LDL Staff Technology Assessment

Your Name: [   ]

Today's Date: [   ] 🗓   ver 2.0

If you haven't done so already, save this form to the Desktop, using your last name in the filename. Do not change the file extension .xml
*example***: brown.xml**
Click yes to save with validation errors (a validation error indicates you missed a required field but you aren't finished yet so don't worry.)
Required fields have red indicators.
For questions which direct you to other programs, please indicate whether you've completed the task or not. Most questions include a comment you may use. Please save your work often! When you are finished, give this one more save. Close it, then attach this file in an email message to Yvonne, Laura, and Janelle.
Take your time and have fun!

Library Skills

Use HIP (online catalog) to place a hold on an audiobook of your choice. Use this patron barcode: xxxxxxxxxxxxxx
PIN: xxxx

○ task completed
○ unable to complete task

Title:
[   ]

Your phone is flashing a red light. You listened to the voice messages, but the light is still flashing. Why?

[   ]

From the staff blog, download the file **How to Retrieve a Kindle Hold**. Save the file to a flash drive.File name is LDLKindleHolds.pdf

○ task completed
○ unable to complete task
[   ]

What is happing at LDL on February 7th? hint: web calendar

[   ]

Basic Computer skills

In reference to computer equipment, what is a "monitor"?

[   ]

Headphones are plugged into the computer, but there is no sound. What could be the problem?	

STOP AND SAVE YOUR WORK! Ignore any validation errors.

Windows operating system

Using the Windows Start button, locate the Calculator program. What folder is it hiding in?	

On the flash drive, create a new folder, using your last name as the folder's name.	○ task completed ○ unable to complete task [ ]

On the flash drive, move the **How to Retrieve a Kindle Hold** file into your new folder.	○ task completed ○ unable to complete task [ ]

Identify these file extensions:	.jpg	Select... ▾
	.xls	Select... ▾
	.doc	Select... ▾

Internet/web Browsers

Which browser do you use the most and which browser do you use the least?	

Which bookmarking tool does your favorite browser use: Favorites or Bookmarks?	browser name: [ ] uses: Select... ▾

Explain how to find help on using Favorites or Bookmarks? Brief answer please.	

Give an example of a URL. Anything you want!	

Are you having fun yet? Which part of that question is a link and what does it link to?	

	☐
From LDL's website, download the Metamora meeting room request form. Save it in your folder on the flash drive.	○ task completed ○ unable to complete task

Printer basics

You sent something to the printer and nothing printed. Oh no! What could be the problem? Give two possibilities. Brief answers please.	

Library software

Using Horizon, place a copy-specific hold on a September 2013 issue of a magazine of your choice. Use patron barcode: xxxxxxxxxxxxxx	○ task completed ○ unable to complete task Magazine title:
In SAM, add $1.00 to patron barcode xxxxxxxxxxxxxx.	○ task completed ○ unable to complete task
Why do we need to use the MeL DCB software? Why can't we just use Horizon?	

STOP AND SAVE YOUR WORK! **It is ok if you have validation errors.**	

Equipment Basics

MICROFILM	○ task completed
Load a microfilm reel onto the reader. Fast forward several frames in, and print a single page. Sign the printout and give it to one of the moderators. Unload the reel when done. (If you are not at deAngeli, please indicate this at the right).	○ I don't know how
	○ I am not at deAngeli; I will do this on my own within the week.

SCAN TO USB	○ task completed
Grab a piece of paper and write on it "I know how to scan to USB". Sign your name on the paper. Scan this masterpiece to your flash drive.	○ unable to complete task

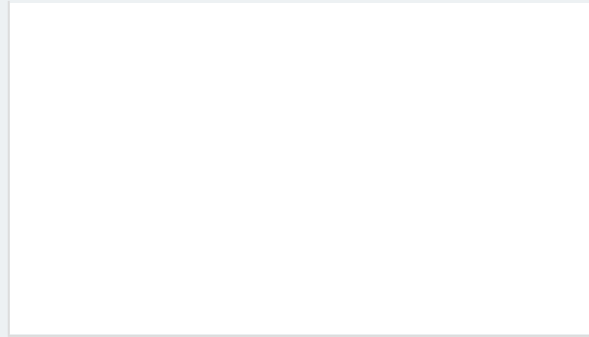| LDL WI-FI & PORTABLE DEVICES	
Patron's Kindle device is not connecting to LDL's WI-FI. What most likely is the problem?	

DIGITAL CAMERA	
What is required to transfer photos from the camera to the computer? (there are a couple possible answers; please give at least one)	

Productivity software

Explain the difference between **Save** and **Save As…**	

Find LDL's vision statement on our website,	

on the About Us page. Copy the entire vision statement, including the Vision heading, and paste it into the box at the right.
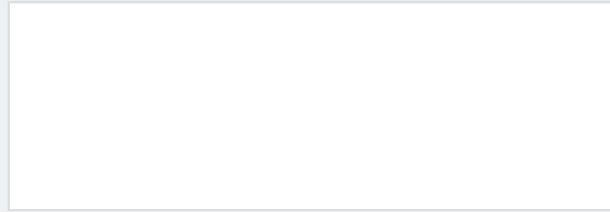
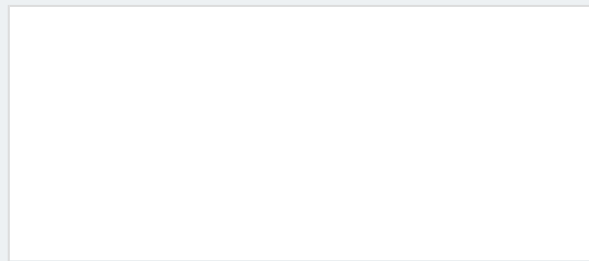Which of these file formats will play in Windows Media Player? Check all that apply.

- ☐ .wma
- ☐ .avi
- ☐ .mp3
- ☐ .jpg

Social media and popular websites

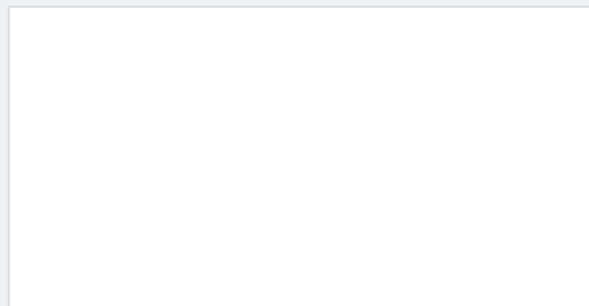List four pieces of information that are required to create a facebook account:

What is Instagram? Please be more specific than "it's a website".

Databases

Biography in Context has daily featured videos and news items. What is featured today? (just one item is fine)

ReferenceUSA has several databases available. Please give the exact name of one of them:

Place a MeLCat hold on a title of your choice for patron xxxxxxxxxxxxxx
Patron name: STAFF TRAINING

○ task completed
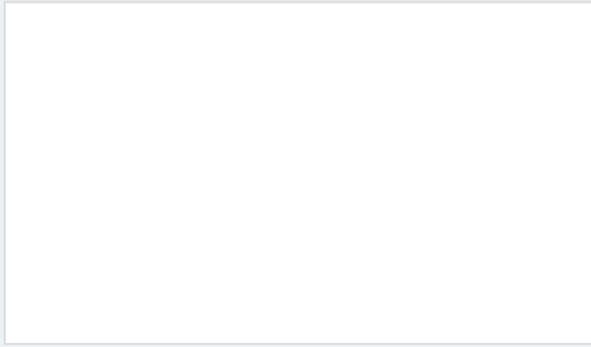○ unable to complete task

Title:

ebooks

On Digital Media Zone, the title *Growing Up Amish* is available in what formats? List all of them.

List three different devices that *Growing Up Amish* can be read on:

A patron downloaded a title to her Kindle but the book is not showing up on the Kindle's bookshelf.   You looked at her Digital Media Zone account and quickly discovered the problem. What was the problem?

Almost done

Thank you for working so hard on this. Good job! Do you have any final thoughts or comments?

Save this one more time! **Make sure you do not have any validation errors** (a validation error indicates you missed a required field).

Print this entire form if you want, then close. Ask a moderator for assistance with printing.

After closing this file, please send this file as an attachment in an email as follows:
To: Yvonne, Laura, and Janelle
Subject: *lastname* assessment
Attachment: *lastname*.xml