# An Assistive Technology Checklist for students with Visual Impairments

# Introduction

Students throughout California with visual impairments have varying levels of computer experience. Acknowledging this difference in skills, coupled with acknowledging students varying degrees of vision and ways in which they access the computer, the following list of skills is not arranged as a systematic set of standards.

**(N) Not Introduced (P) In Progress (M) Met**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Skill** | **(N)** | **(P)** | **(M)** |

# Windows Navigation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Use correct terminology for basic components of a computer system (e.g. monitor, keyboard, disk, printer, mouse), and develop understanding of their basic functions. |  |  |  |
| 2 | Explore and develop keyboarding skills (It is to the discretion of teacher to determine whether students will learn touch typing or simply become familiar with the keyboard functions). |  |  |  |
| 3 | Identifies location of all letters on the *alpha* keyboard |  |  |  |
| 4 | Identifies location of all numbers on the *alpha* keyboard |  |  |  |
| 5 | Identifies location of all punctuation keys on the *alpha* keyboard, including secondary keys (with shift-key as modifier) |  |  |  |
| 6 | Identifies location of all navigation keys on the keyboard |  |  |  |
| 7 | Identifies location of all editing keys on the keyboard |  |  |  |
| 8 | Identifies location of all lock keys on the keyboard |  |  |  |
| 9 | Identifies location of all modifier keys on the *alpha* keyboard (Ctrl, Alt, Tab, Backspace, Enter, Shift, Window key, Application key, Caps Lock, Escape, etc.) |  |  |  |
| 10 | Identifies location of all numbers on the *number* keyboard |  |  |  |
| 11 | Identifies location of all arithmetic keys on the numeric keypad |  |  |  |
| 12 | Identifies location of function keys (f-keys) |  |  |  |
| 13 | Identifies location of escape-key, print screen, and pause |  |  |  |
| 14 | Use application key (understand relation to point and click mouse users) |  |  |  |
| 15 | Understanding of the (num lock) key |  |  |  |
| 16 | Understand the Desktop |  |  |  |
| 17 | Understand the Start Menu |  |  |  |
| 18 | Find and launch programs/applications (start menu) |  |  |  |
| 19 | Open windows explorer |  |  |  |
| 20 | Find and launch programs/applications (c drive) |  |  |  |
| 21 | Understand tree view and list view arrangement |  |  |  |
| 22 | Access Menu Bar |  |  |  |
| 23 | Access System Menu |  |  |  |
| 24 | Use of Hot Keys and Keyboard Shortcuts |  |  |  |
| 25 | Use of First Letter Navigation |  |  |  |
| 26 | Create new folders and files |  |  |  |
| 27 | Rename files/folders |  |  |  |
| 28 | Select folders, files |  |  |  |
| 29 | Copy/paste files |  |  |  |
| 30 | Cut/paste files |  |  |  |
| 31 | Run multiple applications simultaneously, alternating among them [Task *switching* (cycle between open windows)] |  |  |  |
| 32 | Close window/application |  |  |  |
| 33 | Close document |  |  |  |
| 34 | Demonstrate understanding of the difference between closing a file/window and quitting a program |  |  |  |
| 35 | Create new window/document |  |  |  |
| 36 | Understand appropriate use of (enter) when in dialogue box, (enter) as preset default button |  |  |  |
| 37 | Check or uncheck a check box |  |  |  |
| 38 | Add items to the Start Menu (knowledge of point and click method) |  |  |  |
| 39 | Show/Hide extensions in folder view |  |  |  |
| 40 | Adjust the volume on the computer |  |  |  |
| 41 | Search for files and folders |  |  |  |
| 42 | Use recommended sequence to troubleshoot freezing problems (check plug and cable connections, use the stop command, force quit a program, restart if necessary) |  |  |  |
| 43 | Open and delete files to/from local hard drive |  |  |  |
| 44 | Properly shut down computer |  |  |  |
| 45 | Demonstrate understanding of the difference between (backspace) and (delete) |  |  |  |
| 46 | Read and resolve commonly occurring error messages (read in complete and “ok” out of them, or read and resolve) |  |  |  |
| 47 | Use recommended sequence to troubleshoot printing problems (stop sending print jobs, check plug and cable connections, check that the printer is on, cancel print jobs in Print Monitor, check printer for paper or jams, turn printer off and then back on, get help) |  |  |  |

# Application Access

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 48 | Acknowledge active program and read the title bar |  |  |  |
| 49 | Navigate *save as* dialogue box |  |  |  |
| 50 | Understand and use *save as type* file option |  |  |  |
| 51 | Print from Menu Bar and/or combination keys |  |  |  |
| 52 | Confirm program version number and information |  |  |  |
| 53 | Play media file |  |  |  |
| 54 | Program specific help |  |  |  |
| 55 | Understand undo in applicable programs |  |  |  |
| 56 | Look for program updates |  |  |  |
| 57 | Install new software |  |  |  |
| 58 | Expand/Extract files |  |  |  |

# Storage Options / External Devices

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 59 | Understanding storage options (physical devices) |  |  |  |
| 60 | Understand and navigate pop-up box when removable disk is inserted |  |  |  |
| 61 | Use 3 ½ floppy if necessary, if not familiarity with 3 ½ floppy |  |  |  |
| 62 | Use CD |  |  |  |
| 63 | Use USB |  |  |  |
| 64 | Use Compact Flash card |  |  |  |
| 65 | Use SD card |  |  |  |
| 66 | Appropriately use card reader when necessary |  |  |  |
| 67 | Use external hard drive |  |  |  |
| 68 | Safely Remove Hardware |  |  |  |
| 69 | Duplicate CD |  |  |  |
| 70 | Burn music CD |  |  |  |
| 71 | Burn data CD |  |  |  |
| 72 | Label CD appropriately |  |  |  |
| 73 | Experience computer peripherals (digital camera/camcorder) |  |  |  |
| 74 | Use .mp3 player |  |  |  |
| 75 | Use of transfer programs when necessary (such as BookPort transfer) |  |  |  |
| 76 | Use variety of printer types (including usb, parallel, serial, and bluetooth) |  |  |  |
| 77 | Scan pictures |  |  |  |
| 78 | Scan to optical character recognition (OCR) recognition |  |  |  |
| 79 | Explore the use of tactile graphic readers (e.g. Intellitools, Talking Tactile Tablet, Iveo) |  |  |  |
| 80 | Connect PDA and access files in either direction |  |  |  |

# Network

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 81 | Open and delete files to/from a network server |  |  |  |
| 82 | Share a folder over a network |  |  |  |
| 83 | Share a printer over a network |  |  |  |
| 84 | Access a shared folder over a network |  |  |  |
| 85 | Access a shared printer over a network |  |  |  |
| 86 | Map a network drive |  |  |  |

# Word Processing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 87 | Navigate a document using arrow keys |  |  |  |
| 88 | Navigate to the beginning or end of a line |  |  |  |
| 89 | Navigate to the beginning or end of a document |  |  |  |
| 90 | Select Text |  |  |  |
| 91 | Copy/paste characters/words/paragraphs from documents |  |  |  |
| 92 | Cut/paste characters/words/paragraphs from documents |  |  |  |
| 93 | Change alignment |  |  |  |
| 94 | Change font |  |  |  |
| 95 | Change font style |  |  |  |
| 96 | Change font size |  |  |  |
| 97 | Change font color |  |  |  |
| 98 | Change font effects |  |  |  |
| 99 | Undo and redo keystrokes |  |  |  |
| 100 | Use outline format (numbering or bullets) |  |  |  |
| 101 | Spell Check |  |  |  |
| 102 | Use thesaurus |  |  |  |
| 103 | Manipulate line spacing |  |  |  |
| 104 | Format columns |  |  |  |
| 105 | Insert image |  |  |  |
| 106 | Use word wrap with images |  |  |  |
| 107 | Utilize header and footer |  |  |  |
| 108 | Insert footnotes |  |  |  |
| 109 | Sort |  |  |  |
| 110 | Conduct word count |  |  |  |
| 111 | Determine number of pages |  |  |  |
| 112 | Manipulate margins |  |  |  |
| 113 | Add page breaks to a document (bibliography) |  |  |  |
| 114 | Add page numbers to a document |  |  |  |
| 115 | Select page orientation (portrait or landscape) |  |  |  |
| 116 | Print in accessible format (e.g. print, large print, Braille, Braille and print) |  |  |  |
| 117 | Select number of copies in print dialogue |  |  |  |
| 118 | Select page range in print dialogue |  |  |  |
| 119 | Select printer in print dialogue |  |  |  |
| 120 | Select media and paper source in print dialogue |  |  |  |
| 121 | Print to PDF |  |  |  |

# Internet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 122 | Open desired URL |  |  |  |
| 123 | Use navigation features of browser (e.g. “go,” “back,” “forward”) |  |  |  |
| 124 | Conduct basic search for web-sites |  |  |  |
| 125 | Conduct basic search for images |  |  |  |
| 126 | Conduct basic search for news |  |  |  |
| 127 | Copy/paste characters/words/paragraphs/full articles |  |  |  |
| 128 | Download images from Internet |  |  |  |
| 129 | Set desired homepage |  |  |  |
| 130 | Add to Favorites |  |  |  |
| 131 | Organize Favorites |  |  |  |
| 132 | Use of multiple tabs (tabbed browsing) |  |  |  |
| 133 | Use online thesaurus |  |  |  |
| 134 | Use online dictionary |  |  |  |
| 135 | Use online encyclopedia |  |  |  |
| 136 | Use multiple search tools to find information on the Internet |  |  |  |
| 137 | Use keyword and phrase searching and apply “+” and “-“ limiters |  |  |  |
| 138 | Cite sources, acquire exact url |  |  |  |
| 139 | Download files appropriately |  |  |  |

# E-mail

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 140 | Compose e-mail |  |  |  |
| 141 | Read received e-mail |  |  |  |
| 142 | Open an attached file |  |  |  |
| 143 | Send an attachment |  |  |  |
| 144 | Delete an e-mail |  |  |  |
| 145 | Add contacts |  |  |  |

# Considerations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 146 | Exhibit legal and ethical behaviors when using technology, and understand consequences of misuse |  |  |  |
| 147 | Understand implications of institution's acceptable use policy and consequences for misuse of technology |  |  |  |
| 148 | Express individual technology needs |  |  |  |
| 149 | Identify technology resources |  |  |  |
| 150 | Use technology research and publishing tools to address real-world problems |  |  |  |
| 151 | Evaluate information from the Internet for bias |  |  |  |
| 152 | Explore issues of ergonomics and safety in using computers |  |  |  |
| 153 | Identify ways in which technology is used in the workplace and in society |  |  |  |

# BrailleNote Conversions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 154 | Convert Keysoft files to MS Word |  |  |  |
| 155 | Transfer files between BrailleNote and PC |  |  |  |
| 156 | Use BrailleNote as electronic braille display |  |  |  |