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| **Copy of logo** | **The Leadership Academy of District 6080**  <http://www.academy6080.org> |  |

***Skills Survey for Prospective Academy Candidates***

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

When you have completed this survey, please give it to the individual who is nominating you for the Academy along with all of the required nomination papers and then scan and email everything to:

Academy Dean PDG Raymond Plue

Email: [plue-r@socket.net](mailto:plue-r@socket.net)

Deadline for submission of this survey and nomination paperwork is **August 15, 2016**

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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** Learning Management System *(which is a fully web based “Virtual Classroom”),* please provide the following information.

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| **INSTRUCTIONS:** All of the following checkboxes are “Live”. Simply click on the ones you want to use and the “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 content will appear in its place. There is no limit to the amount of text you can enter for each. When completed, save the file and then send it as an attachment to PDG Raymond Plue, the Academy Dean. |

1. Yes No Do you have a personal computer at home or work that you will access daily?
   1. If you answered "yes" to Question #1, what type of computer do you have?  
      PC MAC iPad  Android Tablet
2. How old is the computer/tablet you will 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 7
   2. Windows 8 or 8.1 *(or “10” when it becomes available)*
   3. MAC OS - What Version Click Here
   4. iPad What version Click Here
   5. Android Tablet Brand: Click Here Model: Click Here
4. Please rank your personal computer use and "expertise". **Please be “honest”. It’s very important and will help us to help you to make sure your Academy year is a success.** *(IMPORTANT NOTE: In year-end surveys completed by former graduates, all agree, without exception, that in order to participate in the DLA program, 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 level of basic skills. For all who are accepted for the program, there will be a* ***Canvas*** *“PreCourse” during the months of July and August that will allow students to become familiar with the* ***Canvas*** *system before courses begin on September 1.)*
   1. **Casual User** (email only but not on a daily basis. Computers are not in your "comfort zone" and you do not use them in your home or professional work. You do not use the Internet, other than occasionally. You don’t know how to use search engines. You’ve heard of the “Cloud” but you don’t know what it is and don’t know how to use it *(and don’t really care?)*
   2. **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.)
   3. **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, Box, DropBox, etc, regular use of Word, Excel, PowerPoint, and Acrobat. 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.)
   4. **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” (Part of Windows 10) *(for Academy use*
   2. Microsoft Internet Explorer *(required for Academy use)*
   3. Google Chrome *(required for Academy use)*
   4. Firefox
   5. Safari
   6. Other. (please indicate) Click Here
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, a coffee shop with Internet Access, etc. 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 an alternate high speed location, you will not be able to participate in the program. The Academy program uses a Learning Management System called* ***“Canvas”*** *which is a cloud-based "secured" virtual classroom 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* ***Canvus LMS Virtual Classroom*** *cloud site which requires an ID and password for access.)*
8. What is your personal/primary email address that you will use for the Academy? Click Here
9. Yes No Do you check your Email more than once a day?
10. 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 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 1Terabyte “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. In addition, we highly recommend this.*
11. Yes No Do you know what a web site/page “URL” is?
12. Yes No When using the Internet do you know how to enter a web site URL into the  
     browser's address line?
13. Yes No Do you know how to "copy and paste" content from one document to another  
     or from the Internet into a document?
14. Yes No Do you have either Adobe Acrobat (Ver. 10 or 11) or the latest version of the  
     Adobe Reader (11+) currently installed on your computer?
15. Yes No Do you know how to set up file folders on your computer?
16. 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?
17. 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?
18. 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?
19. Yes No Do you know how to attach *(****not*** *embed)* files to outgoing email (Word, PDF, Excel, etc.)?
20. 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? You can also purchase the larger publications from RI but when doing so, they may not” arrive in time for a specific course as course materials are only released to students on a monthly basis as each course goes “live” on Canvas.
21. Yes No Do you have a laptop or a desktop computer with a web cam?
22. Yes No Do you have a “good” quality headset with both headphones and a microphone?
23. Yes No Have you ever participated in a “GoToMeeting” webinar?

As the Leadership Academy program is a cloud-based all electronic program using the Canvas Learning Management System “Virtual Classroom” 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’s cloud-based Virtual Classroom Learning Management System 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 do for each course. The only additional web site that will be used during the Academy year is the Rotary International web site. 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 insure that you are fully prepared to begin your DLA work in September. Go to <http://www.rotary.org> to begin the registration process.

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