|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student Name:** |  | | | | |
| **Assessor and Title:** |  | | | | |
| **Date of Assessment:** |  | | | | |
| **Type of Assessment:** | **Initial** |  | **Reassessment** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill Areas** | **Pre-test Date** | **+/-** | **Post-test Date** | **+/-** |
| **Daily/Weekly Activities**  ***Skills: 5*** |  |  |  |  |
| **Creates Documents and Presentations**  ***Skills: 8*** |  |  |  |  |
| **Manages Handouts and Tests in Electronic Format**  ***Skills: 7*** |  |  |  |  |
|  | **Total Pre-test** | **/20** | **Total Post-test** | **/20** |

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| --- | --- | --- | --- |
| **Knows how to organize daily/weekly activities** | **+/-** | **Date Mastered** | **+/-** |
| 1. Has and uses a calendar system for daily activities |  |  |  |
| 1. Can create and use to do lists for completing daily tasks |  |  |  |
| 1. Can create and use a schedule for weekly and monthly activities |  |  |  |
| 1. Can use a calendar to set up and monitor appointments |  |  |  |
| 1. Can create timeline for longer projects (break into smaller, more manageable steps, acquire materials, apply time management) |  |  |  |
| **Sub-total** | **/5** | **Sub-total** | **/5** |

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| **Creates Documents and Presentations** | **+/-** | **Date Mastered** | **+/-** |
| 1. Locates and opens Google Drive. |  |  |  |
| 1. Creates Backpack (notebook with folders for each class). |  |  |  |
| 1. Creates Doc or Slides document/presentation. |  |  |  |
| 1. Renames document/presentation with appropriate filename. |  |  |  |
| 1. Enlarges/modifies text in document/presentation to suit visual needs. |  |  |  |
| 1. Saves or moves document/presentation into the appropriate folder in Google Drive. |  |  |  |
| 1. At a later point, can locate, open, and edit the saved document/presentation as needed. |  |  |  |
| 1. Shares documents and folders with teachers, parents, and classmates. |  |  |  |
| **Sub-total** | **/8** | **Sub-total** | **/8** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manages Handouts and Tests in Electronic Format** | **+/-** | **Date Mastered** | **+/-** |
| 1. Pulls assignment from Google Classroom or online storage folder. |  |  |  |
| 1. If appropriate, renames document/presentation with appropriate filename. |  |  |  |
| 1. Enlarges/modifies text in document/presentation to suit visual needs. |  |  |  |
| 1. Removes underlines and other characters that modify layout and enters name and date. |  |  |  |
| 1. Answers questions in the following formats: short answer, fill-in-the-blank, multiple choice, matching, essay/blog. |  |  |  |
| 1. Saves modified document back to class folder. |  |  |  |
| 1. Shares documents and folders with teachers, parents, and classmates. |  |  |  |
| **Sub-total** | **/7** | **Sub-total** | **/7** |