

The Assessment of Functional Living Skills - The AFLS®

Computer Skills (Continued)

TASK	SCORE	TASK NAME	TASK OBJECTIVE	QUESTION	EXAMPLE	CRITERIA	COMMENT
CP 27	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Monitors laptop battery charge	Learner will monitor and maintain a fully-charged laptop battery.	Does learner maintain sufficient battery life on laptop or tablet?		4= identifies high and low battery life indicator lights, plugs device into outlet to maintain adequate battery charge, 3= identifies battery life indicator lights but requires verbal prompts to check "remaining battery charge" to determine if learner needs to plug laptop into an outlet, 2= locates the "remaining battery charge" indicator, 1= plugs device laptop computer into outlet	
CP 28	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Uses spreadsheet programs	Learner will use spreadsheet programs.	Can learner use spreadsheet programs?		4= opens, creates new spreadsheet, enters data, and saves, 3= opens an existing document, enters data, and saves, 2= opens an existing document, but requires verbal prompts to enter data and save, 1= requires only verbal prompts to open spreadsheet program	
CP 29	0 1 2 0 1 2 0 1 2 0 1 2	Completes computerized forms	Learner will enter data into computerized forms.	Can learner enter data into computerized forms?	Customer information into company database, sales reports, inventory received, employee hours and days worked, etc.	2= enters data into a variety of online and computerized company forms, 1= enters data into at least 1 computerized form	
CP 30	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Sends and receives email	Learner will read and send email.	Does learner communicate with others using email?	For acceptable school assignments, academic activities, and teacher requests	4= sends, receives, replies to, saves, and deletes emails, and adds new contacts to email program, 3= sends, receives, and replies to emails, and adds new contacts to email program, 2= sends, receives, and replies to emails, and when provided with only verbal prompts, adds new contacts to email program, 1= when provided with only verbal prompts, sends, receives, and replies to emails	NEEDS CLOSE SUPERVISION
CP 31	0 1 2 3 4 0 1 2 3 4 0 1 2 3 4 0 1 2 3 4	Uses online map websites to obtain directions	Learner will obtain directions between locations using an online mapping site.	Can learner find directions between locations using an online mapping site?	MapQuest, Google Maps, etc.	4= finds directions between 2 locations, finds own home, finds a given address, and finds known landmarks using mapping website, 3= finds directions between 2 locations, and finds own home using mapping website, 2= finds own address, 1= requires verbal prompts to find a location on a mapping website	