



## Introduction to Tech

- **Course Outline** – what is happening in this section →
- **Assessment** – Term %, Culminating %
- **Requirements**
  - Flash drive – why: \_\_\_\_\_
  - Binder, paper, pen, pencil & eraser
  - Calculator (phone with Cal will work)
- **Expectations**
  - Group work, team player, co-operation
  - No personal electronics – used as a distraction
  - Journal filled in during class, note learning
  - Work on assigned work, right after lesson
  - Seating, placement, back row issues, friends
  - Require permission to leave class/sign-out
  - Daily class routine
    1. Sanitization, Attendance and lates
    2. Daily foreperson assigned
    3. Review past and overview new work
    4. Lesson, questions, and discussion
    5. Project activity worktime (start with recent lesson work assigned)
    6. Save work, back-up, organize, clean-up, sanitize, and work area set
    7. Sit quietly, wait for teacher dismissal (not standing by door entrance)
- **Foreperson**
  - Team – peer leader, set an example, and take the initiative
  - See what others are doing for ideas to pass on, delegate and assist with help
- **Organizing and Saving Your Work** (future digital organization and Shortcut Assignment)
  - Save to flash drive, back-up to desktop or cloud drive in a related topic named course folder
  - File and folder naming conventions: courselev-sec\_lastintial-firstname\_project-xyz.xxx
    - all lower case no spaces and ensure file extension is present
    - Example: **tdj201-1\_j-doe\_course-outline.pdf**, This file? \_\_\_\_\_
  - Remember to submit physical file in Google Classroom (no cloud shared documents)
- **Create Shortcuts** – Why? \_\_\_\_\_
  - Right click on target folder, select create short-cut, then put shortcut on your main save location (flash drive recommended!) in a folder called “Shortcuts”, another on your desktop
  - Common shortcuts you can create
    - Pick-up folder (wtcs desktop folder \1414-PickUp\Franzen\ your course) and rename to “Pick-up”
    - Mfranzen.ca website home, journal, mark page links and course Google Classroom
    - Any other commonly used file/folder locations used daily
- **Teamwork-Partner Collaboration** (Daily peer communication and support on classwork)
  - Partner up with two peers (usually that sit either side of you) for support, missed work, etc.
  - Name: \_\_\_\_\_, E-mail: \_\_\_\_\_, Phone: \_\_\_\_\_
  - Name: \_\_\_\_\_, E-mail: \_\_\_\_\_, Phone: \_\_\_\_\_

Course Name	
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