

# CPS TECHLIST -- Revised October, 2017

SKILL	INSTRUCTIONS/NOTES	STAFF INITIALS
<b>CPS SYSTEM SKILLS</b>		
1	Log in to your cps google account <a href="http://google.com">google.com</a> Use "add a user" to access gmail account login: first initial (or middle initial too if multiple students with first initial and last name), last name @communityprepschool.org, password: warriors accept terms change password	
2	Open gmail account/send & receive a standard email message click mail link across top of page click compose on left side write/send email to advisor's email addresses receive reply email from advisor	
3	Manage Google Drive Create a document on google drive and share it with a staff member. Close the document and then re-open it in your google drive.	
4	Access Techlist Access TECHLIST in your google drive. Create and name a copy for your use.	
5	Access Student Scheduling and Attendance Spreadsheet Access Student Scheduling and Attendance Document in your google drive. Make a copy of this document. Rename it with your name and share it with a designated staff member.	
6	Manage Calendars open cps event calendar under other calendars view events in cps event calendar open your personal calendar and create an event on your calendar and share it enter class schedule (repeated events for block), enter outside events (work schedule, etc.)	
7	Log in to the CPS WiFi network with a device of your choice LOGIN: cpstudent PASSWORD: warriors	
<b>ACADEMIC SUPPORT SKILLS</b>		
8	Use shared documents to complete assignments in one or more classes. Complete assignments for using google docs, submit them to a staff member as a shared document, and receive feedback from your instructor through your shared document.	
9	Saving/Converting documents to your google drive Save at least 3 different types of documents into your google drive.	
10	Create a set of bookmarks in Chrome	
11	Demonstrate the use of an online thesarus.	
12	Demonstrate the use of an online dictionary.	
13	Use an online resource to manipulate an image.	
14	Demonstrate the ability to work with a spreadsheet. Choose the spreadsheet linked below on water dispenser use at CPS or choose a different data set to use. Demonstrate the following skills using Google Sheets or a spreadsheet of your choice. <a href="https://docs.google.com/spreadsheets/d/1q1PKoKsW3rjWiRB9x806Lm-dbndEQGIXEdQDW0q2R4M/edit#gid=0">https://docs.google.com/spreadsheets/d/1q1PKoKsW3rjWiRB9x806Lm-dbndEQGIXEdQDW0q2R4M/edit#gid=0</a> Show sums and averages for at least two sets of data. Create a graph on the spreadsheet that shows the data. Sort at least one data set in a new way. Write a summary statement of the data shown on the spreadsheet and your thoughts on why the data shows what it does.	
15	Utilize presentation software to set up and implement an electronic presentation. Create at least 6 slides on a topic of your choice	
16	Use illustration software to create an outline, flow chart, or mind map of a topic.	
<b>CYBER LIFE SKILLS</b>		
17	Create a website with original content using the software of your choice.	
18	Demonstrate the use of video chat software	
19	Complete a coding course of your choice.	
20	Personal cyber footprint 1 Google your name and minimal information about yourself to assess your footprint	
21	Personal cyber safety assessment Complete the assessment at this site: <a href="http://www.iroc2.org/CyberSafetyRiskAssessment.html">http://www.iroc2.org/CyberSafetyRiskAssessment.html</a> Save a PDF of your results to your Google Drive	
22	Personal cyber footprint 2 Find at least 2 examples of the someone's misuse of social media	
23	Demonstrate the ability to type 35 WPM. To test your typing speed visit: <a href="http://www.typingtest.com/">http://www.typingtest.com/</a> To improve your typing speed visit: <a href="http://www.typingweb.com/tutor/courses/">http://www.typingweb.com/tutor/courses/</a> Create a profile and go through the courses. Screenshot/save your results and send to your Techlist teacher	

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24	Twitter	Join and participate in a Twitter community that focuses on a subject of your choice. Discuss with a staff member.	
25	Utilize internet resources to solve a real-world problem.	Create a scenario for a problem such as, "My car won't start." Utilize internet resources to create a plan to solve your problem. Discuss the process with a staff member.	
<b>VERIFY COMPLETION OF TECHLIST AND WRITE CREDIT</b>			