

Name: _____ Overall Average Score: _____

Task 1 5 mins Wasson Room Score: _____

Turn on the A/V system for the built-in MacMini
Show a PowerPoint from a flash drive using the built-in MacMini
Eject the flash drive
Shut down the MacMini and turn off the projector

Task 2 5 mins Event Calendar (on MacBook in lunchroom or at your desk) Score: _____

Open Safari
Go to Event Cal Admin. It is the first item on the favorites bar.
Log in with your username and password
Register yourself for the fake event "New Staff Tech Training" on Thursday 6/30/16 at 10am (we will not actually have a training on this date- this is just to practice registering for an event)

Task 3 5 mins Email (on MacBook in lunchroom or at your desk) Score: _____

Diana will send you an email with an attachment
By looking at the name of the attachment and without opening it, tell Diana what program will open it
Create a folder in your inbox and move Diana's email into it

Add Diana Laughlin dlaughlin@estesvalleylibrary.org into your addresses list, or if I'm already there check the entry for accuracy.

Task 4 5 mins Staff Copier + Email Score: _____

Use the Staff Copier to scan and email a document to yourself

Use the MacBook or the computer at your desk to rename the document and email it as an attachment to Diana

Task 5 5 mins Catalog Station Computer Score: _____

Force quit the browser / reboot the computer (depending on the machine) as if the computer is unresponsive
Reopen the browser

Task 6 5 mins Library Website on Catalog Station Computer Score: ____

Show Diana: a list of upcoming children's programs, staff contacts, and a library card application

Place an Inter Library Loan request for Diana

Search for books about dogs. Filter the search by the Adult Fiction collection.

Task 7 5 mins Downstairs Copier Score: ____

Copy a driver's license showing the front & back of the license on one sheet of paper. Copy so that the front and back of the license face the same direction (i.e. do not copy so that the back of the license is upside down compared to the front)

Task 8 5 mins 3M Station + 3M (on iPad or your own mobile device in lunchroom) Score: ____

Reserve an eBook using the 3M station downstairs, then return to the lunchroom

Turn on the wi-fi on the iPad (or mobile device of your choice) and connect to "Estes Library Wifi"

Use the 3M app to download your book, open to a page, and return the book

Task 9 5 mins hoopla (on iPad or your own mobile device in lunchroom) Score: ____

Use the hoopla app to borrow a Music Album.

Play the first song. Pause the song.

No need to return the album.

Task 10 5 mins Telephone System (in lunchroom) Score: ____

Diana will call in on a cell phone to the lunchroom

Blind transfer the call to Diana's extension: 834

2016 Final Assessment Scoring

Congratulations on completing new staff tech training! I hope this process has been helpful for you and makes you feel more confident assisting our community with their technology needs. Here are some logistics regarding your final assessment.

You can look at handouts, wiki, notes, library website, and any other resources you would like, and this will not change your score.

You can complete the tasks in any order that you choose.

You have a 5-minute time limit to complete each task. If you get stuck you can ask me for help, try again, or choose to move on to the next task.

Please directly ask me for help when you want it. Otherwise, I won't offer to help because it affects your score. I'll pick the score that best fits how you do, and afterwards we'll go over it together. I'll make a copy for you and give a copy to your supervisor. You are going to do extremely well!!!

- A: Staff completes task without help on their 1st or 2nd try.
5 minutes or less.
- B: Staff completes task with one or two basic hints.
OR staff completes task without help on their 3rd or 4th try.
OR 6 – 10 minutes.
- C: Staff completes task with step-by-step directions for a small part of the task.
OR staff completes task without help after 5 or more tries.
OR 11 – 15 minutes.
- D: Staff completes task only with step-by-step directions for the majority of the task.
OR 16 – 20 minutes.
- F: Staff completes the task only with step-by-step directions for the entire task.
OR staff decides to move on to the next task before completing most of this task.
OR 21 minutes or more (Diana will probably ask you to move on).

Thank you for all your efforts to learn and practice technical skills! Our team is so much stronger with your additional knowledge!!!