

TAGLIT

Taking a Good Look at Instructional Technology

2007-2008 Student Assessment

**Instructions for Administering
Student TAGLIT: Essential**

Instructions for Student TAGLIT: Essential Assessment Administration

Please read the following instructions **before** administering the TAGLIT assessment to your students.

Logging Students onto TAGLIT:

Students log into TAGLIT from <http://www.testkids.com/taglit> using the password and login information provided to the assessment administrator from the School Leader or the School Data Administrator.

Providing answers:

Check boxes: When questions are preceded by several responses with check boxes () students may check more than one response for that question.

Radio buttons: When questions are preceded by several responses with radio buttons () students may only check one response.

Drop-down boxes: When questions are preceded by a drop-down box () students should click the chevron, then click the **best** answer for that question.

Text boxes: Text boxes appear after questions where students are asked to write a short answer response. To respond, have students click inside the box and then type their answer.

Navigating the Assessment

The Elementary Student TAGLIT: Essential (Grades 3-5)

Each TAGLIT assessment is divided into sections, most of which are aligned to the National Educational Technology Standards (NETS) for students. The elementary student assessment is divided into these six sections:

Student Information

Section 1: Basic Concepts & Operations ([Questions 1-5](#))

Section 2: Social, Ethical and Human Issues ([Questions 6-8B](#))

Section 3: Technology Productivity Tools ([Questions 9 -27](#))

Section 4: Technology Communications Tools ([Questions 28-30](#))

Section 5: In Your Own Words ([Questions 31-32](#))

The elementary student assessment may be taken all at once or it may be administered during two or three separate sessions. If all of the sections are administered during one session TAGLIT should require between 30 and 45 minutes to complete.

If TAGLIT is given during separate sessions, each session will take approximately 15 to 20 minutes to complete. Options for saving student responses to return later are available at the **end** of Section 2 and Section 3. If students are saving their work and returning later to complete the assessment, they will click the Save and Return Later button found beneath the last question in the designated sections (Question 8B in Section 2 or Question 27 in Section 3). When students click the Save and Return Later button responses are saved and upon return the student is immediately directed to the first question in the next section of the assessment.

If the assessment is taken all at once, students should ignore the Save and Return Later button. If a student accidentally clicks the button, he or she must log back in to continue taking the assessment.

When students complete the entire assessment, they must click the Submit TAGLIT button. Once they click the Submit TAGLIT button, they will not be permitted to re-enter the assessment during this testing period.

The Middle/High School TAGLIT: Essential Assessment (Grades 6-12)

Each TAGLIT assessment is divided into sections, many of which are aligned to the National Educational Technology Standards (NETS) for students. The middle and high school student assessment is divided into these eight sections:

Student Information

Section 1: Basic Concepts & Operations (*Questions 1-5*)

Section 2: Social, Ethical and Human Issues (*Questions 6-10*)

Section 3: Technology Productivity Tools (*Questions 11-48*)

Section 4: Technology Communications Tools (*Questions 49-53*)

Section 5: Technology Research Tools (*Questions 54-55*)

Section 6: Technology Problem-Solving and Decision-Making Tools (*Questions 56-57*)

Section 7: In Your Own Words (*Questions 58-59*)

The middle/high school student assessment may be taken all at once or it may be administered during two or three separate sessions. If all of the sections are administered during one session TAGLIT should require approximately 45 minutes to complete.

If TAGLIT is given during separate sessions, each session will take approximately 20 minutes to complete. Options for saving student responses to return later are available at the **end** of Section 2 and Section 3. If students are saving their work and returning later to complete the assessment, they will click the Save and Return Later button found beneath the last question in the designated sections (Question 10 in Section 2 or Question 48 in Section 3). When students click the Save and Return Later button


responses are saved and upon return the student is immediately directed to the first question in the next section of the assessment.

If the assessment is taken all at once, students should ignore the Save and Return Later button. If a student accidentally clicks the button, he or she must log back in to continue taking the assessment.

When students complete the entire assessment, they must click the Submit TAGLIT button. Once they click the Submit TAGLIT button, they will not be permitted to re-enter the assessment during this testing period.

Providing Verbal Help During the Assessment

The Essential TAGLIT assessment was designed to measure individual student's perceived knowledge of their technical savvy and ability. Since TAGLIT does not measure the reading ability or understanding of the written materials included in the assessment, the TAGLIT administrator should feel free to help students who have difficulty reading the directions or understanding what the questions are asking.

The elementary student assessment contains speaker icons () that, when clicked, will read questions and/or words to the students. If students will be using this tool, head phones should be available so the verbal directions from the computer do not disrupt others taking the assessment. The middle/high school assessment does not include this feature so administrators of these assessments should be sure that students know they may ask for assistance throughout the assessment. Elementary students should also know they may ask questions as they take the assessment.

Where students are **not** being asked to define terms the administrator may give examples and/or definitions of terms. It should be noted that in Section 1: Question 1 of the middle and high school assessment, that reading the list of terms to the students is acceptable, however providing a definition for them is not appropriate, since the question asks students if they know what those terms mean.

Understanding this Guide

The next several pages contain definitions and explanations of terms students will encounter during the assessment. They have been provided so the assessment administrator has background information that should lead to a better understanding of what is being asked of the students.

This information is arranged sequentially, usually in the order of the assessment questions. To further assist you, the corresponding assessment question has been identified; in blue for the elementary assessment and red for the middle/high school assessment.

We recommend that when your students ask questions you reply by reading directly from this document. In doing so each student should have a similar understanding which will reinforce the reliability of your TAGLIT results.

Terms:

Assessment Questions: Elementary 6, 28, 29- Middle/High School 9, 49

Blog - a journal (or newsletter) that is frequently updated and available for the general public to read. Examples include: Blogger, MSN Spaces, LiveJournal

Chat - Real-time conversations between two users using the computer. Once a chat has been started, either user can enter text by typing on the keyboard and the entered text will appear on the other user's monitor. Most networks and online services offer a chat feature. Examples include: Yahoo, AOL, MSN

Electronic Bulletin Boards - A system that allows users to send or read electronic messages, files, and other data that are of general interest and addressed to no particular person.

Instant Message - Like a chat room, IM is used to send messages back and forth through the Internet to a specific user. It is like a chat room except it is more private. Examples include: MSN, AOL

Social Networks – a group of websites created by people who come together by family, work, hobbies or other interests. Examples include: MySpace, Facebook, Friendster, Cyworld, Mixi, Orkut

WebQuests - research-based activities in which students collect information, where most of the information comes from the World Wide Web

Software Examples:

Assessment Questions: Elementary 8-22.-Middle/High School 11-43

Audio – Media Player, i-Tunes, Audacity, Goldwave, Jukebox, Real Player

Concept Mapping – Inspiration, Kidspiration, SMART Ideas

Database - Access, FileMaker, your electronic grade book, library software

Desktop Publishing – KidPix, Publisher, PrintShop

DVD Production – WinDVD, Encore, Corel VideoStudio, Sony Vegas

GIS - ESRI, ARCVIEW

E-Mail – Outlook, Outlook Express, Yahoo Mail, G-Mail,

Graphics – PhotoShop, PhotoShop Elements, Fireworks, Paint, Corel Painter, Freehand, Illustrator

Presentation – PowerPoint, SMART Notebook, Keynote, KidPix

Spreadsheet - Excel, FileMaker, OpenOffice

Video Editing - i-Movie, Movie Maker, Premiere, Premiere Elements, Pinnacle

Web Browser – Internet Explorer, Firefox, Safari

Web Editor - FrontPage, Dreamweaver, GoLive, (Word, PowerPoint, Excel-etc when used to create web pages)

Word Processor – Word, Works, Appleworks, Word Perfect, OpenOffice Writer

Software Terms:

Animation – commands that make objects appear when a slide opens or when the mouse is clicked

Assessment Questions: **Middle/High School 17**

Alignment – allows user to set the text to the left, in the center or to the right of the page

Assessment Questions: **Elementary 10, Middle/High School, 14**

Auto-Fill – a tool that allows you to add data to a cell without typing it in

Assessment Questions: **Elementary 15, Middle/High School 22**

Auto-Sum – a tool that allows you to add a formula that adds the contents of cells with the click of one button

Assessment Questions: **Middle/High School 22**

Borders - lines that surround the paragraph or cell

Assessment Questions: **Elementary 10, Middle/High School 22**

Distribution List – in E-mail, used to send one message to several individuals simultaneously; a bulk mailing

Assessment Questions: **Middle/High School 39**

Filter – used to eliminate data so that your search eliminates unwanted features and provides a better chance of providing the information you are looking for

*Assessment Questions: **Middle/High School 27***

Forms – an area of a web page that allows users to input information by checking boxes, buttons, selecting from a drop-down menu or typing text

*Assessment Questions: **Middle/High School 39***

Headers and Footers – found at the top and bottom of the pages often containing page numbers, dates, document and author's names

*Assessment Questions: **Middle/High School 14***

HTML Code - the computer language used to create web pages

*Assessment Questions: **Middle/High School 39***

Import – to bring information from one document into another

*Assessment Questions: **Middle/High School 27***

Link cells/formulas – connects a cell in one table to a cell in a different table in such a way that when you change the numbers in the original table, the second table automatically updates

*Assessment Questions: **Middle/High School 22***

Macro - A single, user-defined command that is part of an application and performs a series of commands

*Assessment Questions: **Middle/High School 27***

Merge – to take data from a database or spreadsheet and insert it electronically into a word processing document

*Assessment Questions: **Middle/High School 27***

Navigate – to move through web pages by clicking links

*Assessment Questions: **Elementary 20, 31***

Query – to search for specific information

*Assessment Questions: **Middle/High School 27***

Section Breaks – to split a document for formatting purposes: sometimes breaks define a new page (when you want the text to appear on the next page before it automatically creates the new page) or they might allow you to change text from a single column, to text in multiple columns.)

*Assessment Questions: **Middle/High School 14***

Slide Layout - determines if the presentation slide is a title slide, has bulleted lists, pictures or charts, or if it is just a blank slide

*Assessment Questions: **Elementary 12, Middle/High School 17***

Text box – a box that allows you to type text/words and can be moved around the page by clicking and dragging its border

Assessment Questions: [Elementary 12](#), [Middle/High School 17](#)

Transitions - effects that make a slide appear or change on the screen

Assessment Questions: [Middle/High School 17](#)

Upload – to move a file electronically from one computer to another when the computer to which the file is being moved is on the Internet

Assessment Questions: [Middle/High School 39](#)

Workbook - a collection of worksheets in a spreadsheet

Assessment Questions: [Middle/High School 22](#)

Worksheet – the individual pages in a workbook of a spreadsheet

Assessment Questions: [Middle/High School 22](#)

Hardware Explanations:

Assessment Questions: [Elementary 23A-B](#), [Middle/High School 48](#)

CD/DVD Burner – a drive that allows you to burn data from your computer to a CD or DVD

Data Projector – a device that projects images from a computer to a wall, screen or interactive white board

Desktop Computer - a non-portable computer designed to sit on or under a desk. It typically has parts such as the CPU, keyboard and monitor.

Digital Camera – a camera that connects to a computer designed to take still images or short video clips

Document Camera - a digital device which allows a 2 or 3 dimensional object to be projected

GIS Devices - a collection of computer hardware, software, and geographic data for capturing, managing, analyzing, and displaying all forms of geographically referenced information

Hand-Held Computers - also known as a Personal Digital Assistant or PDA- a small, low-cost, highly versatile, mobile computer (Palm, PocketPC, iPAQ, Clie) performs many of the functions as does a computer

Interactive Whiteboard – an electronic white board that connects to a computer and allows you to interact with your computer from the board. (SMART Board, Mimeo, Promethean)

Interactive Wireless Response Pad – used to collect data, often tests or quizzes electronically where individuals use a remote pad from which they respond to questions or statements. (CPS, Senteo, Beyond Question)

MP3 Player - hardware device for playing audio files (i-Pod, iRiver, Walkman)

Laptop Computer – a computer small enough that it can sit on your lap also known as notebook computer

Printer - a device that is connected to your computer for the purpose of creating printed, paper copies of your work

Scanner – a device used to copy an image from a physical source (e.g., a photograph) into a computer.

USB Port – allows you to connect mice, keyboards, printers, scanners, cameras etc to your computer

Research Tools

*Assessment Questions: **Middle/High School 53***

Database - Internet search engines, software in the library that allows you to search for books and other reference materials

Spreadsheet - Excel, FileMaker, OpenOffice

Online Encyclopedias – Encarta, Britannica, Wikipedia, World Book, Multi-media Encyclopedia, The New Book of Knowledge, etc.

Subscription Resources – online newspapers, newsletters, periodicals news groups, bulletin boards, etc.

Online Library Resources - Oxford Online Dictionary, ERIC, Gale Virtual Reference Library, InfoTrack, JSTOR, ProQuest, etc.

WebQuests - research-based activities in which students collect information, where most of the information comes from the World Wide Web