Computer Skills Assessments

Introduction

The Connections course *Meet the Computer* is designed for students who have little or no computer experience. This course covers basics such as turning a computer on and off, and using the mouse and keyboard. By attending *Meet the Computer*, inexperienced students will be better prepared to continue in the Connections curriculum.

Which students attend *Meet the Computer* is at the discretion of the OASIS Director, Connections Coordinator or Participating Partner. If a student has never used a computer before, he or she will benefit from attending *Meet the Computer* before attending other Connections courses. However, if it is unclear whether or not a student will benefit from attending *Meet the Computer*, one or more of the following computer skills assessment may be used to assess a student's computer skill level.

Complete assessment instructions for both instructor and student are contained in this document. The assessment options are:

- **Connections Quiz**: A two-page quiz in which students identify common computer icons and terms

- **Ten Thumbs Typing Test**: A two-minute typing test online during which students demonstrate typing and mousing skills

- **TypingTest.com**: A one-minute typing test online during which students demonstrate typing and mousing skills

Use of these assessments is optional and at the discretion of the OASIS Director, Connections Coordinator or Participating Partner. Please review this entire document to become familiar with all the assessment options before you begin conducting student assessments.
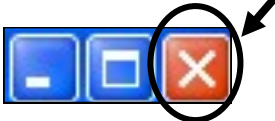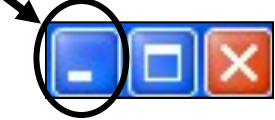
How to Conduct the Connections Quiz

Follow the steps below to conduct this assessment.

1. This assessment may be used on any student who wishes to be assessed and no computer is necessary.

2. Give the student a copy of the quiz on the next two pages. Do <u>not</u> give the student any other pages of this document.

3. Provide a desk and pencil or pen for the student and a quiet place to take the quiz.

4. The quiz should take 5-10 minutes to complete. Allow more time if needed.

5. When the student is done, grade the quiz using the key in the back of this guide.

6. Fill in the information at the bottom of the first page of the quiz.

7. Record the student's name and score on the tracking form in the back of this guide.

8. Give the graded quiz back to the student and review the correct answers with him or her.

9. All students are invited to attend *Meet the Computer*. However, students scoring 80% or higher may elect not to attend *Meet the Computer*.

10. Students scoring below 80% will benefit from taking *Meet the Computer*.

11. If a student scores below 80%, do <u>not</u> say that the student "failed the test." Instead say, "Your score indicates that you will benefit from taking the course *Meet the Computer*. Let's get you scheduled for the next session."

12. The student may keep his or her graded quiz. Make a copy if you need to keep one for administrative purposes.

Connections Quiz

Name: _____ Date: _____

This is not a test. It is simply a way for us to determine your computer skill level. If you recognize a computer symbol on the left, draw an "X" in the box next to the best definition for that symbol on the right. If you don't know what the symbol is, draw an "X" in the box next to, "I don't know." Good luck!

1.	☐ Maximize ☐ Stop ☐ Close ☐ I don't know.
2.	☐ Label ☐ Save ☐ Undo ☐ I don't know.
3.	☐ Minimize ☐ Footnote ☐ Maximize ☐ I don't know.
4.	☐ Paste ☐ Approved ☐ Print ☐ I don't know.
5.	☐ Undo ☐ Mouse Pointer ☐ Close ☐ I don't know.
6.	☐ File ☐ Screen ☐ Maximize ☐ I don't know.
7.	☐ Tab ☐ Open ☐ Label ☐ I don't know.
8.	☐ Save ☐ Mouse Pointer ☐ Cut ☐ I don't know.

To be completed by Connections representative:

Location: _____ Organization: _____ Score: _____

Connections Quiz continued

Next to each computer word, write the letter of the best definition for that word. If you don't know the answer, draw an "X" in the "I don't know" box. There are more definitions than there are words. When you are finished, give the quiz to your Connections representative.

1. Windows _____
   ☐ I don't know.

2. Desktop _____
   ☐ I don't know.

3. Icon   _____
   ☐ I don't know.

4. Mouse   _____
   ☐ I don't know.

5. Folder   _____
   ☐ I don't know.

6. Toolbar   _____
   ☐ I don't know.

7. Scroll   _____
   ☐ I don't know.

8. Shortcut Menu _____
   ☐ I don't know.

9. Software _____
   ☐ I don't know.

10. File   _____
    ☐ I don't know.

A. To move around a document or window to see more information

B. A place where you store files to keep them organized and easy to find

C. An operating system by Microsoft

D. Programs that tell a computer what to do

E. A list of options that appear when you right-click on an icon

F. A document with a specific name

G. A hand-held device used to move around the computer screen

H. A picture that represents a program, file or folder

I. A row of icons near the top of the computer screen

J. What you see on the computer screen when you start up the computer

K. A button used to make a Window appear as big as the computer screen

How to Conduct the Ten Thumbs Typing Test

Follow the steps below to conduct this assessment.

1. <u>Only use this assessment for students who have some computer experience, know how to use a mouse and are familiar with a keyboard</u>.

2. A computer with Java and Internet access is required. Try the steps on the next page to be sure the designated computer can run the typing test. (The assessment uses the <u>online</u> test. You do not have to download the Ten Thumbs software.) If the designated computer cannot run the test, substitute another assessment.

3. Open the web page **www.tenthumbstypingtutor.com** for the student.

4. Give the student a copy of the assessment on the next page. Do <u>not</u> give the student any other pages from this guide.

5. Instruct the student to read the instructions and take the test. The test should take 5-10 minutes to complete. Allow more time if needed. If necessary, students can restart the test until they get the hang of it.

6. Do <u>not</u> help students click the buttons to start the test—this is part of the assessment. If a student cannot follow the instructions to start and take the typing test, substitute the *Connections Quiz*.

7. When the student is done, fill in the *Location*, *Organization* and *WPM* blanks at the bottom of the test instructions.

8. Record the student's name and score on the tracking form in the back of this guide.

9. All students are invited to attend *Meet the Computer*. However, students typing 15 wpm or more may elect not to attend *Meet the Computer*.

10. Students who type less than 15 wpm will benefit from taking *Meet the Computer*. If this case, do <u>not</u> say that the student "failed the test." Instead say, "Your score indicates that you will benefit from taking the course *Meet the Computer*. Let's get you scheduled for the next class."

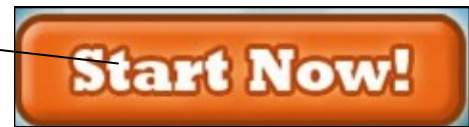11. The student may keep the test instructions. Make a copy if you need to keep one for administrative purposes.

Ten Thumbs Typing Test

Name: _____ Date: _____

This test will measure your typing speed. You cannot "pass" or "fail" this test. It is simply a way for us to determine your skill level.

A Connections representative will open a website on which you will take a two-minute typing test. Read the steps below before taking the test. If you need to, you can retake the test until you get the hang of it. At the end of the test, your typing speed (WPM) will appear on the screen. Good luck!

1. Click **Free Typing Test** in left menu.

2. Click the **Start Now** button.

3. Click **Take the Test** at the bottom.

4. Simply start typing the words exactly as they appear at the top of the screen. Use proper capitalization, characters and spaces.

5. When you get to the end of a line of type, press the **Space** bar once and the next line of type will appear. Continue typing.

6. If you make a mistake, incorrect characters will show in red. You must press the **Backspace** key to remove incorrect characters or spaces before you can continue typing.

7. The test will begin when you start typing and end after two minutes.

8. If you need to, you can retake the test until you get the hang of it. Just click on these buttons to start again.

9. When you're done, show the Connections representative your **Words Per Minute**.

10. You do not need to type in your name and email address or submit your score.

_____

To be completed by Connections representative:

Location: _____ Organization: _____ WPM: _____

How to Conduct the TypingTest.com Assessment

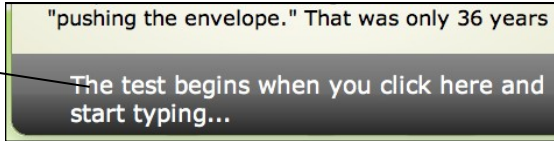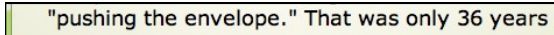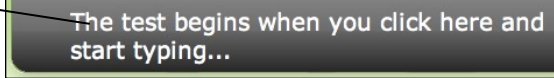Follow the steps below to conduct this assessment.
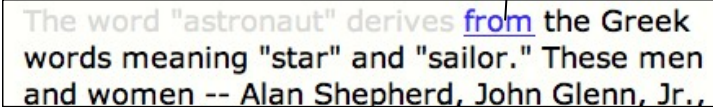
1. <u>Only use this assessment for students who have some computer experience, know how to use a mouse and are familiar with a keyboard</u>.

2. A computer with Internet access is required. Try the steps on the next page to be sure the designated computer can run the typing test. If the designated computer cannot run the test, substitute another assessment.

3. Open the web page **www.typingtest.com** for the student.

4. Give the student a copy of the assessment on the next page. Do <u>not</u> give the student any other pages from this guide.

5. Instruct the student to read the instructions and take the test. The test should take 5-10 minutes to complete. Allow more time if needed. If necessary, students can restart the test until they get the hang of it.

6. Do <u>not</u> help students click the buttons to start the test—this is part of the assessment. If a student cannot follow the instructions to start and take the typing test, substitute the *Connections Quiz*.

7. When the student is done, fill in the *Location*, *Organization* and *WPM* blanks at the bottom of the test instructions.

8. Record the student's name and score on the tracking form in the back of this guide.

9. All students are invited to attend *Meet the Computer*. However, students typing 15 wpm or more may elect not to attend *Meet the Computer*.

10. Students who type less than 15 wpm will benefit from taking *Meet the Computer*. If this case, do <u>not</u> say that the student "failed the test." Instead say, "Your score indicates that you will benefit from taking the course *Meet the Computer*. Let's get you scheduled for the next class."

11. The student may keep the test instructions. Make a copy if you need to keep one for administrative purposes.

Computer Typing Test

Name: _____ Date: _____

This test will measure your typing speed. You cannot "pass" or "fail" this test. It is simply a way for us to determine your skill level.
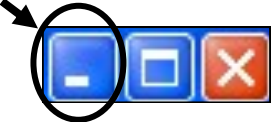
A Connections representative will open a website on which you will take a one-minute typing test. Read the steps below before taking the test. If you need to, you can retake the test until you get the hang of it. At the end of the test, your typing speed (WPM) will appear on the screen. Good luck!

1. Click the **Start Typing Test** button.

   Start Typing Test

2. Click in this gray area to start the test.

   "pushing the envelope." That was only 36 years

   The test begins when you click here and start typing...

3. The test will begin when you start typing and end after one minute.

4. Begin typing the words exactly as they appear at the top of the screen. Use proper capitalization, characters and spaces.

   The word "astronaut" derives from the Greek words meaning "star" and "sailor." These men and women -- Alan Shepherd, John Glenn, Jr.,

5. What you type will show in the gray area below.

   The word "astronaut" derives from

6. If you make a mistake, you can click the **Delete** key to go back and fix it.

7. If you need to, you can retake the test until you get the hang of it. Just click on these buttons to start again.

   Cancel

   Restart test

8. When you're done, show the Connections representative your **Adjusted Typing Speed**.

TYPING SPEED	ERRORS	ADJUSTED SPEED
17 WPM	0 words	17 WPM
88 chars in 1:00 min.	Accuracy 100%	0 errors deducted

To be completed by Connections representative:

Location: _____ Organization: _____ WPM: _____

Connections Quiz Answer Key

1.	☐ <u>Maximize</u> ☒ Close	☐ Stop ☐ I don't know.
2.	☐ Label ☐ Undo	☒ <u>Save</u> ☐ I don't know.
3.	☒ <u>Minimize</u> ☐ Maximize	☐ Footnote ☐ I don't know.
4.	☐ Paste ☒ <u>Print</u>	☐ Approved ☐ I don't know.
5.	☒ <u>Undo</u> ☐ Close	☐ Mouse Pointer ☐ I don't know.
6.	☐ File ☒ <u>Maximize</u>	☐ Screen ☐ I don't know.
7.	☐ Tab ☐ Label	☒ <u>Open</u> ☐ I don't know.
8.	☐ Save ☐ Cut	☒ <u>Mouse Pointer</u> ☐ I don't know. **Go to Next Page**

Connections Quiz Answer Key continued

1. Windows __C__
   ☐ I don't know.

2. Desktop __J (j)__
   ☐ I don't know.

3. Icon __H__
   ☐ I don't know.

4. Mouse __G__
   ☐ I don't know.

5. Folder __B__
   ☐ I don't know.

6. Toolbar __I (i)__
   ☐ I don't know.

7. Scroll __A__
   ☐ I don't know.

8. Shortcut Menu __E__
   ☐ I don't know.

9. Software __D__
   ☐ I don't know.

10. File __F__
    ☐ I don't know.

A. To move around a document or window to see more information

B. A place where you store files to keep them organized and easy to find

C. An operating system by Microsoft

D. Programs that tell a computer what to do

E. A list of options that appear when you right-click on an icon

F. A document with a specific name

G. A hand-held device used to move around the computer screen

H. A picture that represents a program, file or folder

I. A row of icons near the top of the computer screen

J. What you see on the computer screen when you start up the computer

K. A button used to make a Window appear as big as the computer screen
(Definition "K" is not used.)

Assessments Tracking Form

Use this form to track computer skills assessments in your location. Make additional copies as necessary. This is strictly for your administrative purposes and does not need to be submitted to The OASIS Institute.

Date	Student Name	Score / WPM	*Meet the Computer*
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend
			☐ Scheduled to attend on _____ ☐ Student chose not to attend