

Educators' Administrative Activities Needs Survey

How Do You Use Technology to Perform Administrative Tasks?

Which Technologies Do You Use?
What Are Your Training Needs ?

If you do this ↓	...you could use one or more of these technologies.... →	Use		Need training		Use		Need training	
1. Research information from a variety of sources...	Browsers			Listservs			Search Engines		
	Email			Intranet			VCR		
	Internet resources			Tape Recorder			PGCPS Website		
	CD-ROMs			MD Public TV			Other (Specify)		
2. Collaborate with other educators....	Electronic Learning Community (ELC)			Online Professional Development			Listservs		
	Blackboard			Email			Videoconferencing		
	Other (Specify)								
3. Store, manipulate/analyze/interpret information or data to discover relationships and reach conclusions...	Electronic gradebook			Excel Spreadsheet			Access Database		
	MS Word Table			Personal Digital Assistant (PDA)			Other (Specify)		
4. Communicate/ report information , conclusions, or results of investigations with parents, colleagues....	MS Word			PowerPoint			MS Publisher		
	Front Page			Personal website			School website		
	Blackboard site			Other (Specify)					
5. Display data in charts and graphs...	Excel			MS Word			PowerPoint		
	PhotoDraw			Other (Specify)					

Educators' Administrative Activities Needs Survey

How Do You Use Technology to Perform Administrative Tasks?

Which Technologies Do You Use?
What Are Your Training Needs ?

If you do this...	...you could use one or more of these technologies	Use		Need training		Use		Need training	
6. Compose, revise, and publish written text..	MS Word			Front Page			MS Publisher		
	Other (Specify)								
7. Create graphics, diagrams, pictures, or figures ...	MS Word			Paint Program			MS Publisher		
	PowerPoint			PhotoDraw			Inspiration or Kidspiration		
	Other (Specify)								
8. Do oral presentations...	PowerPoint			Visualizer			Video Camera		
	Destination Station			Microphone			Computer Projection Device		
	Sound System			Digital camera			Other (Specify)		
9. Use visuals or concrete images to help develop a more complete understanding of an abstract idea ...	Graphic Programs			Computerized simulations			Inspiration or Kidspiration		
	PowerPoint			Visualizer			Other (Specify)		
10. Use remediation exercises to improve basic skills ...	Typing Program			MS Office Tutorials			CD-ROMs		
	Other (Specify)								
11. Select appropriate technology resources for instruction	PGCPS online database of approved software with curricular links			PGCPS online database of approved films			Electronic Learning Community (ELC)		
	listservs			email			Other (Specify)		