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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: |