

# Strategies for the Computer Lab Instructor

Create and post lab rules and consequences (only have 3 to 5 general rules). Then teach your whole class the procedures for working in the computer lab. Have an activity that students can immediately begin working on upon entering the lab.

## Instructional Strategies

- 📖 Make sure all of your students have signed the CCSD Acceptable Use Policy
- 📖 Use the standards for the grade level you are working with and plan on ways you can incorporate technology into a lesson that supports the standard
- 📖 Meet with classroom teachers and plan what the students need to work on in the lab
- 📖 Use projects to teach technology skills, not vice versa
- 📖 Create clear instructions for the computer activity and **demonstrate it to the whole class first**; have directions available for all students as well
- 📖 Post directions for lesson
  - 🔗 Create task cards
  - 🔗 How to use the software; access and navigate a website; and get assistance
- 📖 Include a sample of the final product, if applicable
- 📖 When entering the lab have an anchor activity that students immediately get to work on (you can take attendance at this time), then after a few minutes stop them and begin your direct instruction on the lesson for the day.
- 📖 Monitor students work at all times; it keeps them on task

## Classroom Management Strategies

- 📖 Create and post general lab rules and consequences (only 3-5 rules)
  - 🔗 Respect others
  - 🔗 Take care of the equipment
  - 🔗 Keep the lab clean
- 📖 Also have rewards!
- 📖 Create lab procedures. Ideas include:
  - 🔗 Students are to work at their assigned computer, on task, following teacher directions
  - 🔗 Students should report broken or non-working equipment to a teacher immediately
  - 🔗 Teach students to change passwords when prompted
  - 🔗 Keyboards and mice will remain on the counter
  - 🔗 Students are to print only one copy
  - 🔗 When leaving the lab, students will clean and straighten their work area
- 📖 Instruct students carefully on the lab procedures
- 📖 Place a work order for non-working computers immediately
- 📖 Fix student passwords as soon as possible
  - 🔗 Write younger students' logins on a sentence strip; on the reverse side put their password. Laminate them.

- 🔗 Consider parent volunteers to assist younger students
- 📖 Maximize your resources and minimize interruptions
- 📖 Have a plan for students to get help when you are busy with other students
  - 🔗 Train a few responsible students to serve as peer mentors
  - 🔗 Create signal system for students who need assistance from you at computer (red/green cup)

## Implementation Strategies

- 📖 Create a lesson plan
- 📖 Create a backup plan just in case of technical difficulties
- 📖 Organize your materials
  - 🔗 Gather and test the hardware and software you need before you start such as LCD projector, headphones or speakers
  - 🔗 Check paper supply
  - 🔗 Bookmark and test sites to visit
- 📖 Become comfortable with all hardware and software involved in lesson
  - 🔗 Make sure everything is working before students arrive



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