

Communications Capacity Assessment: General Working Knowledge of Website Management

Name _____

Title _____

Organization _____

Date _____

Directions: Please indicate the degree to which you agree with the following statements, on a scale of 1-5, with 1 indicating strong disagreement, and 5 indicating strong agreement.

1. I know my organization's URL.
Strongly Disagree 1 2 3 4 5 Strongly Agree
2. I know my organization's domain name.
Strongly Disagree 1 2 3 4 5 Strongly Agree
3. I have a working knowledge of how to manage a website.
Strongly Disagree 1 2 3 4 5 Strongly Agree
4. I know how to set up my own e-mail account and password.
Strongly Disagree 1 2 3 4 5 Strongly Agree
5. I know how to add pages to a website.
Strongly Disagree 1 2 3 4 5 Strongly Agree
6. I know how to delete pages from a website.
Strongly Disagree 1 2 3 4 5 Strongly Agree
7. I know how to edit pages on a website.
Strongly Disagree 1 2 3 4 5 Strongly Agree
8. I know how to access Net Firm's Web Hosting Control Panel.
Strongly Disagree 1 2 3 4 5 Strongly Agree

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9. I know how to login my e-mail account and check messages from Net Firm's home page.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
10. I know how to access Net Firm's online customer assistance.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
11. I know how to troubleshoot problems on my organization's website utilizing the Net Firm's Member Control Panel.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
12. I know how to monitor traffic to my organization's website utilizing the Net Firm's Member Control Panel.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
13. I know how to add links to a website
- Strongly Disagree 1 2 3 4 5 Strongly Agree
14. I know how to publish updates to a website using FileZilla.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
15. I know how to publish updates to a website using Front Page.
- Strongly Disagree 1 2 3 4 5 Strongly Agree
16. I know how to change the look of a website using Front Page.
- Strongly Disagree 1 2 3 4 5 Strongly Agree