School Counselor and Technology Survey

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DIRECTIONS

Each item in this survey pertains to a different technological competency. Items are categorized in different sections which pertain to their major function (e.g., communication, data management, web). For each item, you will be asked to rate "How important is this competency in your work?"

The competency is presented on the very left column followed by each question to the right. You will be able to rate the importance of each technological competency on a scale from 1 (Not Important) to 5 (Very Important). In case you are not sure of what the item is about, then simply check "Not Sure."

At the end of each set of questions, you will be given the opportunity to make comments.

Communication/Collaboration The following items pertain to technology used for communication/collaboration (e.g., e-mail, listserv, chat, calendars).	**How important is this competency in your work?**					
	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
1 Set up an e-mail program (e.g., Thunderbird or Outlook Express) to retrieve my mail.						
2 Create an online discussion group (e.g., Google Group, Yahoo Group, Bulletin Board).						
3 Participate in an online meeting.						
4 Create e-mail message filters or rules.						
5 Construct e-mail distribution lists of two or more people.						
6 Create and include an e-mail "signature."						
7 Participate in online discussion groups (e.g., Google Group, Yahoo Group, Bulletin Board).						
8 Use an e-mail spam or junk mail filter.						
9 Use an electronic To-Do list or task manager.						
10 Organize e-mails (e.g. create new folders and move messages from inbox to another folder).						
11 Unsubscribe from a listserv.						
12 Send e-mail to a listserv.						
13 Save an e-mail attachment to your computer.						

Communication/Collaboration	How important is this competency in your work?					
The following items pertain to technology used for communication/collaboration (e.g., e-mail, listserv, chat, calendars).	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
14 Send file attachments via e-mail.						
15 Use Blind Copy (BCC) field in e-mail.						
16 Use Carbon Copy or (CC) field in e-mail.						
17 Use proper e-mail etiquette (use a descriptive subject line, refrain from ALL CAPS, etc.)						

Comments about the Communication/Collaboration section:

Data Management The following items pertain to technology used for data management (e.g., working with spreadsheets, analyzing data, or creating charts).		**How important is this competency in your work?**					
		Not Important		Somewhat Important		Very Important	Not Sure
		1	2	3	4	5	
18	Export data (e.g., save data from Student Information System into comma delimited file or Excel spreadsheet).						
19	Use pivot tables.						
20	Import data from my school's database to a spreadsheet on my personal computer.						
21	Calculate a Analysis of Variance.						
22	Calculate a correlation coefficient.						
23	Calculate a T-test.						
24	Disaggregate data by various categories (e.g., sex, grade, race, teacher)						
25	Filter data by specified criteria.						
26	Sort data using multiple criteria (e.g., sort by grade and then gender).						
27	Calculate the percent change between two sets of data (e.g., pre and post).						
28	Create a chart or graph from existing data.						

Data Management The following items pertain to technology used for data management (e.g., working with spreadsheets, analyzing data, or creating charts).	How important is this competency in your work?					
	Not Important 1	2	Somewhat Important 3	4	Very Important 5	Not Sure
29 Customize parts of a chart (e.g., legend, titles, color, etc.).						
30 Format data (e.g., display data as date or percent).						
31 Perform basic calculations among available data (e.g. sum, difference).						
32 Find and replace data automatically (using Find and Replace function of software).						
33 Create formula within cells (i.e. sums, average, etc).						
34 Use EZANALYZE along with Microsoft Excel.						
35 Sort data for one category (e.g., student last name).						
36 Average data for a specified range of cells.						
37 Calculate percentages.						
38 Use an electronic calendar (e.g., an online calendar, Microsoft Outlook).						

Data Management	How important is this competency in your work?					
The following items pertain to technology used for data management (e.g., working with spreadsheets, analyzing data, or creating charts).	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
39 Manipulate a spreadsheet layout (e.g., add, insert, and delete rows or columns).						
40 Set up print options (e.g., page orientation, page numbering, headers).						
41 Print a specific range of cells, pages, and sheets.						
42 Select or highlight an entire column or row.						
43 Wrap text within a cell.						
44 Create a graph from scratch.						
45 Subtotal data (e.g., sum values for a specified range of cells).						

Comments about the Data Management section.

Ethical Issues of School Counseling and Technology The following items pertain to the ethical issues in school counseling and technology (e.g., confidentiality, records, equity, etc.).	How important is this competency in your work?					
	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
46 Understand the limitations of copying and distributing digital content (e.g., fair use).						
47 Take appropriate and reasonable measures for maintaining confidentiality of student information and educational records stored or transmitted over electronic media including although not limited to fax, electronic mail and instant messaging.						
48 While working with students on a computer or similar technology, takes reasonable and appropriate measures to protect students from objectionable and/or harmful online material						
49 Understand FERPA regulations and how they apply to client confidentiality with reference to electronic communication (electronic records and transmission).						
50 Advocate for equal access to technology for all students.						

Ethical Issues of School Counseling and Technology The following items pertain to the ethical issues in school counseling and technology (e.g., confidentiality, records, equity, etc.).		**How important is this competency in your work?**					
		Not Important		Somewhat Important		Very Important	Not Sure
		1	2	3	4	5	
51	Make appropriate decisions about the use of technology as defined by counseling ethical standards.						
52	Locate my school's Acceptable Use Policies regarding technology.						

Comments about the Ethical Issues in School Counseling and Technology section.

Multimedia	**How important is this competency in your work?**					
The following items pertain to multimedia competencies (e.g., PowerPoint presentations, sound, video, etc).	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
53	Edit a video on my computer.					
54	Record audio in digital format (e.g., mp3, wav, or qui).					
55	Create a podcast.					
56	Include narration (i.e., my voice on each slide) on a multimedia show such as Microsoft PowerPoint.					
57	Include video in a presentation.					
58	Include audio (e.g., music or sound effects) on a multimedia show such as Microsoft PowerPoint.					
59	Incorporate links that point to files (e.g., video or audio) into the presentation.					
60	Loop my presentation to continuously play.					
61	Use custom animations.					
62	Create a music CD from a set of music files.					
63	Customize slide transition effects.					
64	Import slides from one presentation to another.					
65	Include graphics or photos in my presentation.					

Multimedia The following items pertain to multimedia competencies (e.g., PowerPoint presentations, sound, video, etc).		**How important is this competency in your work?**					
		Not Important		Somewhat Important		Very Important	Not Sure
		1	2	3	4	5	
66	Apply custom backgrounds to one or more slides						
67	Use the slide sorter to arrange the order of my slides.						
68	Print handouts of my presentation.						
69	Change the presentation design (e.g., backgrounds, text color, font, bullets).						

Comments about the Multimedia section.

Operating Systems The following items pertain to operating system competencies (e.g., creating shortcuts, managing files, connecting peripherals, maintaining computer, etc.).	**How important is this competency in your work?**					
	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
70 Connect additional displays to my computer (e.g., second monitor or projector).						
71 Install plug-ins and add-ons available for a particular software.						
72 Check computer resources such as memory usage and free disk space						
73 Identify various types of files and their functions (e.g., exe, pif, ini, gif, jpeg, tiff, doc, txt, wav, midi, html, zip, bat, bmp, com, ico, etc.)						
74 Install new hardware peripherals (e.g., printers, modem, scanners, DVD drive)						
75 Use wild cards (i.e., * or ?) to narrow or expand searches on my computer.						
76 Set password protection for various files.						
77 Use firewall software.						
78 Change operating system settings (e.g., visual presentation, audio properties, screen savers)						
79 Create a shortcut to a program or other file (e.g., send a shortcut to your desktop).						

Operating Systems	**How important is this competency in your work?**					
The following items pertain to operating system competencies (e.g., creating shortcuts, managing files, connecting peripherals, maintaining computer, etc.).	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
80 Perform maintenance on my hard drive (e.g., defragment or empty the trash bin)						
81 Transfer photos from a camera to a computer.						
82 Use antivirus software.						
83 Install new software.						
84 Uninstall programs no longer wanted.						
85 Change the password for logging on to my computer.						
86 Connect to an external storage device (thumb drive or external hard drive).						
87 Cut and paste content from one application to another (e.g., word processor to e-mail or multimedia)						
88 Use backup software to backup your data to an external storage device.						
89 Sort files in a directory or folder by various criteria (e.g., name, type, date, size).						
90 Cancel a program that is "frozen."						

Operating Systems	How important is this competency in your work?					
The following items pertain to operating system competencies (e.g., creating shortcuts, managing files, connecting peripherals, maintaining computer, etc.).	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
91 Conduct a search for files on my computer.						
92 Delete and/or rename a folder.						
93 "Undo" unwanted changes.						
94 Cancel a print job.						
95 Create new folders.						

Comments about the Operating Systems section.

World Wide Web	How important is this competency in your work?					
The following items pertain to competencies pertaining to the World Wide Web (e.g., searching, downloading, bookmarking, etc.).	Not Important 1	 2	Somewhat Important 3	 4	Very Important 5	Not Sure
96 Narrow down or restrict a web search to finding only results with a certain file type (e.g., PowerPoint or Documents).						
97 Use an RSS feed reader (aka news aggregator).						
98 Enable or disable "cookies."						
99 Locate specific software on the web (freeware, shareware, or commercial downloads).						
100 Conduct an advanced search on the web (e.g., narrow a search within a domain such as .edu or .gov).						
101 Save to disk any webpage for offline viewing.						
102 Change the default homepage for my web browser to a different website.						
103 Use academic databases (e.g., psychlit, ebscohost, academic premier).						
104 Evaluate web sites for their usefulness.						
105 Search for content within a web page (e.g., search for the word confidentiality within the ethical statement found online).						

World Wide Web The following items pertain to competencies pertaining to the World Wide Web (e.g., searching, downloading, bookmarking, etc.).	**How important is this competency in your work?**					
	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
106 Access the history feature to view a list of previously visited web sites.						
107 Download files from the Internet to my computer.						
108 Search for images using a search engine (e.g., images.google.com).						
109 Organize a Favorites or Bookmark list in my web browser.						
110 Refresh or reload a web page in an Internet browser.						
111 Open portable document files (PDF).						

Comments about the World Wide Web section.

Website Development	How important is this competency in your work?					
The following items include competencies which pertain to developing and maintaining your own website (e.g., creating a web page, inserting links, using FTP, etc.).	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
112	Create and customize a web page using software (e.g., FrontPage or Dreamweaver) or online service (e.g., SchoolNotes).					
113	Include video to be played from a website.					
114	Transfer files from one place to another using FTP (File Transfer Protocol).					
115	Use a web programming language (e.g., CSS, Javascript, CGI)					
116	Collect information/data using a form on the web (e.g., create a feedback form or use an online survey system).					
117	Include a site search engine on your website.					
118	Register an internet domain name.					
119	Create a blog using an online service (e.g., Blogger.com).					
120	Insert a hyperlink into a web page.					

Comments about the Website Development section.

Word Processing	How important is this competency in your work?					
The following items pertain to word processing competencies (e.g., inserting a footnote, using search and replace, inserting a table, etc.).	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
121 Tag text for inclusion in table of contents, lists, table of authorities, or index.						
122 Create or Record a macro.						
123 Compare and mark up documents (also known as Track Changes).						
124 Use mail merge (e.g., create mailing labels, custom letters, custom e-mails).						
125 Force a block of text (e.g. a paragraph) to stay together.						

Word Processing The following items pertain to word processing competencies (e.g., inserting a footnote, using search and replace, inserting a table, etc.).	**How important is this competency in your work?**					
	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
126 Insert watermarks.						
127 Use drawing tools.						
128 Insert endnotes or footnotes.						
129 Resize graphics within a document.						
130 Sort data within a table.						
131 Insert hypertext links within a document.						
132 Insert graphics or photos.						
133 Save a document in various formats (e.g., other word processors, ASCII, "Rich Text Format").						
134 Use the search and replace text function.						
135 Select and insert page, paragraph, or line borders.						
136 Add or remove page and section breaks.						
137 Change the page layout options (e.g., brochures, legal size, portrait).						
138 Gather document information (e.g., number of words, sentences, pages, average words per sentence, etc.).						

Word Processing The following items pertain to word processing competencies (e.g., inserting a footnote, using search and replace, inserting a table, etc.).	How important is this competency in your work?					
	Not Important		Somewhat Important		Very Important	Not Sure
	1	2	3	4	5	
139 Insert tables.						
140 Use the internal dictionary and/or thesaurus.						
141 Change formatting for document appearance (e.g., font, font size, background color).						
142 Create numbered or bulleted lists.						
143 Use basic proofing tools (i.e. spell check, grammar check, etc.).						
144 Insert headers and/or footers.						

Comments about the Word Processing section.

Just a little about you ...

145.   What is your age (enter a number): _____

146.   Gender: ☐ Male   ☐ Female

147.   School Level (check one):

☐ Elementary   ☐ Postsecondary   ☐ K-12
☐ Middle   ☐ Vocational Technical ☐ Other _____
☐ Secondary   ☐ K -8

148.   Position:

☐ School Counselor
☐ District Supervisor
☐ Counselor Educator
☐ State Consultant
☐ Graduate Student
☐ Other: _____

149.   Number of years working in the school counseling profession (write a number here): _____

You have completed the survey, thank you!
We appreciate your time.