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

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| --- | --- | --- | --- | --- |
| **Skill Areas** | **Pre-test Date** | **+/-** | **Post-test Date** | **+/-** |
| **Create Notes** |  |  |  |  |
| **Customize Notes** |  |  |  |  |
| **Import, Export, and Back Up Notes** |  |  |  |  |
| **Manage Notes** |  |  |  |  |
| **Organize Notes** |  |  |  |  |
|  | **Total Pre-test** |  | **Total Post-test** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Create Notes** | **+/-** | **Date Mastered** | **+/-** |
| Add Title/Rename |  |  |  |
| Choose a writing tool, color, thickness |  |  |  |
| Type notes |  |  |  |
| Add shapes |  |  |  |
| Add audio recordings |  |  |  |
| Insert a photo |  |  |  |
| Copy-paste a photo |  |  |  |
| Set Palm Rejection and Wrist Protection |  |  |  |
| Use Zoom magnification and Zoom Settings |  |  |  |
| Identify and use at least 10/15 items on the Toolbar |  |  |  |
| Utilize Notebook Settings on imported PDF files |  |  |  |
| **Sub-total** |  | **Sub-total** |  |

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| --- | --- | --- | --- |
| **Customize Notes** | **+/-** | **Date Mastered** | **+/-** |
| Add/Edit Customized Covers and Pages |  |  |  |
| Set up a Favorite Writing Tool |  |  |  |
| Customize Writing Tools |  |  |  |
| **Sub-total** |  | **Sub-total** |  |

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| --- | --- | --- | --- |
| **Import, Export, and Back Up Notes** | **+/-** | **Date Mastered** | **+/-** |
| Import PDF Documents |  |  |  |
| Export notes |  |  |  |
| Print a note |  |  |  |
| Quickly share a note |  |  |  |
| Access and use Export settings |  |  |  |
| **Sub-total** |  | **Sub-total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manage Notes** | **+/-** | **Date Mastered** | **+/-** |
| Quickly navigate between pages |  |  |  |
| Tag and search notes |  |  |  |
| Modify a photo |  |  |  |
| Choose notebook covers/papers |  |  |  |
| Modify a portion of a photo |  |  |  |
| Move a photo |  |  |  |
| **Sub-total** |  | **Sub-total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organize Notes** | **+/-** | **Date Mastered** | **+/-** |
| Group notebooks into folders |  |  |  |
| Re-order, insert new, duplicate, delete pages |  |  |  |
| Move pages between notebooks |  |  |  |
| **Sub-total** |  | **Sub-total** |  |