|  |  |  |
| --- | --- | --- |
| **Copy of logo** | **Rotary International District 6440**  **District Leadership Academy**  [**http://www.academy6440.org**](http://www.academy6440.org) |  |

Skills Survey for Prospective Academy Candidates

2023-24 Academy Year

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

When you have completed this survey, e-mail it along with the completed Application and Agreement to:

Academy Dean PDG Lyle Staab

Email: [gov.lyle@rotary6440.org](mailto:gov.lyle@rotary6440.org)

Deadline for submission of this survey and nomination paperwork is October 15, 2023

=====================================================================================

As the Leadership Academy program is via computer and uses the Canvas Learning Management System *(a cloud-based Virtual Classroom system)*, candidates must have the required skills and tools to be able to successfully access the required web sites, locate information on the Internet, and use Word, Excel, PowerPoint and PDF files to complete their course work.

To determine if you have the needed software and the computer / internet skills necessary to successfully participate, please provide the following information.

**INSTRUCTIONS:** All of the following checkboxes are “Live”. An “X” will appear when you click. For the “Click Here ” boxes, 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.

1. Yes No Do you have a personal computer/tablet at home or work that you can access daily?
   1. If you answered "yes" to Question #1, what type of computer/tablet?  
      PC b. MAC c. iPad d. 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 11, 10 or 8.1; **please circle version**
   2. MAC OS - What Version? Click Here
   3. iPad What version? Click Here
   4. Android Tablet Brand: Click Here Model: Click Here OS Version: Click Here
4. Please rank your personal computer use and "expertise". *(IMPORTANT NOTE: While we accept applicants at all skill levels, understand that Academy Instructors and the Canvas Administrator don’t plan to provide “computer training”. Regardless, we’ll do our best to help you through! Students at Intermediate level will have no difficulty with the DLA’s applications.)* 
   1. **Casual User** (Email only but not daily. 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 rarely use search engines. You’ve heard of the “Cloud” but you don’t know what it is.)
   2. **Beginner** (Daily email with occasional Internet use. **NOT** software **proficient** but can open files sent to you. You save files in the Cloud, but don’t know how it works. Somewhat uncomfortable with computers and the Internet but willing to learn.)
   3. **Intermediate** (Check email several times a day, rely on search engines, online banking, online purchasing, uploading photos to Internet, understand what the “Cloud” is and how to use it, regular use of Word, Excel, PowerPoint, and Acrobat. Not intimidated by computers, the Cloud, the Internet, or various software programs. Continuing to learn on an ongoing basis.)
   4. **Advanced** (You’re highly proficient in all the listed software and very comfortable using computers and the Internet and the Cloud. They are a significant part of your life, and you would be “lost” without daily access. 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 (required for both Apple and PC computers)
   3. Safari (*NOT recommended for Academy use because of occasional difficulty accessing Canvas)*
   4. Firefox *(NOT recommended for Academy use because of occasional difficulty accessing Canvas)*
   5. 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. High Speed Cable / Fiber Optic
   2. DSL
   3. High Speed Wireless
   4. T-1 Line
   5. Dial-Up *(Will* ***not*** *work for Academy use. Consider doing your work at another location, perhaps a nearby public library or coffeeshop.)*
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
   5. Does not apply  
      *(Note: If any of the above applies to you, you will likely need to identify an alternate location with high speed access. The Academy web site is a cloud-based "secured" site requiring an individual user ID and password access. Firewalls at the above locations will very possibly block access to Canvas.)*
8. Yes No Do you check your Email more than once a day?
9. Yes No Do you own/use Microsoft Office or “Open Office”? *(Required. All courses use templates such as this skill survey that can only be completed with Word, Excel, or PowerPoint, or the free “Open Office” software suite. Other programs, including “Works”, “Google Docs”, and “Pages” may not be able to manage the documents.)*

*NOTE: For a monthly fee, you can subscribe to Microsoft 365, which can be installed on five different devices. It will be automatically upgraded as changes are made to the software. It includes a 1-terabyte “OneDrive” account to store files in the cloud as well.* [*Details here.*](https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products)

1. Yes No Do you know what a web page “URL” is?
2. Yes No Do you know how to "copy and paste" content from one document to another  
   or from the Internet into a document?
3. Yes No Do you have either Adobe Acrobat or the latest version of the Adobe Reader (23.006.20320 20) currently installed on your computer?
4. Yes No Do you know how to set up file folders on your computer?
5. Yes No Do you download files (PDF, Word, Excel, etc.) from the Internetand open, read, and save them to your computer (in a folder) for later use?
6. Yes No Do you open Email attachments (Word, Excel, PDF, etc.) and save them to your computer for later use?
7. Yes No Do you know how to attach (not embed) files to outgoing email?
8. Yes No Do you have access to a printer?
9. Yes No Do you have a laptop, desktop computer, or tablet with a webcam?
10. Yes No Does your computer have a microphone and speakers, or a “good” quality headset?
11. Yes No Have you ever participated in a “Zoom” meeting?

21. Tell us about 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.

Click Here

**You will need to be registered on both the RI website (rotary.org) and the District’s website (rotary6440.org**) If you are not currently registered, please do so before beginning Pre-Course so that you will be prepared for the first DLA course *(Cornerstone).* This will ensure that you are fully prepared to begin your DLA work in October.

Questions? Contact DLA Dean Lyle Staab at [gov.lyle@rotary6440.org](mailto:gov.lyle@rotary6440.org).