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| Texas Workforce Solutions logo | Texas Workforce Commission**Vocational Rehabilitation Services****Assistive Technology Training Baseline Assessment and Post-training Assessment**   |

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| **General Information**   |
| **Customer name:**      | **Evaluator name:**      | **Date:**      |
| **Assessment Type**  |
| **Select one of the following assessment types**:  |
| [ ]  Baseline assessment | [ ]  Post-Training assessment |
| **Assessment Subjects**  |
| **Select the subjects this assessment will measure**:  |
| [ ]  Microsoft Windows | [ ]  Screen magnification |
| [ ]  Microsoft Word | [ ]  Screen reader |
| [ ]  Internet | [ ]  Spreadsheet |
| [ ]  Notetaker | [ ]  Keyboard knowledge |
| [ ]  Optical Character Recognition (OCR) | [ ]  Keyboarding speed (Typing speed) |
| **Rating Scale**  |
| For each subject below, enter a number to rate the customer’s demonstrated ability using the following scale: * 0 = customer could not complete the task;
* 1 = customer completed the task with assistance (prompting or hints); or
* 2 = customer completed the task without assistance.

Calculate the sum of ratings and enter the customer’s score for subjects assessed.For subjects not assessed,  enter NA instead of a score.    |
| **Microsoft Windows**   |
| **Task** | **Rating** |
| 1. Open the start menu. |       |
| 2. Open a program. |       |
| 3. Open Microsoft Edge. |       |
| 4. Open the My Documents folder. |       |
| **Microsoft Windows score:**  |       |
| **Microsoft Word** |
| **Microsoft Word Basic Skills**:  |
| **Task** | **Rating** |
| 1. Open a blank document. |       |
| 2. Change the right and left margins. |       |
| 3. Run a spell check. |       |
| 4. Save a document to My Documents. |       |
| 5. Print a document. |       |
|  **Microsoft Windows Basic Skills score:** |  |
| **Microsoft Word Advanced Skills**:  |
| **Task** | **Rating** |
| 1. Create a table with 4 columns and 25 rows. |       |
| 2. Create a page of address labels. |       |
| 3. Use strike through formatting to cross out one sentence in a document. |       |
| **Microsoft Windows Advanced Skills score:** |  |
|  **Internet**    |
| **Task** | **Rating** |
| 1. Open a browser. |       |
| 2. Find the browser search and enter the word “job”. |       |
| 3. Enter a web address.  |       |
| 4. Begin an Internet search using the word “job”. |       |
| 5. Set a favorite/bookmark |       |
| 6. Follow a link. |       |
|  **Internet Skills score:** |  |
| **Notetakers**   |
| **Notetakers Basic Skills**:  |
| **Task** | **Rating** |
| 1. Locate the power button and turn on the unit. |  |
| 2. Change the speech parameters. |  |
| 3. Locate and open a file. |  |
| 4. Read the first sentence of a file. |  |
| 5. Create a blank file. |  |
| 6. Insert a new word into a file. |  |
| 7. Delete a file. |  |
| 8. Copy a file into an external disk drive. |  |
| 9. Print a file. |  |
|  **Notetakers Basic Skills score:** |  |
| **Notetakers Advance Skills**:  |
| **Task** | **Rating** |
| 1. Set the date and time on the calendar. |       |
| 2. Set an alarm using date and time. |       |
| 3. perform a calculation and insert it into a document. |       |
|  **Notetakers Advanced Skills score:** |  |
| **Optical Character Recognition**    |
| **Task** | **Rating** |
| 1. Open the scanner program. |       |
| 2. Scan a document.  |       |
| 3. Read a scanned document.  |       |
| 4. Save a scanned document.  |       |
| **Optical Character Recognition score:** |  |
| **Screen Magnifiers**    |
| **Screen Magnifier Basic Skills**:  |
| **Task** | **Rating** |
| 1. Open the program. |       |
| 2. Change the magnification level. |       |
| 3. Change the foreground and background colors on the screen. |       |
| 4. Locate the toolbar on the screen. |       |
| 5. Change the speech speed. |       |
|  **Screen Magnifier Basic Skills score:** |  |
| **Screen Magnifier Advanced Skills**:  |
| **Task** | **Rating** |
| 1. Set a target.  |       |
| 2. Set the program to scroll text on the screen. |       |
| 3. Set the program to automatically move from one section of the screen to another to fill in blanks, etc.. |       |
| **Screen Magnifier Advanced Skills score:** |  |
| **Screen Readers**    |
| **Task** | **Rating** |
| 1. Load the screen reader program. |       |
| 2. Read the first sentence of a document. |       |
| 3. Change the speed of the speech output.  |       |
| 4. Set the program to pronounce each word as typed. |       |
|  **Screen Readers Skills score:** |  |
| **Spreadsheets**    |
| **Spreadsheet Basic Skills**:  |
| **Task** | **Rating** |
| 1. Open a spreadsheet.  |       |
| 2. Enter data in the spreadsheet. |       |
| 3. Create a formula to find the sum at the end of a column of rows populated with numbers. |       |
| 4. Isolate a section of a spreadsheet and print it. |       |
| 5. Save spreadsheet. |       |
|  **Spreadsheet Basic Skills score:** |  |
| **Spreadsheet Advanced Skills**:  |
| **Task** | **Rating** |
| 1. Create a pie chart from a worksheet.  |       |
| 2. Format the legend on the pie chart. |       |
| 3. Create a hyperlink to another worksheet. |       |
|  **Spreadsheet Advanced Skills score:** |  |
| **Keyboarding**    |
| **Keyboard Knowledge**:  |
| **Task** | **Rating** |
| 1. Find home row. |       |
| 2. Type name using upper- and lower-case letters. |       |
| 3. Find Control A. |       |
| 4. Find Alt A. |       |
| 5. Find Escape. |       |
| 6. Find Enter. |       |
| 7. Find Delete. |       |
| 8. Find Backspace. |       |
| 9. Find 2 on the number row. |       |
| 10. Find F2. |       |
| 11. Find 5 on the number pad. |       |
|  **Keyboard Knowledge Skills score:** |  |
| **Keyboarding Speed (Typing Test)**:   |
| Administer a typing test. Below, enter the word count totals. Net WPM = Gross WPM minus mistakes.  |
| **Net WPM:**       | **Gross WPM:**       |
| **Signature**   |
| Report completed by (print):      | Signature: **X** | Date:      |