

Prep. For the Computer Lab

Before you come to the lab for the FIRST TIME with your class:

1. Give either the TRA or TRT a complete, current class list to ensure all your students have accounts.
2. Ask the TRT if you have been set up with staff account (ignore if you have used your staff account already).

Before you use the lab with your students for a lesson, make sure you have:

1. signed out the correct date and time on the lab door.
2. verified that you can log in, use the application, and print (if necessary), as you had planned it.
3. access to all of your students' ID numbers. They are printed on their nametags, and you can get them printed in a list from Skyward.
4. Checked your e-mail for any server outages/interruptions, the lab cannot be used when the Lincoln server is down.

While in the lab:

1. Double check typing of logins before calling TRT/TRA for assistance. Many times the problem is solved by retyping the username or password.
2. Take note of any misbehaving machines. Please fill out a tech. request with any suspicions so we can resolve them.
3. Supervise students printing as to not waste toner/paper.
4. Make sure all of your students log out of their machines when finished.

After the lab:

1. Let the TRT/TRA know of any things that we could do to make the experience for our students better in the lab by filling out a tech. request form.
2. If you felt your lesson was a great example of using technology in the classroom, enter it for a chance to win prizes in the district iTeach Awards at:
<http://prodev.wsd.wednet.edu/iTeach/iteach.htm>