Management tips for teachers to take their students into the lab.

Computer Lab Management Tips

Support provided by:
Kris Dassero – Cubberley
Chris Eckert – Longfellow
Lisa Gonzalez-Burris - Monroe
Linda McClure – Bancroft
Computer Lab Management Tips

Before Going Into The Lab

Lab Sign-up Calendar
✓ Create a school Lab Sign-up calendar
✓ Post in a common place with dates and times

Lab Setup
✓ Create a seating chart with a floor plan
✓ Number each computer, e.g. 01, 02, etc.
✓ Number the headphones to match the computer they are connected to
✓ Post rules for lab use.
✓ Teach students the rules before taking them into the lab

Computer Lab Rules
✓ Sit at the computer assigned to you
✓ Login with your Student ID and password
✓ Work on assignment given to you
✓ Hands on your own keyboard and mouse
✓ Put the help sign up for assistance
Computer Lab Management Tips

Have a system to report computer problems
- Sign on the computer
- Lab Chart to indicate issues
- Contact person at site to create HelpDesk tickets and follow up

Signal for Computer Help
- Create a system for students to signal for assistance.
- Colored plastic cups, graphics or colored cards work well.

Options for Troubleshooting in the Lab
- Select 2-3 students as peer mentors to help others. (They can point and show but not touch the other person’s keyboard or mouse).
- Use the “ask 3 then me” rule. Students can ask three of their peers around their computer for assistance before asking the teacher.

Logins for Students
- Create index cards with student login information prior to taking them to the lab
  - Use 9-digit student ID and 6-digit date of birth - mmddyy

Teacher Name – Grade – Room
Student Name
Username: 123456789
Password: mmddyy (birthdate)
Computer Lab Management Tips

In The Lab

Getting Started
- Have the students line up outside the computer lab
- Use the seating chart to assign them a computer
- Preview lab rules and systems for working and asking for help
- Have students login using their Student ID and password.
- Give students directions for their assignments
- Walk around the lab to help students and monitor their work

Sample Lab Lesson Schedule
- Warm up activity (5-10 minutes)
  - 5-10 minutes of keyboarding
- Lesson (20-30 minutes)
  - Research information
  - Word processing
  - Presentation
- Closure (5-10 minutes)
  - Make sure everyone saves their documents
  - Review lesson and go over next lab session
Computer Lab Management Tips

Tips for Lab Instruction

- Direct instruction
  - Students have hands off keyboard and attention is on screen or teacher
- Saving
  - Save documents every few minutes
  - Give naming convention to students e.g. jsmithR21labreport.doc
- Have links to websites that you want them to use on the school’s SchoolLoop page or your SchoolLoop Teacher page

Dismissal Procedures

- Have students shut down computer
- Have peer mentors walk around and check that all computers are turned off
- Dismiss by rows
- Have students push in chairs and collect their belonging before they line up