Technology Training Mid-Term

Name: _____ Date: _____

Start Time: _____ End Time: _____
Approximately 30 minutes is the expected time to complete all tasks

Short answer questions:

Score: _____

I'm from (say the state that staff member is from), so I don't have a library card here. Can I check my email on a computer? Yes
Can I print something from this (hold up a flash drive)? Yes
How much will it cost to print my boarding pass? 10 cents per page

Score: _____

Do I need a password for your wifi? No
Should I check my bank statement on your wifi? Library network users are warned that both wireless and library computer users are accessing a non-secure public network. All data is vulnerable to access by others. Guard your information by not working with material that is confidential on any public network.
Which network do I connect to? Estes Library Wifi

Score: _____

Can I get library eBooks on my Kindle? Only if it is a Kindle Fire
Can I listen to a library Audio Book on my iPhone? Yes
Can I use eMagazines on my Android phone? Yes

Act out Technology Reference Interview scenarios:

Score: _____

Wifi says "connected" to Estes Library Wifi on my phone, but I can't get into my email. Open an Internet browser and agree to the Terms of Service by clicking "Continue to the Internet."

Score: _____

I can't seem to log-in to 3M. Check if they are entering card number with slash and no space. If password doesn't work, take them to the service desk to re-set their PIN.

Tasks to Complete:

Score: _____

Lower screen in Hondius Room
Connect MacBook with HDMI

Score: _____

Log-in to staff calendar
In StaffShare / Technology Training / Staff Technical Training tracking enter and
save the date they completed the mid-term

Score: _____

Connect an Apple Device to AppleTV (iPad or staff's own device)

Score: _____

Checkout and download an eAudio book to iPad using Tech Guide account or
staff's own device and account.
Press play and listen. Press pause or stop.
Return the book

Score: _____

Shut down the A/V system

2016 Mid-Term Scoring

Congratulations on your efforts on new staff tech training! I hope this process is helpful for you and makes you feel more confident assisting our community with their technology needs. Here are some logistics regarding your mid-term.

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

Approximate time to complete the mid-term is 30 minutes. I'll write down your start time and end time to give us a general idea of your efficiency with the tasks. On the final assessment, each individual task has a 5-minute time limit.

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 put it in your box.

You are going to do extremely well!!!

A: Staff completes task without help on their 1st or 2nd try.

B: Staff completes task with one or two basic hints.
       OR staff completes task without help on their 3rd or 4th try.

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.

D: Staff completes task only with step-by-step directions for the majority of
       the task.

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.

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