Facilitator Notes and Checklist

MS Word Task: Version A: College Information

Overview

The Word task is one of four elements of the CSC/AlphaPlus *Digital Skills Readiness for Postsecondary* assessment. It was developed by a working group of college AU faculty and AlphaPlus.

This task is intended to be an exit readiness tool, but it could also be used earlier in the student's AU program to help identify skills and skill gaps. Two versions of the task (A and B) are available so that it can be used as a 'pre- and post-test' if desired.

Keep in mind that this is just one tool. It is meant to be representative of general MS Word competency that AU students should have when they transition to postsecondary.

Instructions for Administering the MS Word Task

1. Provide a copy of the task instructions (in the file "Word_Task_Version_A_Student_Instructions") to the student.
2. Tell the student where to save the task file, e.g. USB, network account, desktop, cloud, etc.
3. Advise the student to read all instructions carefully.
4. There is no time limit, but ideally the task should be completed in about 30 minutes or less.
5. Use the "MS Word Task" checklist on the next page to provide feedback to the student.

MS Word Task Checklist: Version A - College Information

Student Name: _____ Date: _____

Facilitator Name: _____

Skill Name/Task	Needs Improvement	Proficient	Notes
Creating a Word Document			
Folder created and properly named (step 2)			
Document properly named and saved (step 2)			
Developing a Word Document			
Part A			
Document Heading (step 1)			
Screenshot taken and pasted into document (step 3)			
Part B			
Heading: created and named properly (step 1)			
Numbered list (step 2)			
Page break inserted (step 3)			
Part C			
Heading on page 2: created and named properly (step 1)			
Template copied and pasted (step 2)			
Student's responses emphasized appropriately (step 4)			
Paragraph indented (step 5)			
Part D			
Header: page numbers inserted (step 1)			
Footer: date inserted (step 3)			
Final Steps			
Saved Word doc as a PDF (step 1)			
Emailed PDF as attachment from college email address (step 2)			
Suitable subject line (step 3)			
Brief and suitable email message (step 4)			
Used a closing salutation (step 4)			

Additional Comments: