

## The Assessment of Functional Living Skills - The AFLS™

### Technology (Continued)

TASK	SCORE	TASK NAME	TASK OBJECTIVE	QUESTION	EXAMPLE	CRITERIA	COMMENT
TN 18	0 1 2 0 1 2 0 1 2 0 1 2	Safeguards usernames and passwords	Learner will use a system to remember and maintain security of usernames and passwords for computers and other electronic devices.	Does learner use a system to remember and maintain security of usernames and passwords for computers and other electronic devices?	Keeps usernames and passwords in written form in safe place	2= creates, changes, remembers, and maintains security of user names and passwords, 1= maintains security of user names and passwords	
TN 19	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Starts and saves a new document	Learner will start and save a new document.	Can learner start and save a new document?		4= opens appropriate program, creates a new document, and saves and closes documents, 3= opens, saves, and closes an existing document, 2= requires only verbal prompts to open, save, and close an existing document, 1= requires only verbal prompts to save an existing open document	
TN 20	0 1 2 0 1 2 0 1 2 0 1 2	Saves a revised copy of a document as a new document	Learner will save a revised copy of a document as a new document.	Can learner save a revised copy of a document as a new document?		2= after making changes to a document, saves the document as a new document (save as), 1= requires only verbal prompts to save changed document as a new document	
TN 21	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Formats a document	Learner will format a document.	Can learner format a document?		4= makes changes to page orientation, margins and percent of enlargement or reduction of page, 3= makes changes to page orientation and margins, 2= changes page orientation, but requires verbal prompts to make changes to margins, 1= requires only verbal prompts to change page orientation (landscape or portrait)	
TN 22	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Changes font features	Learner will change common font features in a document.	Can learner change common font features such as size and color in a document?	Font type, font color, font size, justification (left, center, or right), bold, underline, italics, highlight, etc.	4= makes changes to 6 common font features, 3= makes changes to 4 common font features, 2= makes changes to 2 common font features, 1= requires verbal prompts to make a change to a common font feature	