

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

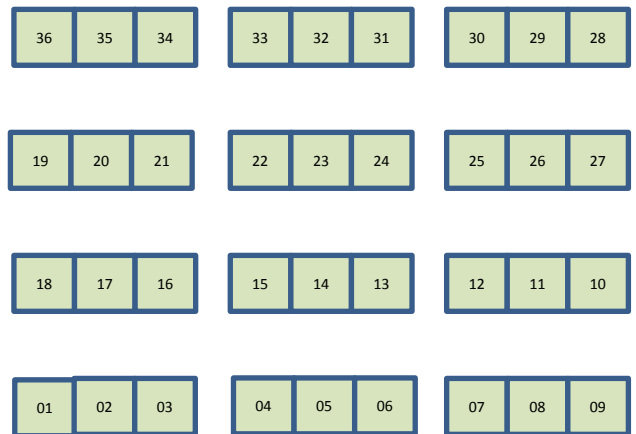
Lab Sign-up Calendar

- ✓ 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

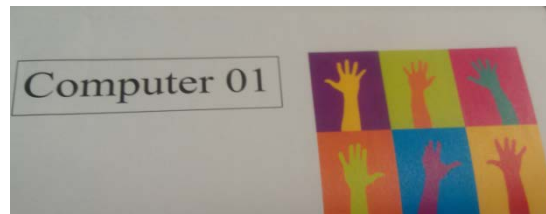
Have a system to report computer problems

- 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.

Need Help



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)

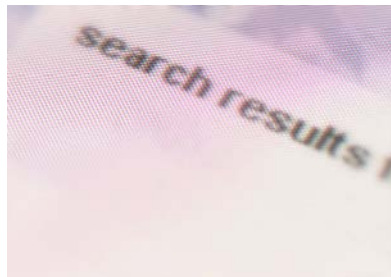
In The Lab

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

