Low Vision
Technology

Student Name: _____

Directions:

1. If this assessment is appropriate for this student, use it for planning programming and reporting student performance at least four times.

2. Date the assessment. Mark the appropriate boxes (**C** or **G**).

> **C = Competency**
> The student demonstrates knowledge consistently in at least one setting with minimal support *and/or* with accuracy but some inconsistency in different settings with minimal support *and/or* with a grade of at least 70%.
>
> **G = Generalized Use**
> The student demonstrates knowledge accurately in 3 different settings *and* all components of the skill independently with 80-100% accuracy or 8 out of 10 times.

3. The first time the instrument is used, go over all the areas of the assessment using formal testing or general observation. Add all marks in the Pretest **C** and **G** columns and record the subtotals at the bottom of each page and the totals on this page. (*If more than four assessments are done for this student with this instrument, transfer the 3 Posttest result to the Pretest columns of a new form.)

4. Each subsequent year at the posttest, review the items that were marked in the previous tests' **C** column and determine if they have been Generalized (**G** column).

5. Also review all areas of the assessment where programming has occurred or IEP goals have been written to determine what **new** skills are the Competency (**C**) or Generalized (**G**) level. Only those parts of the assessment that are appropriate for programming for this student need to be reviewed at this time. Add all marks in the **C** and **G** columns and record the subtotals at the bottom of each page and the totals on this page.

6. The totals on this page will determine the student's progress.

Add subtotals from each page and enter the totals here:

	Date(s) Assessed	Assessor(s)	Total of **C**s	Total of **G**s
Pretest				
Posttest			(New **C**s)	(New **G**s)
Totals				

	Pre-test		Post-test	
	C	**G**	**C**	**G**
Customize Windows/Word to Enhance Visual Accessibility				
Change font style and size from toolbar and menus				
Select text within a document (and adjust font)				
Access the control panel				
Open mouse properties combo box				
Change mouse properties (pointer and motion)				
Access display properties combo box				
Adjust color scheme				
Use item menu				
Use zoom option enhance visual accessibility				
Change font size and color scheme from display properties				
Change icon size from display properties				
Save customized settings				
Access magnifier settings combo box				
Adjust magnifier settings (color, focus, start on taskbar)				
Exit magnifier				
Discuss how and why certain setting work best to meet personal visual needs				
General Windows Commands				
Software specific help file (F1)				
Context specific help (shift F1)				
Launch applications from the desktop				
Launch applications from the Start menu				
Launch applications using shortcut keys				
Exit active application (ALT + F4)				
Minimize windows (ALT + Space +N)				
Minimize all applications (Windows key + M)				

Comments:

	Pre-test		Post-test	
	C	**G**	**C**	**G**
Subtotals this page				

	Pre-test		Post-test	
	C	**G**	**C**	**G**
Switch between applications (ALT + Tab)				
Move between items on task bar - hold down ALT press Tab, Tab...lift both keys to make a selection				
Menus				
Open Start menu (CTRL + ESC or Windows Key)				
Move to Menu Bar (ALT)				
Move between items on Menu Bar (← →)				
Move between Menu Items (↓ ↑)				
Use access keys to activate function in menu (ex: ALT F + A, to open SAVE AS)				
Cancel or Close Menu (ESC)				
Windows Navigation Commands				
Move to first item on a line (HOME)				
Move to last item on a line (END)				
Scroll up or down one page (PAGE UP or PAGE DOWN)				
Move one Character (← →)				
Move one Word (CTRL + ← or CTRL + →)				
Move one Paragraph (CTRL + ↓ or ↑)				
Move to top of document CTRL + HOME)				
Move to bottom of document (CTRL + END)				
General MS Word Commands				
Switch between open documents (CTRL + F6)				
List of MS Word short-cut keys (Insert + W)				
Open Spellchecker (F7)				
Open Thesaurus (Shift + F7)				

Comments:

Pre-test		Post-test	
C	**G**	**C**	**G**

	Pre-test		Post-test	
	C	**G**	**C**	**G**
Spell Check a document (use the dialogue box, edit manually, choose a suggested word, change & ignore)				
Repeat Spell Check message (INS + F7)				
Word Insertion Commands				
Bookmark (ALT, I, K)				
Date and Time (ALT, I,T)				
Insert Page Numbers (ALT, I, U)				
Insert page Break (CTRL + Enter)				
Windows Select Commands				
Select All (CTRL + A)				
Unselect (← or →)				
Delete Selected Text (Del or Spacebar)				
Select one character (Shift + ← or →)				
Select one word (CTRL + shift + ← or →)				
Select current line (Home, Shift + End)				
Select one line up (Home, Shift + ↑)				
Select one line down (Home, Shift + ↓)				
Select from cursor to beginning of line (Shift + Home)				
Select from cursor to end of line (Shift + End)				
Select from cursor to end of document (CTRL + Shift + End)				
Select from cursor to beginning of document (CTRL + Shift + Home)				
Select from cursor to top or bottom of one screen (Shift + Page up or Page down)				
Knows that Shift + End selects to period				
Knows that Shift + ↓ also selects Return				

Comments:

	Pre-test		Post-test	
	C	**G**	**C**	**G**

	Pre-test		Post-test	
	C	**G**	**C**	**G**
File Commands				
Save (CTRL + S)				
Close (CTRL + F4 or CTRL + W or ALT, F, C)				
Exit (ALT + F4)				
New (CTRL + N or ALT, F, Enter)				
Open (CTRL + O or ALT, F, O)				
Page Setup (ALT, F, U)				
Switch between windows (CTRL + F6)				
Save As (ALT + F, A) (for different name/different location)				
Print (CTRL + P)				
Text Commands				
Undo (CTRL + Z)				
Repeat copy (CTRL + Y)				
Find (CTRL + F)				
Replace (CTRL + H)				
Go to (CTRL + G or F5)				
Delete current character (DELETE)				
Delete prior character (BACKSPACE)				
Formatting Commands				
Change case (ALT + O, E)				
Change font (CTRL + Shift + F)				
Change point size (CTRL + Shift + P)				
Change style (CTRL + shift + S)				
Identify font and alignment (INS + F)				
Identify numerous format changes (INS + V)				
Bold on/off (CTRL + B)				

Comments:

	Pre-test		Post-test	
	C	**G**	**C**	**G**

	Pre-test		Post-test	
	C	**G**	**C**	**G**
Italics on/off (CTRL + I)				
Underline on/off (CTRL + U)				
Align left (CTRL +L)				
Align right (CTRL +R)				
Center (CTRL +E)				
Full justify (CTRL + J)				
Clipboard Commands				
Copy (CTRL + C)				
Cut (CTRL + X)				
Paste (CTRL + V)				
Internet				
Know that IE is a browser				
Open Internet Explorer				
Exit Internet Explorer (ALT + F4)				
Set IE Accessibility Options				
Set IE Browser Options				
Go Back (ALT + ←) loads the previously open web page and says the current line which is the line you were on when you left that page				
Go Forward (ALT + →) locates the next open web page and announces it				
Open Address dialogue box (CTRL + O)				
Mark Favorites (ALT + A, enter, enter)				
Organize Favorites (create separate folder)				
Access a web page for purposes of doing research				

Comments:

Pre-test		Post-test	
C	**G**	**C**	**G**

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	Pre-test		Post-test	
	C	**G**	**C**	**G**
Select address on the Address Bar (ALT + D) type in a new address or copy or cut and paste to clipboard				
IE Find (CTRL + F) Access search engines				
Use search techniques:				
- Generate key words for a search				
- Refine the search				
- Use quotation marks to search for phrases				
- Sort through search results and identify useful links				
Web Pages				
Move to Next Link (Tab)				
Activate a Link (Enter or Num Pad /)				
Move to Prior Link (Shift + Tab)				
E-Mail				
Create new mail				
Send mail				
Forward mail				
Reply to message				
Delete messages				
Manage address book				

Comments:

Pre-test		Post-test	
C	**G**	**C**	**G**

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