Introduction to Tech

	(from course outline & class discussion)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

- Course Outline – what is happening ----------------→
- Assessment – this rotation as a whole _____%
- Requirements
  - Flash stick – minimum of 1 Gig
  - Binder, paper, pen, pencil & eraser
  - Calculator
- Expectations
  - Group work, team player
  - No personal electronics – phone, music, etc
  - No food, drinks or gum, water allowed
  - Work on assigned work right after lesson
  - Seating – placement, back row issues, friends
  - **Routine**
    - Attendance, late detentions *2
    - Foreperson
    - Review, overview
    - Lesson
    - Practical work-time
    - Clean-up, Save work, station organization, chairs pushed in
- **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
- **Saving your digital work**
  - Save to flash stick, back-up to Home drive (H:\) in subject named folder for the course
  - File and folder naming conventions: project_name-last intial-first_name.program extension,
    - Example: shortcut-links_j-doe.txt
    - all lower case, no spaces, and ensure file extension is present/correct
  - Save new digital project related work to appropriate sub-folders in this class folder
- Create **shortcuts** – save time, less mistakes, work more efficiently
  - Right click on target folder, select create short-cut, then put shortcut on your flash drive in a folder called "Shortcuts" and create the following:
  - Drop-off folder (wtcs desktop \1414-DropOff\ your course) and rename to "Drop-off"
  - Pick-up folder (wtcs desktop folder \1414-PickUp\Franzen\ your course) and rename to "Pick-up"
  - Mfranzen.ca website link
  - Work can only be dragged & dropped into Drop-off folder only, cannot save directly to it!
- **Team Work**
  - Partner up with two peers (to sit either side of you) for support, missed work, etc.

  - Name:_____, E-mail_____, Phone_____

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