De Anza College

SLO Assessment Cycle for SPED 245

Technology Access for Special Needs Students (Windows) SLO Modified: [11/24/2010]

Wayne Chenoweth's Team Members:

1. Jim Haynes (x8954) PEA
2. Janet Takahashi (x8484) GUID
3. Benita Rashall (x8959) SPED

Additional Team members not on list/notes about team:

Additional Notes:

Outcomes:

Outcome 1: Statement Modified: [10/22/2010]

Students will develop the ability to independently employ assistive computer technology appropriate to their needs in the context of basic computer management, word processing, and Internet browsing.

Assessment Cycle Records:

Outcome 1: Assessment Planning Modified: [02/17/2011]

Assessment Strategy Used:
Quarter: Fall 2010
Assessors: Wayne Chenoweth
Assessment Tools: Interviews • Pre/Post skills survey
Sections being assessed: 01

Outcome 1: Reflect & Enhance Modified: [02/17/2011]

Number of people involved in Phase III: 4

Changes:

Methods:
A 29 question survey was conducted at the end of the quarter to track knowledge and experience over the quarter. Students checked the appropriate column for their level of experience (Not at all, Very Little, Feel Confident) for the following skills:

1. Can you type without looking at the keys while typing?
2. Are you familiar with the Windows Operating System?
3. Can you identify the system configuration of a Windows computer?
4. Do you know how to Open and Close a Microsoft Word Document?
5. Can you create a new document?
6. Can you save a document in several locations?
7. Do you know the difference between the Save and Save As commands?
8. Do you know how to use a USB Storage Drive?
9. Do you know how to use the computer Help system?
10. Do you know the function of the Undo and Redo commands?
11. Do you know how to add page numbers to a document?
12. Do you know how to align text of a paragraph?
13. Can you change the line spacing of a paragraph?
14. Can you add bullets to a list?
15. Do you know several ways to Spell Check your document?
16. Can you set the margins on a document?
17. Can you use the thesaurus and dictionary in MS Word?
18. Do you know how to change the Page Orientation of a document from Portrait to Landscape?
19. Do you know how to set tabs and indenting in a document?
20. Can you select, move and copy blocks of text?
21. Do you know how to add a header or footer to a page?
22. Do you know how to Print a document?
23. Do you know how to insert photos or graphics into a document?
24. Do you know how to use Word Art in Microsoft Word?
25. Can you create a resume in MS Word?
26. Do you know how to burn a CD?
27. Do you know how to search for topics on the Internet?
28. Are you aware of assistive technology for your particular needs?
29. Can you use the following assistive technology appropriate to your needs when using the computer, word processing, and browsing the Internet?
JAWS
ZoomText

Dragon Naturally Speaking
Kurzweil 3000
Read & Write

Summary:
All students reported significant improvement in nearly all skill areas. The two points that some students did not feel confident with were typing without looking and some of the most complicated sections like setting tab stops and using graphics.

Assistive technology skills did not make as dramatic improvements. They generally improved only slightly.

Enhancement (Part I):
As touch typing is almost a prerequisite for this class I will strongly recommend students become better typists either by taking a CAOS typing class or by using the typing tutor in the lab.

The SPED 240 class is prerequisite or co-requisite for this class and is where students learn to use the assistive technology appropriate to their disability. There is not time to both learn to use their assistive technology and the course content at the same time in this class. Some students who should take SPED 240 before this class do not do so and so suffer the consequences.

Enhancement (Part II):
I should try to better screen students at the beginning of the quarter who should first take SPED 240 before taking this class. I should also make the counselors more aware of this issue when they are scheduling students for this class.

[Number of Outcomes for SPED 245: **1**]