2009 - 2010

Computer Lab Handbook

Mrs. Olsen

Entering Class

✓ If the lab door is closed, line up quietly in the hall, across from the lab door, and wait for the other class to be dismissed.

✓ Allow the other class to exit the lab.

✓ Move quietly to your assigned computer.

✓ Place your backpack under the desk.

✓ Log onto the class wiki

http://stclaretech.pbworks.com/FrontPage

✓ Click on the link for your grade.

Entering Class continued

✓ Begin working on the 'Do Now' posted on the page.
✓ Stand for prayers when asked to do so by Mrs. Olsen

Class Prayer

The class will pray the following prayer at the beginning of each class:

Lord fill us with your spirit. Help us to be thankful for all that you have given us and to use our gifts well. Amen.

Expectations

You are expected to be respectful at all times.

You are expected to try your best—to be proud of the work you submit.

You are expected to work quietly, using a very soft voice when working in groups.

You are expected to stay on task, using only those programs associated with the current lesson.

You are expected to use lab equipment carefully.

Discipline Policy⟹Rules

You are expected to follow all school rules. You are also expected to follow the lab rules:

- ❑ Always be respectful
- ❑ Always be on task—use only those programs associated with the current lesson
- ❑ Come to class prepared and ready to work
- ❑ Do not misuse lab equipment
- ❑ Do your best work

Discipline Policy → Consequences

The following consequences will apply if you choose not to follow the rules:

o Verbal Warning
o Name on Section Sheet
o If a student's name is put on section sheet for computer class more than once in a 2 wk period, the student will serve lunch detention. Student will complete an action plan which must be signed by a parent / guardian.

Teacher discretion: Parent may be called, student may be sent to the office, or detention may be given if warranted by student behavior.

Tardiness

Students should proceed directly to the computer lab when it is time for class. All students should be at their assigned computer before prayers begin. Students who are tardy for class will be placed on the section sheet.

Grading

You will receive a computer grade on your report card.

This grade will consist of projects/tests; classwork/homework; conduct; participation.

Please keep in mind that if you receive below a B- on your report card in computers you will not be eligible for first or second honors.

Lecture vs. Group Work

If I am instructing the class as a whole, I may ask you to turn your chairs so that you are facing the smart board. If you are asked to adjust your chairs please do so quickly and quietly.

Alternatively, I may send information to your computer in which case I will ask you to look at your monitor.

Group Work

Many of the activities we perform in the lab will require us to speak with group members. You should use a quiet voice when doing group work.

If I feel that the room is becoming too noisy, I will say "lower the volume". You should then lower the volume of your voice.

Coming to Attention

Our work in the computer lab requires a lot of interaction with each other. When you are working in groups, speak softly. If I need to get your attention, I will raise my hand, snap my fingers and say 'heads up'.

You are to immediately stop what you are doing, give me your full attention and listen.

Homework

Homework will be posted on whatsthehomework.com and the class wiki. Much of the work we will be completing in class will be project based.

You will conduct much of this work during class periods. It is your responsibility to make sure you are meeting project deadlines. You may need to complete work at home if you are falling behind.

You may email me at dolsen@stclaresi.com if you have questions.

Heading for Papers and Projects

Use the following heading on all papers and projects:

Student #

Name   Date

St. Clare School   Computers

Texting Lingo

Students should follow all grammar rules when completing lab work. Text lingo should not be used unless you are specifically asked to do so.

Please remember the word 'I' is <u>ALWAYS</u> capitalized!

Ids and Passwords

You will be using several online programs which require you to log on with an id and password. Ids and passwords have been set up for you. You will be given your id and password as we begin using these applications. You will be asked to write down your ids and passwords in your assignment/ homework books. You should not share this information with anyone (other than your parents/guardians).

If you forget your id/password, quickly and quietly walk to the front of the lab to consult the password books. Carry the book back to your desk, log in, and return the book to the password organizer. These books are organized by student number.

Printing

In many cases, you will save digital copies of your work. You will not need to print it out. I will grade the digital copies.
If you are asked to print an assignment, please do the following:

Select print preview so that you can make sure that your work looks correct and that it is the appropriate number of pages.
Do this BEFORE you send the job to the printer.
A student will be asked to hand out print jobs as they come out of the printer. Do not get out of your seat to go to the printer. Do not print a second time if you do not receive your printout right away.

Handing in Work

Make sure that your full heading including student number is on your work prior to handing it in.

Last person in each row (near back wall) will pass papers forward to the first person in the row (row leader).
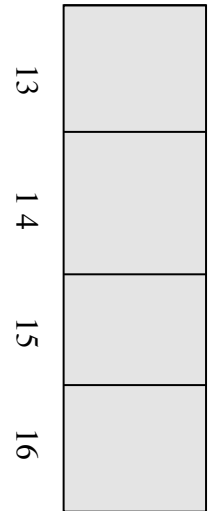
The first person in each of the four rows will put the papers in the appropriate class tray.

The paper monitor will organize the papers by student number, write missing numbers on sticky note and attach to papers, clip papers together and place in class tray. See diagram on next slide.
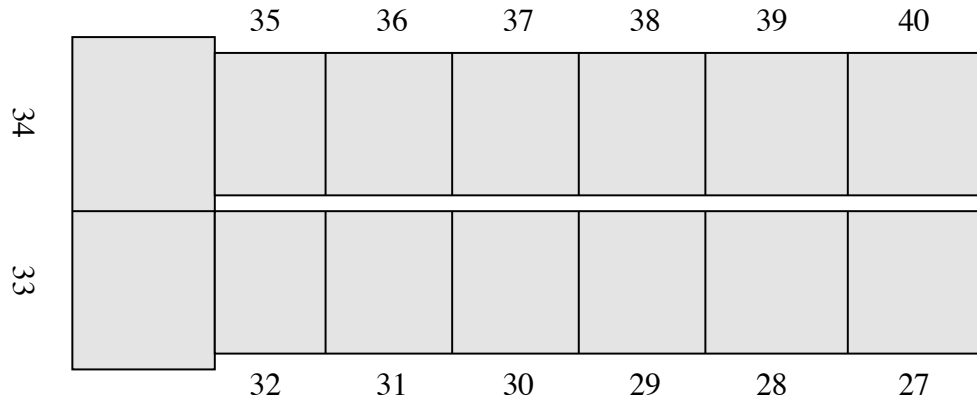
Workstations top row: 1 2 3 4 5 6 7 8 9 10 11 12

Right column (top): 13 14 15 16

Technology Learning Center

From WS 12 down to WS 1
From WS 13 over to WS 16
From WS 16 down to WS 34

WS 1;
WS 34;
WS 33;
WS 26
put papers
in class
tray

34
33

Middle rows:
35 36 37 38 39 40
32 31 30 29 28 27
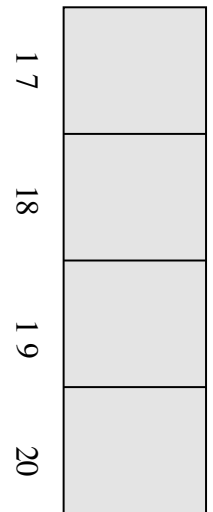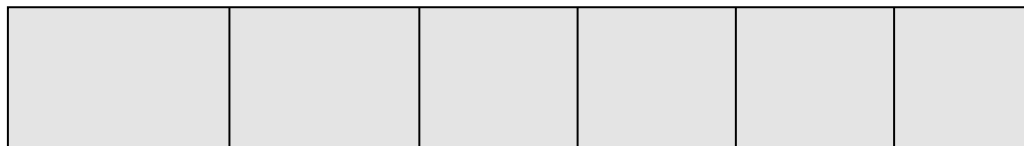
Right column (bottom): 17 18 19 20

From WS 27 down to WS 33
From WS 17 over to WS 20
From WS 20 down to WS 26

Mrs. Olsen

Bottom row: 26 25 24 23 22 21

Class 8H

Distributing Paper

Handouts will be given by the paper monitor to each row leader.

Row leader will pass the paper down following the same route as when papers are collected.

Paper monitor will make sure that all students receive handouts and will return any extra copies to the table in the front of the room.

Handing in Digital Work

In many cases, your work will be saved on the computer instead of printed and handed in. You must save your work with the file name that is given in the assignment instructions.

A folder will be created on the computers for each grade. You should save your work in the appropriate folder.

Finishing Work Early

If you finish your class work early, you should go to the Learning Center or Things to Do on the class wiki:

http://stclaretech.pbworks.com/

Helping other Students

You are encouraged to the help each other.
When helping other students, you should not
control the mouse. Doing so, will not help the other
student to learn.

Ask Mrs. Olsen for permission prior to leaving your
seat to help someone.

Lab Jobs

A paper monitor, equipment monitor, and 2 printer monitors will be assigned for each class. Monitors will be changed monthly. Monitor names will be posted on class wiki and on computer lab wall.

Paper monitor
➢ make sure that all students receive handouts following the paper distribution procedure
➢ organize collected papers by student number
➢ attach sticky note indicating missing numbers to papers
➢ clip papers together
➢ put papers in class tray.

Lab Jobs continued

Equipment monitor
➢ use equipment checklist located on carousel to make
sure that all equipment is returned to proper locations at the
end of class
➢ inform Mrs. Olsen of any missing/damaged equipment

Printer monitors
➢ distribute printouts as they are printed
➢ add paper to the printer as needed
➢ inform Mrs. Olsen of printer problems (other than out of
paper)

Bathroom Use

Students should only ask to be excused for the bathroom when absolutely necessary. When going to the restroom, students must sign the section sheet and indicate the time they leave and return.

Students are encouraged to use the restroom during lunch and recess.

Welcoming Guests

We welcome visitors to our class by standing when they enter and greeting them appropriately.

Examples: Good morning Mrs. Rossicone

Good afternoon Mrs. Gallagher

Good afternoon Fr. Richard

Lab Usage

You may use the lab computers during lunch for your school work.

Arrangements MUST be made in advance with Mrs. Olsen.

Absence

If you are absent, check the class wiki to see what work you missed.

You will be given sufficient time to make up missing work.

Please see/email Mrs. Olsen if you have any questions about missed work.

Exiting Class

✓ You are to wait to be dismissed by Mrs. Olsen,

✓ Once dismissed, check your area. Make sure you take all of your belongings.

✓ Exit out of any programs. Return the computer to the desktop (unless instructed otherwise).

✓ Return any equipment you may have been using (e.g. microphones, usb drives, password books, etc.) to the appropriate place.

✓ Push in your chair.

✓ The first student to reach the door opens the door and positions door stop.

✓ Quietly exit the room.