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| **Copy of logo** | **Rotary International District 6440****District Leadership Academy**<http://www.academy6440.org>  |  |

Skills Survey for Prospective Academy Candidates

2018-2019 Academy Year

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

When you have completed this survey, please share it with the individual who is recommending you for the Academy along with all of the required nomination papers. After you receive the endorsement, then e-mail everything to:

Academy Dean PDG Sarah Oliver

Email: gov.sarah@rotary6440.org

Deadline for submission of this survey and nomination paperwork is August 15, 2018

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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 *(which uses the Canvas platform, a cloud-based Virtual Classroom system),* please provide the following information.

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 do you have?
	[ ] PC b. [ ] MAC c. [ ] I-Pad d. [ ] Android 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 10, 8.1 or 7; please specify

 10 \_\_\_\_\_\_\_ ; 8.1 \_\_\_\_\_\_\_ ; 7 \_\_\_\_\_\_\_\_

* 1. [ ] MAC OS - What Version? Click Here
	2. [ ] iPad What version? Click Here
	3. [ ] Android Tablet Brand: Click Here Model: Click Here OS Version: Click Here
1. Please rank your personal computer use and "expertise". *(IMPORTANT NOTE: In year-end surveys completed by previous graduates, all agree that, in order to participate in and successfully complete the DLA program and not become frustrated because of lack of experience, at the very minimum students must have at least Intermediate Expertise**to complete the DLA program successfully. Academy Instructors and the Canvas Administrator will not be able to provide individual “training” for those students who do not have the required minimum skills.)*
	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.)
	2. [ ] **Beginner** (daily email with occasional Internet use. **NOT** software **proficient** and rarely have need for software such as Word, 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 willing to learn.)
	3. [ ] **Intermediate** (email more than once a day, daily internet and search engine use, 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** (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.
2. Which web browser do you use?
	1. [ ] Microsoft Internet Explorer
	2. [ ] Google Chrome
	3. [ ] Safari
	4. [ ] Firefox *(NOT recommended for Academy use)*
	5. [ ] Other. (please indicate) Click Here
3. What type of Internet Access do you have at the location where you will be doing your Academy work?
	1. [ ] High Speed Wireless, Cable or DSL
	2. [ ] 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 until you have high speed access.)*
4. 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 applies to you and you do not have access to another high speed location, you will not be able to participate in the program until you have an alternate location with high speed access. The Academy web site is a "secured" site requiring an 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 DLA site.)*
5. What is your personal email address? Click Here
6. Do you have an alternate email? If so, please provide it: Click Here
7. [ ] Yes [ ] No Do you check your Email daily? More than once? □Yes □No
8. [ ] Yes [ ] No Do you own/use Microsoft Word or “Open Office”? *(Required. All 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 purchasing the latest Microsoft Office software, Office 365, you now have a very reasonable way to do so. For an annual fee of $99 or a monthly fee of $9.00, you can purchase 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 “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, Microsoft has just released Office 365 in the i-Pad version. We recommend this.*

1. [ ] Yes [ ] No Do you know what a web page “URL” is?
2. [ ] Yes [ ] No When using the Internet do you know how to enter a web site URL into the
 browser's address line?
3. [ ] Yes [ ] No Do you know how to "copy and paste" content from one document to another
 or from the Internet into a document?
4. [ ] 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?
5. [ ] Yes [ ] No Do you know how to set up file folders on your computer?
6. [ ] 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?
7. [ ] 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?
8. [ ] 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?
9. [ ] Yes [ ] No Do you know how to attach files to outgoing email (Word, PDF, Excel, etc.)?
10. [ ] 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.

1. [ ] Yes [ ] No Do you have a laptop or a desktop computer with a web cam?
2. [ ] Yes [ ] No Do you have a “good” quality headset with both headphones and a microphone?
3. [ ] Yes [ ] No Have you ever participated in a “GoToMeeting” webinar?

As the Leadership Academy program is a web-based all electronic program using the Canvas Learning Management System, 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 LMS is the 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 is used is the Rotary International 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 Here