

The following is a list of competencies the *AdultEd Online* project considers to define adult education teacher competence in integrating technology into the classroom. The list is divided into twelve competency areas, with a number of indicators in each area. The list was developed with input from ten adult educators who are experts in the area of technology integration, and with feedback from workshop participants at the COABE conference in April 2006 and the CASAS Summer Institute in June 2006. It will be the basis for the online *Technology Integration Self-Assessment* currently under development.

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Technology Integration Competencies for Adult Educators

I. Basic Computer Operation

1. Performs basic computer operations, such as managing files, opening and closing programs, moving between programs
2. Helps students learn basic computer operations in the context of instruction, such as file management, keyboarding, using the toolbar
3. Can fix minor computer problems, such as freezing, not printing, no sound, etc.

II. Productivity Software

4. Uses functions of a word processing program to create a variety of documents
5. Implements classroom activities in which students use word processing to complete assignments or projects
6. Uses relevant features of presentation software (such as PowerPoint) to create presentations
7. Implements classroom activities in which students use a presentation program to complete assignments or projects
8. Uses relevant features of a spreadsheet for personal use and to automate administrative tasks
9. Implements classroom activities in which students use a spreadsheet to complete assignments or projects such as making a budget or graphing the results of a class survey
10. Locates, scans and manipulates graphics and saves in a variety of formats
11. Implements classroom activities in which students use graphics to complete assignments or projects

III. Instructional Software

12. Evaluates and uses a variety of instructional software programs
13. Tracks student progress and intervenes appropriately

IV. Assistive Technology

14. Makes computers more accessible to adults with disabilities, for example by making the cursor speed slower, or increasing font size
15. Locates software such as graphic organizers and text-to-speech software and/or other assistive devices such as adaptive keyboards

V. Using the Internet

16. Uses the Internet on a regular basis for purposes such as research and communication
17. Uses the Internet as an instructional tool on a regular basis, with students moving easily between Web sites and other sources of information
18. Evaluates the content of Web sites for reliability and appropriateness
19. Creates and maintains a Web site for class information and communication

VI. Virtual Communication and Collaboration

20. Uses email regularly, sends and receives attachments
21. Helps students set up an email account and communicates with students via email to receive and respond to assignments and for other communication
22. Participates in or has created at least one of these: online discussion board, blog, podcast, instant messaging
23. Has used one of these in the classroom and/or had students create one of these: discussion board, blog, podcast, and/or instant messaging
24. Helps learners become comfortable with online learning, for example by maintaining a class Web site where students receive and complete assignments

VII. Video Technologies

25. Uses a digital video camera for personal use
26. Uses videos effectively in the classroom to deliver content
27. Creates video projects, for example, using video to document student progress or giving students a video camera and a video project assignment

VIII. Evaluating and Incorporating New Technologies

Note: Examples of new technologies include portable keyboards, interactive whiteboards, handheld computers, digital cameras, digital video cameras, mp3 players, mobile phones, and audio card readers

28. Uses multiple new technologies personally
29. Keeps up with new developments in technology and considers whether they can be effective learning tools
30. Looks for ways to use new technologies in the classroom, and evaluates results
31. Uses advanced features of the mobile phone such as text messaging and web access
32. Uses various cell phone features in the context of the classroom

IX. Managing the Technology-Enhanced Classroom

33. Selects technology appropriate for each learning task
34. Is willing to take risks to try new things; doesn't panic when things go wrong
35. Includes class projects in the curriculum frequently which integrate a variety of technologies as learning tools
36. Can tolerate "controlled chaos" in the classroom as groups of students work on a variety of tasks related to the lesson or project assigned

Technology Integration Competencies

37. Accepts not being the expert and acknowledging students as more expert than the teacher in some areas

X. Assessment

38. Uses a commercial computer-based assessment, such as online standardized tests or the learning management system of a large instructional software program
39. Creates online quizzes and other assessments
40. Incorporates technology into performance-based assessment such as videotaping a role play, assigning student presentations with PowerPoint or e-portfolios

XI. Professional Development

41. Participates regularly in professional development courses or workshops related to integrating technology or new technologies into the curriculum
42. Has taken, or is comfortable taking, professional development courses online
43. Uses listservs (email lists), wikis and the Internet for professional development

XII. Social, Legal and Health Issues

44. Can identify appropriate Acceptable Use policies and has a procedure in place to monitor student computer use and enforce the policy
45. Can identify current copyright laws for educators and has a procedure for communicating these to students
46. Uses good ergonomic practices when sitting at the computer and models these for students
47. Can identify multiple roles of technology in society, reasons that technology is important and ways it impacts daily life