

Grow with Google Career Skills for the Justice-Impacted Learning Path Assessment

Instructions for administering the assessment: Use this assessment to help assess each learner before they begin working in the curriculum. The assessment has two short parts.

Part 1

Use Part 1 to help identify the best path for learners to begin with.

Questions 1-3: Responses in the first two columns of each question would best align learners with Path 1, which covers basic digital skills. All other responses best align them with Paths 2 through 5.

Question 4: This question helps identify learner interest. Each response is aligned with a specific path within the curriculum.

Use the accompanying scoring sheet to determine which path might be most suitable for each learner to begin with.

Part 2

Use Part 2 if you would like to identify specific lessons to assign to learners, based on their digital skill level and interest. The scoring sheet helps identify lessons that are considered advanced.

Question 5: Each response is aligned with one or more lesson(s) within the paths.

The lessons listed in column two of the scoring sheet are recommendations for lessons that might be best suited for learners based on their responses.

Scoring sheet

A scoring sheet has been included to help determine the best path or lesson for a learner to begin with. A completed sample scoring sheet has been included as well to serve as an example.

Assessment

Part 1

1. How much experience do you have using a computer to complete different tasks and/or communicate?

Circle your level of experience. Read the examples for support in understanding each level.

Level of experience	No experience	A little experience	Some experience	A lot of experience	Not sure
Examples (for reference only)	I have never used a computer to complete a task or communicate .	I have not used a computer in a long time. I have only used a computer for one thing like online searches or emails.	I have used a computer a few times to email, search online, and/or complete one or two other tasks. I used a computer often in the past, but I have not used a computer much recently.	I have used a computer many times recently to do many different tasks, including sending emails and working with documents and/or spreadsheets .	

2. How comfortable do you feel using digital tools (documents, spreadsheets, slide presentations) on a computer?

Circle your level of comfort.

Not comfortable at all	Not very comfortable	Somewhat comfortable	Very comfortable	Not sure
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3. How comfortable do you feel using a computer to communicate with others?

Circle your level of comfort.

Not comfortable at all	Not very comfortable	Somewhat comfortable	Very comfortable	Not sure
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4. Which of the following lists of computer activities would you most like to learn how to do?

Check the box next to your preferred list.

- Entry-level digital skills (Organizing digital files, adding events to a digital calendar, setting up an email account)
- Job search (Creating a resume, writing a cover letter, learning how to build your professional brand)
- Job readiness (Starting or joining a video conference, tracking your monthly expenses, creating a presentation)
- Online safety (Protecting yourself from online scams, creating safe passwords, evaluating online sources)
- Advanced job readiness (Managing a project with digital tools, building an online business)

Part 2

5. Which digital skills topics would you most like to learn more about?

Check the box for up to three (3) topics.

- Google account creation
- Email tools
- Effective resumes
- Job searches
- Networking
- Communication and collaboration on the job
- Time management
- Budgeting
- Online safety
- Online source evaluation
- Project management
- Entrepreneurial skills

Scoring Sheet

Instructions: Use this scoring sheet to help determine the best path or lesson for a learner to begin with. Circle or highlight the learning path or lesson(s) that correspond with each of the student's responses.

Part 1

1. How would you rate your experience using a computer to complete different tasks and communicate?

Level of experience	No experience	A little experience	Some experience	A lot of experience	Not sure
Recommended Path(s)	Path 1	Path 1	Paths 2-5	Paths 2-5	Paths 2-5

2. How do you feel about using digital tools (documents, spreadsheets, slide presentations) on a computer?

Level of comfort	Not comfortable at all	Not very comfortable	Somewhat comfortable	Very comfortable	Not sure
Recommended Path(s)	Path 1	Path 1	Paths 2-5	Paths 2-5	Paths 2-5

3. How do you feel about using a computer to communicate with others?

Level of comfort	Not comfortable at all	Not very comfortable	Somewhat comfortable	Very comfortable	Not sure
Recommended Path(s)	Path 1	Path 1	Paths 2-5	Paths 2-5	Paths 2-5

4. Which of the following lists of computer activities would you most like to learn how to do? (Select one.)

Response	Recommended Path
Entry-level digital skills (Organizing digital files, adding events to a digital calendar, setting up an email account)	1
Job skills (Creating a resume, writing a cover letter, learning how to build your professional brand)	2
Job readiness (Starting or joining a video conference, tracking your monthly expenses, creating a presentation)	3
Online safety (Protecting yourself from online scams, creating safe passwords, evaluating online sources)	4
Advanced job readiness (Managing a project with digital tools, building an online business)	5

Part 2

5. Which digital skills topics would you most like to learn more about? (Select up to three.)

Lessons marked with an asterisk (*) are considered more advanced lessons.

Response	Potential lesson(s)	Path
Google account creation	Basic Digital Skills Guide Use Digital Tools for Everyday Tasks	1
Email tools	Use Digital Tools for Everyday Tasks (Path 1) Communicate Using Email (Path 1) Connect and Collaborate from Anywhere with Digital Tools* (Path 5)	1, 5
Resume skills	Start a Resume Adapting Past Experiences for Your Resume	2
Job searches	Research Career Paths Use Google to Get a New Job* Job Interviews: How to Prepare and What to Expect	2
Networking	Build Your Professional Brand Manage Your Online Presence	2
Communication and collaboration on the job	Send Professional Emails (Path 3) Start or Join a Video Conference with Google Meet (Path 3) Connect and Collaborate from Anywhere with Digital Tools* (Path 5)	3, 5
Making presentations	Create a Presentation “All About a Topic”	3
Time management	Use a Spreadsheet for Time Management (Path 3) Manage a Project with Digital Tools* (Path 5)	3, 5
Budgeting	Track Your Monthly Expenses (Path 3) Plan and Budget* (Path 5)	3, 5
Online safety	Avoid Online Scams Create and Safeguard Passwords Understand Your Digital Footprint	4
Credibility of online sources	Evaluate Credibility of Online Sources	4
Project management	Use a Spreadsheet for Time Management (Path 3) Manage a Project with Digital Tools* (Path 5) Plan an Event* (Path 5)	3, 5
Entrepreneurial skills	Plan and Budget* Build Your Online Business*	5

Scoring Example for Sample Student

*This is an example of a completed scoring sheet for a student. Student responses and the recommended path or lesson based on the responses are in **bold**. Based on the students' responses to all five questions, the recommended paths for this learner would be Paths 2 and 3.*

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Resume skills	Start a Resume Adapting Past Experiences for Your Resume	2
Job searches	Research Career Paths Use Google to Get a New Job* Job Interviews: How to Prepare and What to Expect	2
Networking	Build Your Professional Brand Manage Your Online Presence	2
Communication and collaboration on the job	Send Professional Emails (Path 3) Start or Join a Video Conference with Google Meet (Path 3) Connect and Collaborate from Anywhere with Digital Tools* (Path 5)	3, 5
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Project management	Use a Spreadsheet for Time Management (Path 3) Manage a Project with Digital Tools* (Path 5) Plan an Event* (Path 5)	3, 5
Entrepreneurial skills	Plan and Budget*	5

	Build Your Online Business*	
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Email your completed assessment with contact information to dammiinc@gmail.com

Thank you