

HANDY DANDY TECH STUFF YOU NEED TO KNOW

Scheduled Integrated Technology Lesson Plans

You must e-mail a completed integrated technology lesson plan to me BEFORE your scheduled class. Also, some websites may be blocked on student accounts. **Please preview** the site to make sure it is appropriate for students. I would be happy to help you come up with lesson ideas if you can meet with me.



Media Center

Students are assigned a Library/Computer seat. The seat charts are on a clipboard on the shelf BEHIND my desk. Each student (3-8) has a user name/password. The generic Guest log in user name is: "one," there is no password.

Open Lab:

This is not a scheduled technology class. Teachers need to sign up to use the computers during this time. Teachers **must** stay with the class. Schedule calendar book located in Media Center.

Scheduled Computer Class:

Students sit at Library tables at start of class. Students need to come prepared (paper, pencils, etc.). Technology Integration Grade on report card:

- Homeroom teachers take a math, science, spelling, and etc. grade. I will record the "Computer" grade (keyboarding, Internet research, etc.). In other words, we BOTH need to record a grade.
- Grades 1-3: I look at the completed work first, take a computer skill grade, and then pass it on to the homeroom teacher for her grading purposes. Work does not need to come back to school.
- Grades 4-8: Are provided a color-coded folder that STAYS IN THE LAB. All assigned computer work (from homeroom, resource, special teachers) goes into the folders which are kept in a purple crate. The work stays in the folder during the trimester, unless the assigning teacher specifies a due date. **Note:** Just because "Teacher A" is the scheduled teacher to be in the lab doesn't mean that she can't ask a fellow teacher if they'd like to plan a lesson.

Equipment Checkout:

Digital cameras, LCD projectors and MacBooks are available for checkout. The MacBooks must be returned at the end of the day. See Checkout Calendar. There is a scanner in the media Center.

Monthly Integrated Technology Websites Flyer

This technology flyer is sent out each month with a specific focus (SMARTBoard Math, Reading, Science...). It includes helpful websites and computer/tech tips. You may get some ideas for planning here. It is located: <http://www.sosschool.org/facultyres.htm>

E-mail

You can access school e-mail through the website from any location: <http://www.sosschool.org/Staff.htm> Or..... I can set it up so that you read your e-mail from your classroom computer desktop's Outlook icon. Just keep in mind that the two ways look very different from one another. It is important to know that if you switch between the two, items deleted from one location may not be seen on the other.

Photo ID Badge

If you are new, you need a badge. It takes two minutes to take your picture (we do re-takes, unlike the DMV). The "photo lab" is in the Media Center. You will get the badge within 2 days.

Computer Issues, Needed Repairs

If you need software installed, hardware switched out, repairs made or advice, PLEASE fill out a computer maintenance slip, (blank ones are in my office mailbox). Your request needs to be in writing.