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|  | **Student Skills Survey** **Class of 2023** |  |

Due August 15, 2022

**Name:** Click Here **Rotary Club:** Click Here

When you have completed this survey, please email it along with your application and the Student Agreement to the following. Be sure to email all three documents at the same time.

Academy Administrator – Harriett Schloer –in2dtp@gmail.com

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To assist the Leadership Academy in determining if you have the software needed and the computer/internet skills necessary to successfully participate in and complete the Leadership Academy Program using the **Canvas Platform** on the Internet, please provide the following information.

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| **INSTRUCTIONS:** All of the following checkboxes are “Live”. Simply click on the boxes of your choice and an “X” will appear. For all of the “Click Here ” boxes, just put your cursor in the middle of the box and begin to type. The text will disappear, and your input will appear in its place. There is no limit to the amount of text you can enter for each. When completed, save the file then send it as an attachment to the Academy Administrator at the email addresses listed above. . |

1. [ ] Yes [ ] No - Do you have a personal computer at home or work that you can access daily?
	1. If you answered "yes" to Question #1, what type of computer do you have?
	[ ] PC [ ] MAC [ ] iPad [ ] other tablet
2. How old is the computer/tablet you would be using for this program? Click Here
3. What operating system is currently running on this computer? Only the following will work for Academy work.
	1. [ ] Windows 11 [ ] Windows 10 [ ] Windows 8 (please upgrade to Windows 10 or Windows 11
	2. [ ] MAC OS - What Version Click Here
	3. [ ] iPad IOS What version Click Here
	4. Do you have an external keyboard for your iPad or other tablet? Click Here
4. Please rank your personal computer use and "expertise". **Please be “honest”. It’s very important.** *(IMPORTANT NOTE: In year-end surveys completed by former graduates, all agree, without exception, that in order to participate in the DLA program and not become frustrated because of lack of experience and successfully complete the program, at the very minimum, students must have at least Intermediate Expertise. Academy Instructors and the Canvas Administrator will not be able to provide individual “training” for individuals who do not have the required minimum skills. For all who are accepted for the program, there will be a Canvas “PreCourse” from August 1 – 31 that will allow students to become familiar with the Canvas Online Platform before courses begin on September 1.)*
	1. [ ] **Beginner** (daily email with occasional Internet use. **NOT** software **proficient** and rarely have need for software such as Word, Excel, etc. You “think” you know what the Cloud is, but you don’t know how or why you should use it. Still somewhat uncomfortable with computers and the Internet but you are gradually learning.)
	2. [ ] **Intermediate** (daily email more than once a day, daily internet use, use of search engines, online banking, online purchasing, uploading photos to Internet, understand what the “Cloud” is and how to use it and its related programs such as Microsoft OneDrive, regular use of MS Word and Acrobat. Understand how to download items and store them for locating later. Not at all intimidated by computers, email, the Cloud, the Internet or the Microsoft Office suite of programs. Continuing to learn on an ongoing basis.)
	3. [ ] **Advanced** (All intermediate skills plus you are highly proficient in all the listed software and very proficient using computers and the Internet and the Cloud. They are a significant part of your daily life and you would be “lost” without daily access. In addition, you have significantly above average "technical expertise" and often help others having difficulty)
5. Which web browser do you use?
	1. [ ] Microsoft Edge
	2. [ ] Google Chrome
	3. [ ] Firefox
	4. [ ] Safari
	5. [ ] Other. (please indicate) Click Here
	***Note:*** *If you are using a Microsoft browser other than Edge, you will need to upgrade to Edge in order to participate in Academy courses. The Canvas platform no longer supports any Microsoft browser other than Edge. Occasionally, students have difficulty accessing Canvas when using Safari or Firefox. When that occurs, Students will need to install Google Chrome in order to once gain access to all course work.*
6. What type of Internet Access do you have at the location where you will be doing your Academy work?
	1. [ ] DSL/High Speed Cable
	2. [ ] High Speed Wireless
	3. [ ] T-1 Line
	4. [ ] Dial-Up *(Will* ***not*** *work for Academy use. If this is the only type of access you have, you'll need to identify another location to do your Academy work such as the public library or you will not be able to participate in the Academy until you can confirm that you have high speed access.)*
7. If you plan on doing your Academy work at your place of business, and it will be the **only location** you will be using to work on the courses, do any of the following apply to you?
	1. [ ] Government Agency *(local, state, federal)*
	2. [ ] Financial Institution *(bank, credit union, investment firm, brokerage house, etc.)*
	3. [ ] Non-profit Agency
	4. [ ] Other business with extensive firewalls in place.

*(Note: If any of the above apply to you and you do not have access to another high speed location, you will not be able to participate in the program unless you have an alternate location with high speed access. The Academy web site is a cloud-based "secured" site requiring individual user ID and password access. If you work at any of the above, you will not be able to access the site to obtain your coursework due to their extensive firewalls and limited access to secured sites such as the Canvas cloud site.)*

1. What is your personal/primary email address that you will use for the Academy? Click Here
2. [ ] Yes [ ] No Do you check your Email more than once a day?
3. [ ] Yes [ ] No - Do you own/use Microsoft Word or “Open Office”? *(Required. All academy courses use "Fillable Word Templates" such as this skill survey that can only be completed with Word or the free “Open Office” software available for download. No other programs will work. You cannot use “Works”, “Google Docs”, “Pages” or anything else*. *Documents submitted in these or other formats will not be accepted by the instructors and will be returned to the student for correction and resubmission in the appropriate format.
NOTE: If you are interested in using the latest Microsoft Office software, Office 365, you now have a very cost effective way to do so. For an annual fee of $99 or a monthly fee of $9.99, you can obtain Office 365 which will then allow you to install it on five separate computers and five different mobile devices. It will be automatically upgraded as changes are made to the software and your subscription will renew with each payment. This version is “in the cloud” and Microsoft will provide you with a 1 Terabyte “OneDrive” account to store all of your work in the cloud as well. This is an outstanding way to begin using MS Office 365 and if you are in the market to purchase the software, this is definitely the way to go. We recommend this.*
4. [ ] Yes [ ] No Do you know what a website/page “URL” is?
5. [ ] Yes [ ] No When using the Internet do you know how to enter a website URL into the
 browser's address line?
6. [ ] Yes [ ] No Do you use either Adobe Acrobat or Acrobat Reader? What Version? Click Here
7. [ ] Yes [ ] No Do you know how to set up file folders on your computer?
8. [ ] Yes [ ] No Do you know how to download files (PDF, Word, Excel, etc.) from the Internet
 and open, read, and save them to your computer (in a folder) so you can use
 them later?
9. [ ] Yes [ ]  No Do you know how to open Email attachments (Word, Excel, PDF, etc.) and
 save them to your computer in a specific folder for later use?
10. [ ] Yes [ ]  No Do you know how to complete "Fillable Word Documents" then save them to
 your computer in a specific folder for later use and then upload them to the
 Internet when required? *(absolutely required for using Canvas)*
11. [ ] Yes [ ]  No Do you know how to attach *(****not*** *embed)* files to outgoing email (Word, PDF, Excel, etc.)?
12. [ ] Yes [ ]  No In addition to the printed materials from RI, additional material will be posted to the Canvas
 system for each course during the year. If you will not be reading these online or on your tablet or
 computer this may require printing of the documents. Are you willing to do this?
13. [ ] Yes [ ]  No Do you have a “good” quality headset with both headphones and a microphone?
14. [ ] Yes [ ]  No Do you know how to participate in a Zoom Meeting?

As the Leadership Academy program is a cloud-based all electronic program using the Canvas Platform it is very important that all candidates have the required skills and tools in order to be able to successfully access all of the required web sites, locate information on the Internet, and use Word, Excel, PowerPoint and PDF files to complete their course work. Canvas cloud-based Virtual Classroom Learning Management System (LMS) is the same system currently used by colleges and universities to provide courses online for their students. Canvas is a “virtual classroom” that provides everything you will need for each course. The only additional website that will be used during the Academy year is the Rotary International website. If you are not currently “registered” as a Rotarian to use the RI web site with your own personal “MyRotary” access, you will need to do so before you take the “Pre-Course” so you will be prepared for the first DLA course *(Communications)*. This will ensure that you are fully prepared to begin your DLA work in October/November. Go to <http://www.rotary.org> to begin the registration process *after you have confirmed with your club Secretary what email address is registered with RI on the official Rotary Membership Database on the RI web site. If you use a different email address to register for your My Rotary account you will not be registered as a Rotarian and will therefore not have access to 80%+ of the full Rotary web site.*

Please **explain in detail** your computer and internet proficiency, how long you have been using computers and the Internet and your level of proficiency in the use of all the software programs mentioned above. Please be very specific and thorough. Include as much information as needed to complete this portion of the survey. Click on the following box with blue text in the middle and begin typing. The box will disappear and expand to incorporate as much information as you require to complete this explanation. Click Here