

Student's Name/Initial:

/ Date:

Teacher's Initials:

Date:

GOOGLE BASICS STUDENT PROFILE

COURSE CODE: 5011

Directions: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
- 2 - Moderately skilled--can perform task completely with limited supervision
- 1 - Limitedly skilled--requires instruction and close supervision
- N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
- 2 - Moderately knowledgeable--understands the concept
- 1 - Limitedly knowledgeable--requires additional instruction
- N - No exposure--has not received instruction in this area

A. SAFETY

3 2 1 N

- ___ ___ ___ ___1. Review school safety policies and procedures.
- ___ ___ ___ ___2. Review classroom safety rules and procedures.
- ___ ___ ___ ___3. Review safety procedures for using equipment in the classroom.
- ___ ___ ___ ___4. Identify major causes of work-related accidents in office environments.
- ___ ___ ___ ___5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

3 2 1 N

- ___ ___ ___ ___1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
- ___ ___ ___ ___2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
- ___ ___ ___ ___3. Explain the benefits and responsibilities of being a member of a CTSO.
- ___ ___ ___ ___4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.

- ___ ___ ___ ___5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE

3 2 1 N

- ___ ___ ___ ___1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
- ___ ___ ___ ___2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
- ___ ___ ___ ___3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
- ___ ___ ___ ___4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
- ___ ___ ___ ___5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other

- ___ ___ ___ ___6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
- ___ ___ ___ ___7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

- ___ ___ ___ ___1. Demonstrate punctuality.
- ___ ___ ___ ___2. Demonstrate self-representation.
- ___ ___ ___ ___3. Demonstrate work ethic.
- ___ ___ ___ ___4. Demonstrate respect.
- ___ ___ ___ ___5. Demonstrate time management.
- ___ ___ ___ ___6. Demonstrate integrity.
- ___ ___ ___ ___7. Demonstrate leadership.
- ___ ___ ___ ___8. Demonstrate teamwork and collaboration.
- ___ ___ ___ ___9. Demonstrate conflict resolution.
- ___ ___ ___ ___10. Demonstrate perseverance.
- ___ ___ ___ ___11. Demonstrate commitment.
- ___ ___ ___ ___12. Demonstrate a healthy view of competition.
- ___ ___ ___ ___13. Demonstrate a global perspective.
- ___ ___ ___ ___14. Demonstrate health and fitness.
- ___ ___ ___ ___15. Demonstrate self-direction.
- ___ ___ ___ ___16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

- 3 2 1 N
- ___ ___ ___ 1. Demonstrate effective speaking and listening skills.
- ___ ___ ___ 2. Demonstrate effective reading and writing skills.
- ___ ___ ___ 3. Demonstrate mathematical reasoning.
- ___ ___ ___ 4. Demonstrate job-specific mathematics skills.
- ___ ___ ___ 5. Demonstrate critical-thinking and problem-solving skills.
- ___ ___ ___ 6. Demonstrate creativity and resourcefulness.
- ___ ___ ___ 7. Demonstrate an understanding of business ethics.
- ___ ___ ___ 8. Demonstrate confidentiality.
- ___ ___ ___ 9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
- ___ ___ ___ 10. Demonstrate diversity awareness.
- ___ ___ ___ 11. Demonstrate job acquisition and advancement skills.
- ___ ___ ___ 12. Demonstrate task management skills.
- ___ ___ ___ 13. Demonstrate customer-service skills.

F. INTERNET BASICS

- 3 2 1 N
- ___ ___ ___ 1. Identify and define basic Internet terminology (e.g., World Wide Web, browsers, Internet, intranet, search engine, cloud computing).
- ___ ___ ___ 2. Describe the uses of the Internet.
- ___ ___ ___ 3. Identify types of Internet connections.
- ___ ___ ___ 4. Explain how Web addresses function.

G. GMAIL

- 3 2 1 N
- ___ ___ ___ 1. Explain how e-mail works.
- ___ ___ ___ 2. Sign up for a Google account.
- ___ ___ ___ 3. Change Google account settings.
- ___ ___ ___ 4. Read and send e-mail messages.
- ___ ___ ___ 5. Send an e-mail message with an attachment.
- ___ ___ ___ 6. Manage Gmail contacts.
- ___ ___ ___ 7. Manage messages.

H. GOOGLE CALENDAR

- 3 2 1 N
- ___ ___ ___ 1. Create online calendar.
- ___ ___ ___ 2. Create an event.
- ___ ___ ___ 3. Create repeating events.
- ___ ___ ___ 4. Set up event reminders.
- ___ ___ ___ 5. Invite others to events.
- ___ ___ ___ 6. Share calendar with others.
- ___ ___ ___ 7. Change calendar views.

I. GOOGLE SEARCH AND GOOGLE CHROME (WEB BROWSER)

- 3 2 1 N
- ___ ___ ___ 1. Navigate the Web with Google Chrome.
- ___ ___ ___ 2. Add and manage bookmarks and history.
- ___ ___ ___ 3. Conduct a basic, advanced, and specialized Google search.
- ___ ___ ___ 4. Analyze search results page.
- ___ ___ ___ 5. Filter search results using Google search tools including searching for images.
- ___ ___ ___ 6. Filter image search results by usage rights.
- ___ ___ ___ 7. Refine search using Boolean operators and key words.
- ___ ___ ___ 8. Restrict search to specific file types.
- ___ ___ ___ 9. Evaluate search results by domain.
- ___ ___ ___ 10. Use Google's QuickFind features.
- ___ ___ ___ 11. Use Google's Finance feature.
- ___ ___ ___ 12. Explore Google's non-search features (e.g., translate, books).
- ___ ___ ___ 13. Add and organize bookmarks using location, name, and labels.
- ___ ___ ___ 14. Conduct search using Google Scholar.

J. GOOGLE DRIVE

- 3 2 1 N
- ### DOCS/DOCUMENT
- ___ ___ ___ 1. Create a word processing document (e.g., business letter, report, and table).
- ___ ___ ___ 2. Apply formatting features: fonts, paragraph styles, alignment, bullets/numbering, and line spacing.
- ___ ___ ___ 3. Insert and move text and objects (e.g., images, links, footnotes, page numbers).
- ___ ___ ___ 4. Set permissions for sharing a document.
- ___ ___ ___ 5. Use the research tool from within a document.

- ___ ___ ___ 6. Download and/or print a document.

SHEETS/SPREADSHEET

- ___ ___ ___ 7. Create a spreadsheet.
- ___ ___ ___ 8. Enter text, dates, and numbers into rows and columns.
- ___ ___ ___ 9. Merge cells vertically and horizontally.
- ___ ___ ___ 10. Enter and edit formulas in a cell and/or use the formula bar.
- ___ ___ ___ 11. Format cells.
- ___ ___ ___ 12. Sort and manage data.
- ___ ___ ___ 13. Use basic functions: AVERAGE, SUM, COUNT, MIN, and MAX).
- ___ ___ ___ 14. Download and/or print a spreadsheet.
- ___ ___ ___ 15. Create a chart from data in a spreadsheet.

SLIDES/PRESENTATION

- ___ ___ ___ 16. Create a presentation.
- ___ ___ ___ 17. Insert and delete slides.
- ___ ___ ___ 18. Insert text, images, drawings, videos, tables, and shapes.
- ___ ___ ___ 19. Add animations to objects and transitions to slides.
- ___ ___ ___ 20. Format presentation settings.
- ___ ___ ___ 21. Download a presentation.
- ### GENERAL
- ___ ___ ___ 22. Collaborate on documents.
- ___ ___ ___ 23. Share or e-mail documents as attachments.
- ___ ___ ___ 24. Create folders and upload files to Google Drive.
- ___ ___ ___ 25. Share folders in Google Drive.

K. GOOGLE SITES

- 3 2 1 N
- ___ ___ ___ 1. Create a content page within a Web site.
- ___ ___ ___ 2. Insert images, links, gadgets, and Google Drive files.
- ___ ___ ___ 3. Embed items on the Google site.
- ___ ___ ___ 4. Collaborate with others to manage sites.

L. GOOGLE EARTH INTRODUCTION

- 3 2 1 N
- ___ ___ ___ 1. Experience a virtual field trip and/or sightseeing tour.

- _____ 2. Locate landmarks using Street View.
- _____ 3. Access and navigate Google Sky, Google Moon, and Google Mars.

M. GOOGLE MAPS

3 2 1 N

- _____ 1. Map a location using multiple views.
- _____ 2. Use a map to create directions for various modes of travel.
- _____ 3. Calculate mileage.
- _____ 4. Create a custom map.
- _____ 5. Search for a local business or landmark.

N. GOOGLE PICASA/PHOTOS

3 2 1 N

- _____ 1. Organize photos.
- _____ 2. Edit photos using basic fixes, tuning, and effects.
- _____ 3. Create a photo album.

O. YOUTUBE (OPTIONAL)

3 2 1 N

- _____ 1. Subscribe to a teacher-approved YouTube channel.
- _____ 2. Create a how-to video and upload to YouTube.