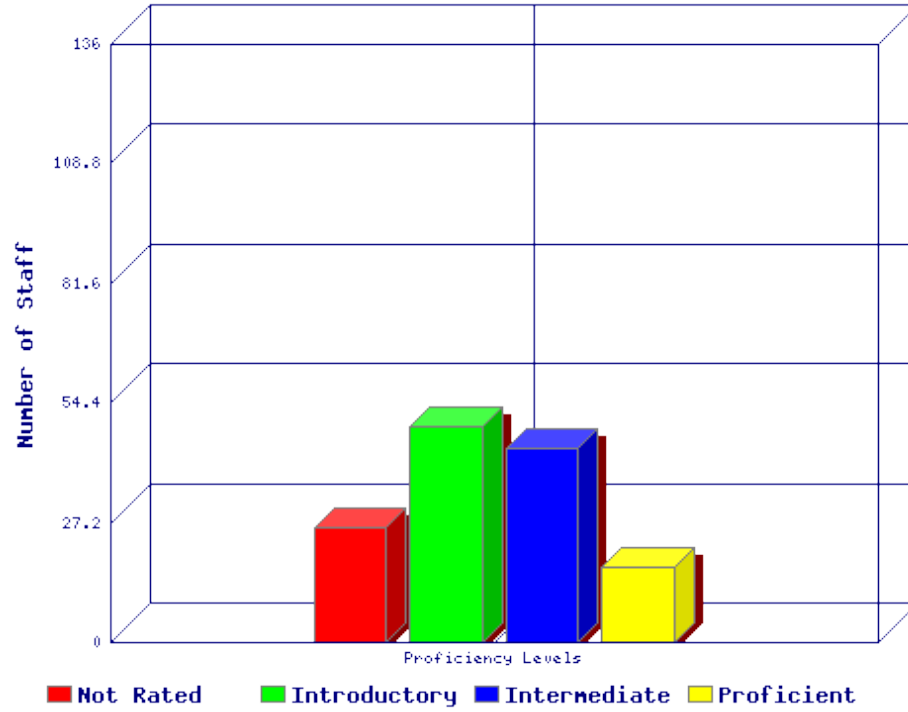
Selection of Appropriate Technology Resources



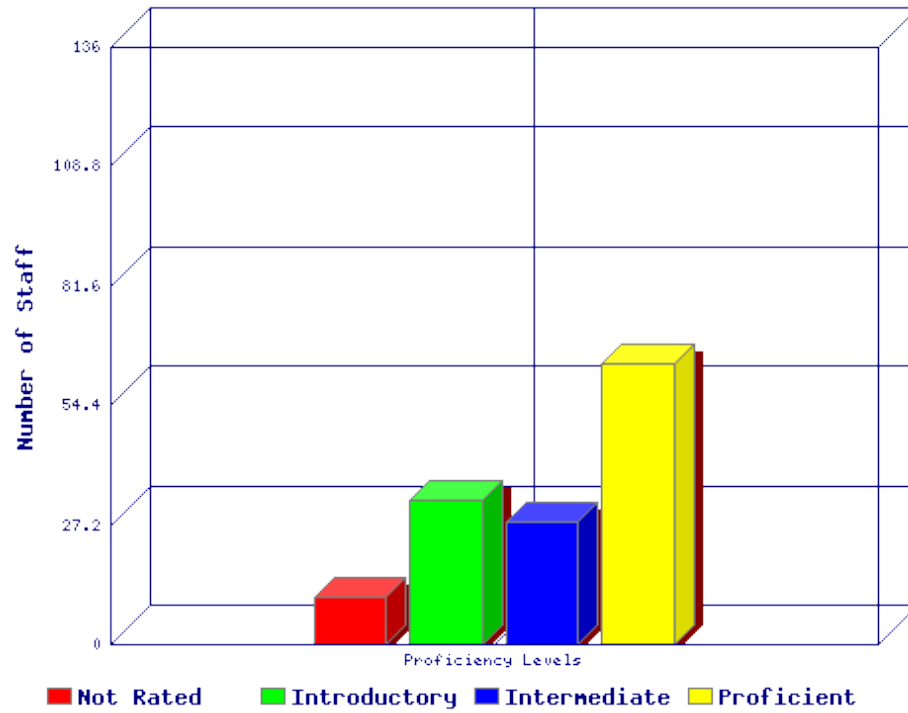
Matching Student Learning Styles to Appropriate Resources



Effective Learning Environments Using Computer-Based Technology



Privacy, Security, and Safety Issues



Proficiency Analysis Report for Fresno High
 Certificated Staff
 Program: AB75/Principal Training Program
 School type: Public
 Category: Instructional Technology
 All subjects
 All grades

Responses for Category: **Instructional Technology**

Analyzes Best Practices

Question 1: Select the item that best describes to your current knowledge and/or skills. If unsure, select the lesser item.	Yes	No
None of the statements below apply to me.	21	115
I occasionally locate computer–based technology learning, teaching, and communication resources related to implementation in the classroom.	53	83
I am able to locate and adapt computer–based technology lessons based upon best practices and research findings.	35	101
I know how to analyze best practices and research findings on the use of computer–based technology and design lessons accordingly.	18	118

Selection of Appropriate Technology Resources

Question 1: Select the item that best describes to your current knowledge and/or skills. If unsure, select the lesser item.	Yes	No
None of the statements below apply to me.	59	77
I can describe or list some of the established criteria used to evaluate digital media.	43	93
I often practice evaluating educational digital media using established criteria.	13	123
I regularly evaluate educational digital media using established criteria.	11	125

Question 2: Select the item that best describes to your current knowledge and/or skills. If unsure, select the lesser item.	Yes	No
None of the statements below apply to me.	42	94
I know how to identify processes used to match computer–based technology with content.	24	112
I occasionally include appropriate computer–based technology resources in classroom lesson plans.	41	95
I regularly include appropriate computer–based technology resources in classroom lesson plans.	23	113

Matching Student Learning Styles to Appropriate Resources

Question 1: Select the item that best describes to your current knowledge and/or skills. If unsure, select the lesser item.	Yes	No
None of the statements below apply to me.	23	113

I am aware of learning style inventories for students.	35	101
I know how to examine a variety of computer–based technology resources for their applicability to learning styles.	9	127
I know how to select and use activities to identify student learning styles.	21	115
I occasionally use a variety of computer–based technology resources in lesson plans to meet student learning styles.	28	108
I regularly integrate appropriate computer–based technology resources and adapt lessons and classroom practice according to learning style inventory results.	14	122

Effective Learning Environments Using Computer–Based Technology

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.

	Yes	No
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I can describe various models of computer–based technology use that enhance learning and increase efficiency and productivity.	64	72
I know how to use teacher productivity tools for classroom management (e.g. home–school communication, student records and grades, etc).	74	62
My lesson plans reflect a management system for computer–based activities.	31	105
I effectively use computer–based technology in a variety of instructional settings (i.e. whole class, small groups, and individual instruction).	41	95
My classroom activities allow all students to build upon their technology skills and increase learning.	49	87
I regularly implement management procedures that support assessment of student involvement and achievement related to computer–based technology assignments.	21	115

Privacy, Security, and Safety Issues

Question 1: Select all that apply to your current knowledge and/or skills. If unsure, do not select an item.

	Yes	No
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I can explain the need for and use of copyright policy, protection of student privacy, security and safety.	116	20
I regularly implement established policies for safe, private and secure practices in personal work.	90	46
I personally implement established policies surrounding copyright and plagiarism.	93	43
I regularly implement established policies for safe, private, and secure practices in the classroom.	69	67
I regularly implement policies surrounding copyright and plagiarism in the classroom.	74	62