

Tips for New Teachers

1. Develop rules for computer lab
 - a. Post rules for the computer lab so there is not doubt.
2. Set a time frame to keep students on track
 - a. Tell students at the beginning of a project when it is due.
 - b. This keeps students on track and there are no surprises.
3. Circulate to keep students on task
 - a. Must move around the classroom to keep everyone on task.
4. Set up small groups for projects to support peer learning
 - a. Assign students to a partner or a group.
 - b. Remind them to ask the partner for help first as it is usually a simple question.
 - c. This allows the teacher to move around the classroom and not be tied up with one student while other students wait to be helped.
5. Use approved URL's when possible
 - a. Keep students on task by giving them specific websites for research.
 - b. See # 6
6. AT&T Filamentality (Hot List or Webquest)
 - a. Check out this website and sign up for a free account. <http://www.kn.pacbell.com/wired/fil/>
 - b. Set up Hot Lists or WebQuests for students.
7. Journaling activity
 - a. Rene's version requires students to keep a folder in her classroom. Each day all students are required to add an entry to the folder and state one thing they learned that day. It is a simple entry and they get a daily grade at the end of each week.
 - b. Charlotte's version is electronic. Students are required to make weekly entries in a Word document saved in their folder. They add simple entries and reflect on what they learned that week.
8. Notebook
 - a. Each student has a page in the notebook. On each page, there will be a photo of the student along with a simple Q&A of non-personal questions such as what is your favorite hobby?
 - b. The notebook makes each student feel special.
 - c. The notebook is a way to make a personal connection to the high school student and show them that they are valued.
 - d. It allows substitutes to match a student name and face.
9. Portfolio
 - a. The portfolio is an e-portfolio.
 - b. At the end of the semester or at the end of the year, whichever is appropriate, students design a CD label and burn a CD of all project files created in the class.
10. Bell Activities – Beginning and Ending of Class
 - a. When students walk into class, there should be a warm up activity on the board and they should learn to walk in, log on, and start the warm up. This gives the teacher time to take attendance.
 - b. Also on the board, write the date and the file name for that day's lesson so they do not have to ask repeatedly.
 - c. At the end of class, journaling is a good bell activity. Also, work with core subject teachers and allow students to research topics for another class. I allow students to use Google Earth and to search for Science in the News. Rene' bookmarks the local newspaper site and has students read and summarize.
11. Have students turn off monitors during instruction phase
12. Link real world reasons for activities when possible. Students have more buy-in when they understand it is not busy work; there is a reason to learn certain skills.
13. Typing with a purpose
 - a. If possible, allow students to type for other teachers instead of warm up exercises.
14. Play keyboarding games when possible with small prizes such as stickers, small toys, etc. to engage students.