Computer and Internet Skills
Assessment Tool

Originally developed at MIT
Obtained from Nancy Short at Duke University
Revised by Bernard Combs
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Name:_____
Date:_____
Age:_____
Gender: Female _____ Male_____

Please rank the following items using the scale below:

A = Very comfortable
B = Comfortable
C = Somewhat comfortable
D = Somewhat uncomfortable
E = Not comfortable

General Computer Skills	Rank				
1. Turning on your computer	A	B	C	D	E
2. Getting to the help system and searching for a topic	A	B	C	D	E
3. Restarting your computer if it becomes frozen	A	B	C	D	E
4. Explaining the terms: icon, menu, window, click, select, drag, button	A	B	C	D	E
5. Using the mouse to select text	A	B	C	D	E
6. Using the mouse to open and close a program by clicking on the icon	A	B	C	D	E
7. Choosing a command from the menu bar	A	B	C	D	E
8. Using pull down menus	A	B	C	D	E
9. Move, resize or close windows	A	B	C	D	E
10. Using the scroll bars	A	B	C	D	E
11. Saving to a file or folder	A	B	C	D	E
12. Finding a file or folder	A	B	C	D	E

General Internet Skills	Rank				
1. Using the Internet in general	A	B	C	D	E
2. Explaining the terms: bookmark, browser, link, search engine	A	B	C	D	E
3. Typing in and opening a URL	A	B	C	D	E
4. Moving forward and backward through pages	A	B	C	D	E
5. Using a search engine	A	B	C	D	E
6. Going to a home page	A	B	C	D	E
7. Using email (opening messages, creating messages, attaching files, addressing, and sending	A	B	C	D	E
8. Using a chat room (virtual classroom)	A	B	C	D	E
9. Using the Internet to access grades	A	B	C	D	E
10. Logging on to the Internet via an Internet provider (like AOL)	A	B	C	D	E
11. Using Internet based simulations and tutorials	A	B	C	D	E
12. Navigating through the net; getting to different web sites	A	B	C	D	E
13. Using a course management system (like Blackboard or WebCT)	A	B	C	D	E
14. Using discussion boards (asynchronous communication)	A	B	C	D	E

Thank you very much for your time.

Revised 1/2001
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