

**Ohio ABLE  
Technology Standards – Level 2**

<b>Area of Competency</b>	<b>Indicators</b>	<b>Benchmarks</b>
<b>1. Basic Concepts of IT</b>	2.1.1 ABLE staff is knowledgeable of computer components and their functions.	2.1.1.1 Can assist students and peers with basic computer operations on various types of desktop PC's
		2.1.1.2 Can utilize available input/output devices as needed (e.g., input: scanner, microphone, webcam / output: printer, projector, speakers)
		2.1.1.3 Can identify file size and file types using icons and extension (e.g., file size: KB, MB, GB / file type: .pdf, .mov, .doc, .mp3)
	2.1.2 ABLE staff can perform intermediate computer operations.	2.1.2.1 Can access networked/remote storage locations
		2.1.2.2 Can back up important files
		2.1.2.3 Can install/uninstall programs as needed
	2.1.3 ABLE staff can troubleshoot common problems.	2.1.3.1 Can communicate effectively using basic computer terminology to seek help

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<b>2. Productivity Software</b>	2.2.1 ABLE staff can use the functions of a word processing program to create a variety of documents.	2.2.1.1 Demonstrates fluency of basic word processing features (i.e. cut, copy, paste, highlight, headers, footers)
		2.2.1.2 Can learn and use new features of a word processing program (i.e. subscript and superscript, bullets)
		2.2.1.3 Can use functions of a word processing program to create and format tables
		2.2.1.4 Can insert graphics into documents, move, and resize
	2.2.2 ABLE staff has basic knowledge of spreadsheets.	2.2.2.1 Knows commonly used formulas
		2.2.2.2 Can filter and sort data
	2.2.3 ABLE staff has basic knowledge of presentation software.	2.2.3.1 Can create simple presentations and modify prepared templates

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<b>3. Information and Communication</b>	2.3.1 ABLE staff can connect to the Internet.	2.3.1.1 Can recognize and connect to appropriate networks when available
	2.3.2 ABLE staff can use a Web browser application and search engine tools to access information.	2.3.2.1 Can incorporate instructional resources from the Internet into lesson plans, classroom activities and student research projects
		2.3.2.2 Can evaluate accuracy and authority to determine the credibility of digital information (e.g., who is the author, what are the author’s qualifications, what is the purpose and content)
		2.3.2.3 Can demonstrate the use of search engines such as Google, Bing, etc. using targeted searches and key words
	2.3.3 ABLE staff can use email software to send, receive, and organize messages.	2.3.3.1 Understands basic netiquette when using communication tools
		2.3.3.2 Understands the appropriate use of zip files, listservs, Reply All, CC, and BCC

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<b>3. Information and Communication (cont.)</b>	2.3.4 ABLE staff understands basic legal issues and appropriate use of the Internet and Digital Communication.	2.3.4.1 Can define and model appropriate use of the Internet.
		2.3.4.2 Understands the issue of “CyberBullying” and can effectively monitor same in the classroom
		2.3.4.3 Understands the PII (Personally Identifiable Issues) as related to Cloud Storage
		2.3.4.4 Can demonstrate basic knowledge of intellectual property and explain appropriate use of electronic media (e.g., copyright, fair use, public domain, Creative Commons licensing)

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<b>4. Technology-Enhanced Programs and Classroom Supports</b>	2.4.1 ABLE staff can select, incorporate and evaluate the use of technology in the program and classroom.	2.4.1.1 Can select and manage learning activities incorporating technology and digital media
		2.4.1.2 Can assist students to set up distance learning options
	2.4.2 ABLE staff can use computer-based assessments and software, where applicable.	2.4.2.1 Can utilize programs to create quizzes and customized authentic assessments
	2.4.3 ABLE staff is knowledgeable of means to make technology accessible for adults with special needs.	2.4.3.1 Is familiar with available assistive technology for special needs (e.g., text to speech, large print keyboard, screen magnification, speech recognition)

**Ohio ABLÉ  
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Area of Competency	Indicators	Benchmarks
<b>5. Professional Development</b>	2.5.1 ABLÉ staff can model lifelong learning in technology.	2.5.1.1 Actively promotes new technology and best practices to peers
		2.5.1.2 Demonstrates understanding of importance of technology to careers, lifelong learning, and daily life (e.g., productivity software, OhioMeansJobs, LinkedIn and other social media)
	2.5.2 ABLÉ staff will participate in professional development related to technology.	2.5.2.1 Stays current with evolving PD opportunities and formats
		2.5.2.2 Can access all ABLÉ-related websites, Moodle and other links to PD opportunities
		2.5.2.3 Understands how to participate in various digital/virtual activities (e.g., CoPs, Webinars, listservs, alternative PD Offerings)