

TAGLIT

Taking a Good Look at Instructional Technology

2007-2008 Teacher Assessment

**Instructions for Taking
Teacher TAGLIT: Standard**

Instructions for Taking Teacher TAGLIT: Standard Assessment

The following instruction guide has been developed to assist you as you take the Teacher Standard TAGLIT Assessment. You may refer to the information provided within this guide as you take the assessment.

Logging Teachers into TAGLIT:


Teachers directed to take the TAGLIT assessment must be registered by the School Leader or School Data Manager. Once a teacher has been registered, TAGLIT generates a password that each teacher must use to log into the assessment.

Teachers may access TAGLIT by clicking the Login button found at <http://www.testkids.com/TAGLIT>. To Login, type in the password and click the Submit button to be directed to the first question of the assessment.

Providing answers:

Check boxes: When questions allow several responses, check boxes appear () allowing you to check **more than one** response for that question.

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

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

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

Navigating the Assessment

Each TAGLIT assessment is divided into sections, most of which are aligned to the National Educational Technology Standards (NETS) for teachers. The Teacher Standard TAGLIT assessment is divided into the following 9 sections:

- Teacher Information – page 1
- School Information – pages 2-7
- Section 1: Technology Operations & Concepts ([Questions 1-20](#))
- Section 2: Planning and Designing Learning Environments and Experiences ([Questions 21-23](#))
- Section 3: Teaching, Learning and the Curriculum ([Questions 24-25](#))
- Section 4: Assessment and Evaluation ([Questions 26-27](#))
- Section 5: Productivity and Professional Practice ([Questions 28-30](#))

Section 6: Social, Ethical and Human Issues (*Questions 31-30*)

Section 7: In Your Own Words (*Questions 31-33*)

The Teacher Standard TAGLIT takes approximately 40 minutes to complete, however it does not have to be taken all at one time. You may exit the assessment and return at a later time. To save the responses you have completed, click the Save and Return button found at the bottom left of any page. It should be noted that you **must** respond to the questions on the current page and then click Save and Return. Upon re-entering the assessment you will be directed to the next unanswered TAGLIT question.

When you complete the entire assessment you must click the Submit TAGLIT button. This action submits the assessment and you will not be permitted to re-enter during this testing period.

Using this Guide

The next several pages contain definitions and explanations of terms you will encounter during the assessment. They are provided so you have background information that leads to a better understanding of what is being asked on the assessment.

This information is arranged sequentially.

Software Examples:

Assessment Questions: 6-14

Audio – Media Player, iTunes, 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, Hotmail, etc.

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:

Assessment Questions 7-14

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

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

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

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

Borders - lines that surround the paragraph or cell

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

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

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

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

HTML Code - the computer language used to create web pages

Import – to bring information from one document into another

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

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

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

Navigate – to move through web pages by clicking links

Query – to search for specific information

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.)

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

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

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

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

Workbook - a collection of worksheets in a spreadsheet

Worksheet – the individual pages in a workbook of a spreadsheet

Hardware Explanations:

Assessment Questions: 15-19

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

Video Camera - a camera used for electronic motion picture acquisition

Webcam - A camera designed to take digital photographs and transmit them over the Internet or other network

Wireless Slate - allows wireless manipulation of an interactive whiteboard

Terms:

Assessment Question:20

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

Data Conferencing - communication session among two or more participants sharing computer data in real time

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

Video Conferencing – a set of interactive telecommunication technologies which allow two or more locations to interact via two-way video and audio transmissions simultaneously

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

Wikis - A collaborative website whose content can be edited by anyone who has access to it.