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|  | **Leadership Academy of District 6110**  http://www. Academy6110.org |  |

**Skills Survey for Prospective Academy Students  
Academy Class of 2022**

When you have completed this survey, please send it, via email, to the individual who is nominating you for the Academy along with all of the required nomination papers so he/she can them submit it to:

Academy Dean Scott Tatman

Email: [6110dla@gmail.com](mailto:6110dla@gmail.com)

Deadline for submission of this survey and nomination paperwork is **September 15, 2021**

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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 cloud 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 Ellis Potter 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 NOTE: Tablets of any kind **are not** recommended for this program as they will not work properly with the Canvas online platform.
2. What operating system is currently running on this computer? Only the following will work for Academy work.
   1. Windows 10
   2. MAC OS - What Version Click Here
3. Please rank your personal computer use and "expertise". **Please be “honest”. It’s very important.** *(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 minimum skills. For all who are accepted for the program, there will be a Canvas “PreCourse” during the month of September that will allow students to become familiar with the Canvas system before courses begin on October 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 OneDriv3, 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)
4. Which web browser do you use?
   1. Microsoft Internet Explorer *(no longer suited to Canvas,. upgrade to another browser below).*
   2. Microsoft Edge
   3. Google Chrome (Required for both Apple and PC computers)
   4. Firefox
   5. Safari   
      ***Note:*** *Occasionally, students have difficulty accessing Canvas when using Safari or Firefox. When that occurs Students will need to ensure that Google Chrome is installed in order to gain access to all course work. Chrome is the first choice for use on Canvas.*
5. 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. Other
6. 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 apply to you and you do not have access to another high speed location, you will not be able to participate in the program UNLESS you have an alternate location with high speed access. The Academy web site is a cloud-based "secured" site requiring individual user ID and password access. If you work at any of the above, you will MOST LIKELY not be able to access Canvas to do your coursework due to their extensive firewalls and limited access to secured sites such as the Canvas cloud site along with various parts of the Rotary web site which you will use extensively in this program..)*
7. What is your personal/primary email address that you will use for the Academy? Click Here
8. Yes No Do you check your Email more than once a day?
9. 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 free 1Terrabyle “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. We recommend this.*
10. Yes No Do you know what a web site/page “URL” is?
11. Yes No When using the Internet do you know how to enter a web site URL into the  
     browser's address line?
12. Yes No Do you know how to "copy and paste" content from one document to another  
     or from the Internet into a document?
13. Yes No Do you have either Adobe Acrobat *(the full program)* or the latest version of the  
     Adobe Reader (11+) currently installed on your computer? *(If your response is “No” then* *then please download and install the Acrobat Reader immediately. You can download it  
     for free from the Adobe web site .www.adobe.com)*
14. Yes No Do you know how to create and use file folders on your computer?
15. 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?
16. 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?
17. 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?
18. Yes  No Do you know how to attach *(****not*** *embed)* files to outgoing email (Word, PDF, Excel, etc.)
19. Yes  No Do you have a laptop or desktop that has a web cam installed? (*A web cam is required  
     for your participation in Online meetings . . Zoom, Teams, GoToMeeting, etc.)*
20. Yes  No Do you have a “good” quality headset with both headphones and a microphone? *(if your  
     computer is not “communications ready:, then you will need a head set/microphone)*
21. Yes  No Have you ever participated in a “GoToMeeting” webinar or a Zoom Meeting, etc.?

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. The Canvas 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 need 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” account 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 ensure that you are fully prepared to begin your DLA work for the Pre-Course and all of the remaining courses which begin in October. Go to <http://www.rotary.org> to begin the registration process and carefully read the full instructions provided on Page 2 of your application form on setting up your MyRotary account as a Rotarian. If you do not follow those steps closely, you could easily end up with a MyRotay account with public access only. Then you will not be able to join the DLA.