

Management Procedures - What worked for us

- Save things to personal folder on desktop then to server at the end of the day
- Naming Conventions - give students a standard format to save assigned work (2 SB Character Web --> 2 - student number, SB - initials, assignment name)
- Don't have generic file names
- "Assignment folder" on server where students put files to be graded. Teacher could drag folder to desktop, take computer home and be able to access folder without being on server.
- File sharing is a possibility.
- Students Buddy check - students checked each other's work before turning in.
- font and size constraints - for example --> clear and crisp font, size can be 12 or 14, color black for work to be turned in. Special projects would have exceptions.
- When introducing program, give students time for exploration.
- Teaching computer grammar - powerpoint example
- Printing
 - don't print without teacher permission; color printing only for final, final draft
 - students print 5 at a time, only choose 1 copy, bring up print center to monitor progress
- Develop a procedure for helping when things go wrong - C3B4Me, Red cup or put student number on help list on chalkboard
- Put lids down/ 45 degree angle when teacher is instructing.
- Students: If you found something really cool, you had to ask for time to share with the class to avoid having students rush to another's computer
- Maintain a "Cool Website" list for students to add to
- Have extra power strips set up in convenient places in classroom for emergency power needs
- Have a system for picking up and storing computers at the beginning and end of the day.

Student Care of Equipment

- Hugging rule, use both hands - how to hold the laptop computer when moving
- Hold it like a lunch tray --> both hands
- Storage:
 - Crates with hanging folders with tabs that had student numbers, power strip next to crate
 - Crates with plastic dividers
 - Cubbies
- Cords - baggies
 - Students need to be aware of plugs stretched on floor --> take care with walking
 - Remove plug from computer before wall outlet and vice versa when plugging in.
- Movement- Kids will be moving --> deal with it

Traveling Back and Forth from home

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- Bubble wrap envelopes from Office Depot
- Canvas bags