


Analysis for *UMBC Payroll Preparers Technology Training Self Assessment*

Total Responses = 27 

Question 1: Multiple Answer

	% Responses
Which answer best describes how do you learn new technologies or software?	
Attend classes offered on campus	63%
Self-taught using manuals	37%
One-on-one training	22%
Support from an experienced user or student	37%

Question 2: Multiple Answer

	% Responses
How would you describe your general comfort level when it comes to learning new technologies?	
Very Comfortable	48%
Comfortable with the proper support	52%
Not comfortable at all	0%

Question 3: Multiple Answer

	% Responses
Do you have adequate time and support to learn new software/skills?	
Yes	52%
No	22%
Only if the skills are required for my job.	26%

Question 4: Multiple Answer

	% Responses
Which answer best describes the kind of campus support would you like to see for learning and using new technology/software?	
Help Desk consultation by phone or email	37%
On-call visit by trainer or technician	41%
Online videos, presentations or documentation	26%
Scheduled workshops	48%
Informal network and collaboration between other users or work colleagues	19%

Question 5: Multiple Answer

	% Responses
Please indicate which of the following computer tasks you can complete with little or no assistance:	

Unpack and setup a computer, monitor and printer	59%
Install and run most software programs	70%
Copy, cut and paste information between documents or software programs	93%
Save, retrieve and print a document you created	100%
Work with multiple programs at one time without closing any of them	85%

Question 6: Multiple Answer

Please indicate which of the following Internet and Web tasks you can complete with little or no assistance.	% Responses
Compose, send, receive and read email messages	100%
Send, receive and open email attachments	100%
Find UMBC's homepage using a Web browser	96%
Log into myUMBC, the campus's web portal	100%
Use the Web to find the price and availability of your favorite book	93%
Create and publish a web page	26%

Question 7: Multiple Answer

Please indicate which of the following work-related tasks you can complete with little or no assistance.	% Responses
Create and print an interoffice memo using a word processor	100%
Create and share a budget or equipment inventory using a spreadsheet	78%
Create a demonstration, presentation or training aid using presentation software	33%
Create an office contact list using a database program	70%
Schedule or accept a meeting with multiple attendees using UMBC's online calendar software.	41%

Question 8: Multiple Answer

Do you own a home computer?	% Responses
Yes	74%
No	26%

Question 9: Multiple Answer

If yes, do you use it to connect to the Internet?	% Responses
Yes	67%
No	7%
Not applicable	26%

Question 10: Multiple Answer

If you have a home computer, do you use it for work?

	% Responses
Yes	44%
No	33%
Not applicable	22%

Question 11: Multiple Answer

Do you have a work computer?

	% Responses
Yes	93%
No	7%

Question 12: Multiple Answer

If yes, how old is your current work computer?

	% Responses
Less than 12 months old	22%
1-2 years old	19%
Older then 2 years	56%

Question 13: Short Answer/Essay

What comments, requests or suggestions would you like to share regarding technology training and support at UMBC?

[View Responses](#)

Click the **View Responses** button above to see a listing of all of the responses

Question 14: Short Answer/Essay

Optional: What is your name? (if you do not wish to respond, simply type or write "N/A" in the answer box)

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Question 15: Short Answer/Essay

Optional: What department do you work for? (if you do not wish to respond, simply type or write "N/A" in the answer box)

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[OK](#)