The purpose of this survey is to help support services prioritize and provide resources for students to be successful in the increasingly important online learning environments that students now face at NAU.

When completed, the results of this survey will be published and made available to all participants and the NAU community. No identifying information on survey participants is being collected.

There are a total of 55 questions that will take an average of 15 to 20 minutes to complete from start to finish. Please make sure you have allowed enough time to finish the survey at one sitting since there is no way to save and return to the same section if you are interrupted. Throughout the survey, you will have the opportunity to make comments if you so desire. There are 4 additional open-ended questions at the end of the survey which are optional.

Your participation in this survey is greatly appreciated.

Please click the "Continue" button to begin.
It will be helpful for you to focus your survey responses on one individual course. Please enter the course you are thinking of, such as "BME535" in the following textbox:

Section 1 (Questions 1-36)

- Please answer the following as it applies to computer tasks required of students enrolled in any of the courses you teach now.
- A "Yes" response means this skill is required. "No" means this skill is not required. "Unsure" means you are not sure of the need for this skill.

In order to succeed in my course(s), a student must be able to perform the following computer tasks:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use email to communicate with others.</td>
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<tr>
<td>2. Open or send electronic attachments.</td>
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<tr>
<td>3. Participate in classroom or academic discussions using an electronic medium (chat, listserv, discussion forum.)</td>
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<tr>
<td>4. Use software to collaborate on documents and share a draft with others.</td>
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<tr>
<td>5. Use web or video conferencing to participate in a group project.</td>
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<tr>
<td>6. Use a word processor to format and edit text.</td>
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<tr>
<td>7. Use a web software package to develop a simple web page.</td>
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<tr>
<td>8. Post a web page to a server.</td>
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<tr>
<td>9. Use desktop publishing software like Microsoft Publisher, Quark, or PageMaker.</td>
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<tr>
<td>10. Use templates, macros, or mail merge to</td>
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</tr>
<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
<td>Unsure</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>automate repetitious tasks.</td>
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<tr>
<td>11. Use a presentation software package to create an electronic presentation.</td>
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<tr>
<td>12. Insert graphics into an electronic presentation.</td>
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<tr>
<td>13. Insert web links into an electronic presentation.</td>
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<tr>
<td>14. Incorporate animation, multimedia, or sound files into an electronic presentation.</td>
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<tr>
<td>15. Link objects in a presentation to another application (e.g. spreadsheet.)</td>
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<tr>
<td>16. Use web search engines to locate information from websites.</td>
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<tr>
<td>17. Use a library database to find sources for a course assignment.</td>
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<tr>
<td>18. Use advanced search techniques (wildcards or proximity/adjacency) to locate information in a database.</td>
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<tr>
<td>19. Conduct simple queries within a database program.</td>
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<tr>
<td>20. Enter data into a preexisting database.</td>
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<tr>
<td>21. Generate reports from a database.</td>
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<tr>
<td>22. Set up a relational database (e.g. define fields, add labels, and enter data) using two or more tables.</td>
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<tr>
<td>23. Format the ranges, column, or rows in a spreadsheet.</td>
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<tr>
<td>24. Perform basic calculations (e.g. add/subtract) within a worksheet using formulas.</td>
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<tr>
<td>25. Create basic graphs of data using spreadsheet software.</td>
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<tr>
<td>26. Program spreadsheets for special purpose</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
27. Perform statistical functions (e.g. mean, standard deviation) using spreadsheet software.  
28. Use a statistical software package to enter data, name variables, or define variable values.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>29. Use a statistical software package to run descriptives on individual variables.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Use a statistical software package to create simple graphs of data (e.g. bar charts, histograms.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Run inferential statistics (e.g. ANOVAs, t-tests) using a statistical software package.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Examine associations between variables (e.g. correlation, regression) using a statistical software package.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Use a software package to perform simple manipulations of an image (e.g. crop, resize.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Insert images into a document, presentation, or website.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>35. Add special effects to an existing image (e.g. color, lighting.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Use a software package to create a new image.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other: Please list any other computer tasks you expect your students to perform.
Section 2 (Question 37):

- Please select which software applications students use in order to complete assignments in the courses you teach.
- Choose as many as apply.
- When selecting "Other," type the names of applications in the text box, separated by a comma.

<table>
<thead>
<tr>
<th>Documents</th>
<th>Web Page Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Microsoft Word</td>
<td>☐ Macromedia Dreamweaver</td>
</tr>
<tr>
<td>☐ Apple Works</td>
<td>☐ Microsoft FrontPage</td>
</tr>
<tr>
<td>☐ Corel Word Perfect</td>
<td>☐ Netscape Composer</td>
</tr>
<tr>
<td>☐ Microsoft Works</td>
<td>☐ Microsoft Word</td>
</tr>
<tr>
<td>☐ Other</td>
<td>☐ Microsoft Powerpoint</td>
</tr>
<tr>
<td>☐ Telnet</td>
<td>☐ Web Wizard</td>
</tr>
<tr>
<td>☐ Basic Email</td>
<td>☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spreadsheets</th>
<th>File Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Microsoft Excel</td>
<td>☐ ws_ftp</td>
</tr>
<tr>
<td>☐ Other</td>
<td>☐ Fetch</td>
</tr>
<tr>
<td>☐ Other</td>
<td>☐ winscp</td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Databases</th>
<th>Web Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Microsoft Access</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td>Web Browsers</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>WebCT</td>
<td></td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
<td>Other</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graphics</th>
<th>Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer</td>
<td>Other</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>Other</td>
</tr>
<tr>
<td>KidPix</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visual Thinking</th>
<th>Plug-ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspiration</td>
<td>Adobe Acrobat Reader</td>
</tr>
<tr>
<td>Visio</td>
<td>Macromedia Flash Player</td>
</tr>
<tr>
<td>Other</td>
<td>Macromedia Shockwave Player</td>
</tr>
<tr>
<td>Other</td>
<td>RealPlayer</td>
</tr>
<tr>
<td>Other</td>
<td>QuickTime</td>
</tr>
</tbody>
</table>

| Other                 |                      |
List any applications students use to complete assignments for your courses that are not included above:
Section 3 (Questions 38 & 39):

- Please select the computer skills and resources you expect students to have when they enroll in one of your courses.
- Check as many as apply.

<table>
<thead>
<tr>
<th>38. When students register for one of my courses, I expect them to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ own a computer</td>
</tr>
<tr>
<td>☐ have access to a computer</td>
</tr>
<tr>
<td>☐ be able to access the Internet</td>
</tr>
<tr>
<td>☐ own the computer software used in the course</td>
</tr>
<tr>
<td>☐ use a computer lab configured with the software used in the course</td>
</tr>
<tr>
<td>☐ use a CD included with the course/textbook</td>
</tr>
<tr>
<td>☐ access course reserves at the library</td>
</tr>
<tr>
<td>☐ download and install software</td>
</tr>
<tr>
<td>☐ install and use plug-ins (such as Adobe Acrobat Reader, RealPlayer, Shockwave, QuickTime, Flash, or Powerpoint player)</td>
</tr>
<tr>
<td>☐ manage files on a computer</td>
</tr>
<tr>
<td>☐ login to or access files on a department server</td>
</tr>
<tr>
<td>☐ save files to Dana account in a lab and access those files on another computer</td>
</tr>
<tr>
<td>☐ own or buy electronic equipment (such as a GPS or calculator)</td>
</tr>
</tbody>
</table>
Please specify electronic equipment used in the course.

- link to resources on the Web
- login to and use WebCT
- use their dana email account to communicate with me

Other: Please comment
39. Which of the following resources do you recommend to students enrolled in your courses when they need help with computer skills? Check as many as apply.

- [ ] Complete assignments within the course that teach computer skills
- [ ] Email computer related questions to me
- [ ] Ask for help in department computer lab
- [ ] Ask for help at a Statewide computer lab or office
- [ ] Ask a friend or classmate
- [ ] Ask a librarian
- [ ] Call the Academic Computing Help Desk
- [ ] Email questions to the TA for my course
- [ ] Call another department on campus
- [ ] Go to the Learning Assistance Center
- [ ] Read the software application manual or text
- [ ] Play around with the application
- [ ] Take specific workshops on the application/subject
- [ ] Get one-on-one assistance from someone with experience
- [ ] Take a computer course through the university
<table>
<thead>
<tr>
<th></th>
<th>Call the <a href="#">Distributed Learning Services Center</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use online help and tutorials</td>
</tr>
<tr>
<td></td>
<td>Look for information (such as user groups or tutorials) on the Internet</td>
</tr>
<tr>
<td></td>
<td>Use a CBT (Computer Based Training, self-paced learning tutorial)</td>
</tr>
<tr>
<td></td>
<td>Look for answers on the <a href="#">NAU Online Learner’s Guide</a></td>
</tr>
<tr>
<td></td>
<td>Go to the <a href="#">Cline Library</a></td>
</tr>
</tbody>
</table>

**Other: Please Comment**

[Continue](#)
Section 4 (Questions 40 - 55):

Rate your level of agreement/disagreement with the following statements:

<table>
<thead>
<tr>
<th>Question</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>40. I feel at ease when a student asks me questions about computer technology.</td>
<td></td>
<td></td>
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<tr>
<td>41. I feel it is other people's jobs to answer computer technology questions.</td>
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<tr>
<td>42. I would like to integrate more computer technology in my courses.</td>
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<tr>
<td>43. I do not think that computer technology can help students learn the subject matter in my courses.</td>
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<tr>
<td>44. Computer assignments are simply additional work beyond normal course assignments.</td>
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<tr>
<td>45. Using a computer makes performing tasks more interesting for students.</td>
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<tr>
<td>46. I enjoy learning about how computer technology can be used to enhance my courses.</td>
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<tr>
<td>47. Using computers to do a job does NOT help me to be more productive.</td>
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<tr>
<td>48. I feel at ease while troubleshooting computer applications.</td>
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<tr>
<td>49. I enjoy the role that computer technology plays in my everyday life.</td>
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<tr>
<td>50. I enjoy using computer technology in my courses.</td>
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<tr>
<td><strong>51.</strong> I do NOT find the use of computer technology to be motivating.</td>
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<tr>
<td><strong>52.</strong> I rarely find computer applications helpful in solving problems.</td>
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<tr>
<td><strong>53.</strong> Using computer technology makes me more effective in my work.</td>
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<tr>
<td><strong>54.</strong> I feel comfortable learning about computer technology.</td>
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</tbody>
</table>

Other: Please comment

Continue
55. Select the academic field/program most closely associated with the courses you currently teach at NAU by first selecting the college you teach in and then choosing the discipline area.

<table>
<thead>
<tr>
<th>College</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINE ARTS</td>
<td>STUDY ABROAD</td>
</tr>
<tr>
<td>HEALTH PROFESSIONS</td>
<td>TELECOMMUNICATION</td>
</tr>
<tr>
<td>HONORS</td>
<td>THEATRE</td>
</tr>
<tr>
<td>INTERDISCIPLINARY PGMS</td>
<td>UNIV OF ARIZONA-ARU</td>
</tr>
<tr>
<td>NONE</td>
<td>UNIVERSITY COLLOQUIUM</td>
</tr>
<tr>
<td>SCH OF HOTEL, REST. MGT</td>
<td>VISUAL COMMUNICATIONS</td>
</tr>
<tr>
<td>SCHOOL OF COMMUNICATION</td>
<td>VOCATIONAL EDUCATION</td>
</tr>
<tr>
<td>SCHOOL OF FINE ART</td>
<td>VOCATIONAL/TECHNOLOGICAL</td>
</tr>
<tr>
<td>SCHOOL OF PERF ARTS</td>
<td>WOMEN'S STUDIES</td>
</tr>
<tr>
<td>SOC &amp; BEHAVIORAL SCI</td>
<td>WORLD LANG, LIT &amp; CULT</td>
</tr>
</tbody>
</table>

Thank you!

You have now completed all the required elements of this survey. We would like to thank you again for your participation.

Click on the "Continue" button below if you wish to view and respond to any of the four open-ended questions at the end of this survey.

Click on the word "Submit" if you are satisfied with your responses and do not wish to view or respond to the open-ended questions at the end of this survey.
Section 5 (Questions 56- 59):

- The following questions are optional. Please answer as many or as few as you like.
- Your comments are very important.
- However, keeping your responses succinct and brief will help with compiling the data.

56. What computer related problems do the students in your courses have?

Respond to Question 45 here:

---

57. How likely would you be to use a free Web-delivered, computer based training (CBT), tutorial to improve the computer competencies of the students enrolled in your courses?

Respond to Question 46 here:

---

58. In what areas would you like to use free Web-based training (CBT's)? Types of answers include, but are not limited to, Microsoft Access, Adobe Photoshop, PC configuration, & SPSS.

Respond to Question 47 here:

---
59. Please provide us with any additional comments you might have regarding core computer competencies for students at NAU.