

# Questionnaire Reference Guide

Please use the chart below as a reference guide for terminology when completing the Technology & Learning questionnaire. The below items are suggestions based on common definitions utilized by districts participating in the questionnaire. Each district uses a different set of technology tools, so please modify definitions in the chart below, or add additional examples specific to your organization. Please note, this guide does not include every technology term included in the questionnaire.

Term	Definition	Examples
<b>Computer Device</b>	An electronic device that stores and manipulates information.	<i>Desktop, laptop, tablet</i>
<b>Online documents</b>	Web-based documents that allow users to create and edit files online while collaborating with other users in real-time.	Google Docs, Office 365
<b>Laptop</b>	A portable computer.	Chromebook, MacBook
<b>Tablet</b>	Wireless, portable personal computer with a touchscreen interface (smaller than a laptop, but larger than a smartphone).	IPad, Nexus, Galaxy
<b>Smartphone</b>	A mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded applications.	iPhone, Samsung Galaxy
<b>Social networks</b>	A dedicated website or other application that enables users to communicate with each other by posting information, comments, messages, images, etc.	Facebook, LinkedIn, Twitter, Pinterest, Snapchat, Instagram
<b>Talk Online/ Chat Online</b>	Any kind of communication over the Internet that offers a real-time transmission of text and/or video.	Skype, Google Hangout, FaceTime
<b>Search the Internet</b>	Using a web-based tool to look for information across the internet.	Google, Bing, Youtube
<b>Interactive whiteboards</b>	An interactive display screen with touchscreen capabilities that allows for viewing, input, and collaboration by multiple users.	LCD projectors, large monitors
<b>Display devices</b>	A non-interactive display screen used for viewing images or video.	LCD projector, large monitor

<b>Productivity software</b>	Application software dedicated to producing information, such as documents, presentations, worksheets, databases, charts, graphs, digital paintings, electronic music and digital video.	Word processing, spreadsheets
<b>Multimedia</b>	Combining more than one medium of digital expression such as audio, video, podcasts, photos, etc.	Video editing/ podcasting
<b>Desktop Computer</b>	Stationery computer that is intended for use at a single location.	
<b>Wireless internet</b>	Operate online without an ethernet cable or hard-wire connection.	
<b>Research online</b>	Seek and evaluate information online.	
<b>Gather information online</b>	Compile information from trusted source(s) on the web.	
<b>Webcast</b>	Online presentation which may include video, audio, slideshow, etc.	
<b>E-portfolio</b>	Digitally showcase a collection of student work (i.e. via Google Sites, Digation, Wikispaces, etc.).	
<b>Online presence</b>	Having a digital profile or participating online using personal information; a digital "footprint" (i.e. via Twitter, Facebook, Snapchat, Instagram, etc.).	
<b>Digital polls</b>	Virtual polling inside or outside the classroom.	Response clickers, online surveys
<b>Read on the internet</b>	Reading content that is published on the web.	Blogs, news sites
<b>Write Online</b>	Using an online medium to write online (for the purposes of consumption).	Reviews, blog posts, comments
<b>Post schoolwork online</b>	Using an online medium to post schoolwork (for the purposes of consumption).	E-Portfolio, class blog
<b>Formal PD, school/district sponsored</b>	Formal professional development that is organized by the school or district.	In-service days, mentoring
<b>Formal PD not organized by school/district</b>	Formal professional development that is not organized by the school or district.	Degree programs, conferences
<b>Informal PD, not organized by school/district</b>	Professional development not organized by the school or district.	Blogs, social media, Twitter chats, podcasts

<b>Foundational skills</b>	Basic skills necessary for operating digital devices.	File management, device basics
<b>Online collaboration</b>	Working online with others in real time.	
<b>Information management</b>	Methods used to store and manage information online.	Using an online document library
<b>Digital collaboration</b>	Working on digital documents asynchronously, as in saving and sending versions back and forth.	
<b>Spreadsheet</b>	An electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.	
<b>Music streaming</b>	Listening to music in real-time; does not require the download of an audio file.	
<b>Music downloading</b>	Requires the download of an audio file.	
<b>Educational Social Networks</b>	Social networks specifically for educational purposes.	Edmodo, The Educator's PLN