

Take a paper, and have a seat.

Throw gum
away NOW!!



6th Grade Computer Class
2014-2015
School Year



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Tasks for Today

- Take attendance,
- Rules,
- Expectations.



Keyboarding/ Computer

LEQ/Summary Forms

Name: _____

Grade/section _____

1. LEQ _____

Summary _____

2. LEQ _____

Summary _____

3. LEQ _____

Summary _____

4. LEQ _____

Summary _____

5. LEQ _____

Summary _____

7th grade LEQs [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Add-Ins

Clipboard Slides Font Paragraph Drawing Editing

LEQ #1: What are three computer lab rules and/or procedures?

7-1

Slide 1 of 39 "Default Design" 73% 9:52 AM 10/31/2011

Content Maps

Concept/Class: 1

Lab rules, concepts to be learned
Seating Chart, Folders, Score Card

Lesson Essential

Question:

-What are the computer lab rules
and procedures?

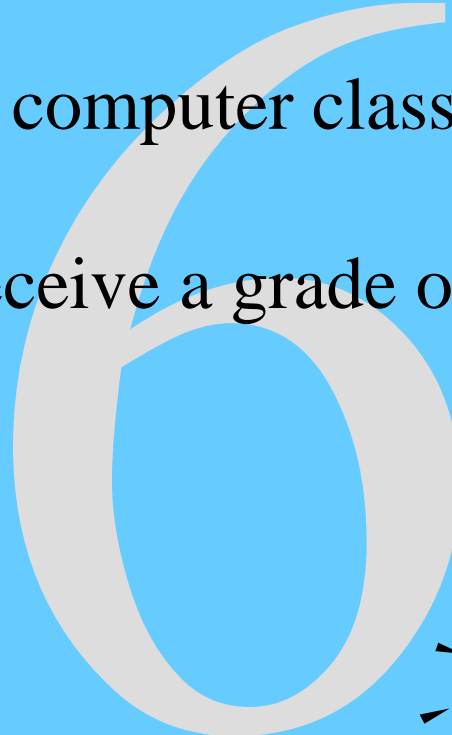
Vocabulary:

-Learning Essential Question
-Score card

7th Grade

Grades

- Students attend computer class for 18 double periods.
- Students will receive a grade on your next report card.
- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 - 60
- F = 59 - ↓



Grades

Grading Scale Percentage

A+.....	100, 99	10 pts.....	A+
A.....	98, 97, 96, 95	9 pts.....	B
A-.....	94, 93	8 pts.....	C
B+.....	92, 91	7 pts.....	D-
B.....	90, 89, 88, 87	6 pts.....	F
B-.....	86, 85	5 pts.....	F
C+.....	84, 83	4 pts.....	F
C.....	82, 81, 80, 79	3 pts.....	F
C-.....	78, 77	2 pts.....	F
D+.....	76, 75	1 pts.....	F
D.....	74, 73, 72	0 pts.....	F
D-.....	71, 70		
F.....	69 and below		

Grades

Grading scale for Timing Tests

Adjusted WPM Possible Points

26-↑10 100%	..A+
23-259.5 95%A
20-229 90%B
17-198.5 85%B-
15-168 80%C
13-147.5 75%D+
127 70%D-
116.5 65%F
10-↓6 60%F

Accuracy Percentage Factor

90-100%No Change
80-89%-1
70-79%-2
60-69%-4
50-59%-6
49%-↓-8

Folders



4 Edward Gorey FK9

Computer Hardware

25

10



This room is a No
Phone Room



Chrome Books



Rules for the Computer Lab

When arriving...

- When you arrive at the computer lab, go directly to your seat.
- If you are late to class, make sure you have a **SIGNED** planner.
- Be **QUIET** and ready to learn when the bell rings.

Rules for the Computer Lab

Before leaving...

- Make sure your computer has been logged off.
- Put mouse and keyboard back to where they belong.
- **STAY SEATED** when the bell rings at the end of the class. The teacher will dismiss you.
- Slide your chair completely toward the table when you leave.

Rules for the Computer Lab

While in the Room...

- Have your pass ready to sign when visiting the restroom or the Nurse's Office.
- Sign in/sign out.

Rules for the Computer Lab

While in the Room...

- **STAY** in your seat, with your feet flat on the floor, and your back to the back of the chair.
- **DO NOT** turn the computers **ON** or **Off** unless told to do so.
- **DO NOT** open any programs without permission.

Rules for the Computer Lab

While in the Room...

- **PAY ATTENTION** when instructions are given. You must be **QUIET** to do this.
- **DO NOT** groom or use cosmetics in the computer lab.
- **DO NOT** chew gum.

Rules for the Computer Lab

While in the Room...

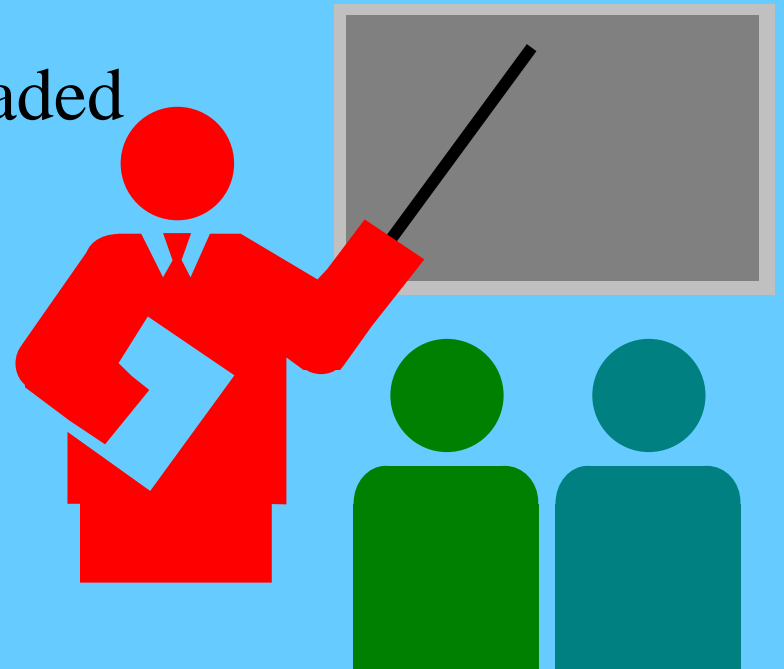
- **BE CAREFUL** and treat all computer equipment with respect.
- At all times, **RESPECT** your teacher, other students, and **YOURSELF**.

Advice

- Help each other; there is only *one* teacher in the room.
- Stay on task; keep up with assignments and don't fall behind.

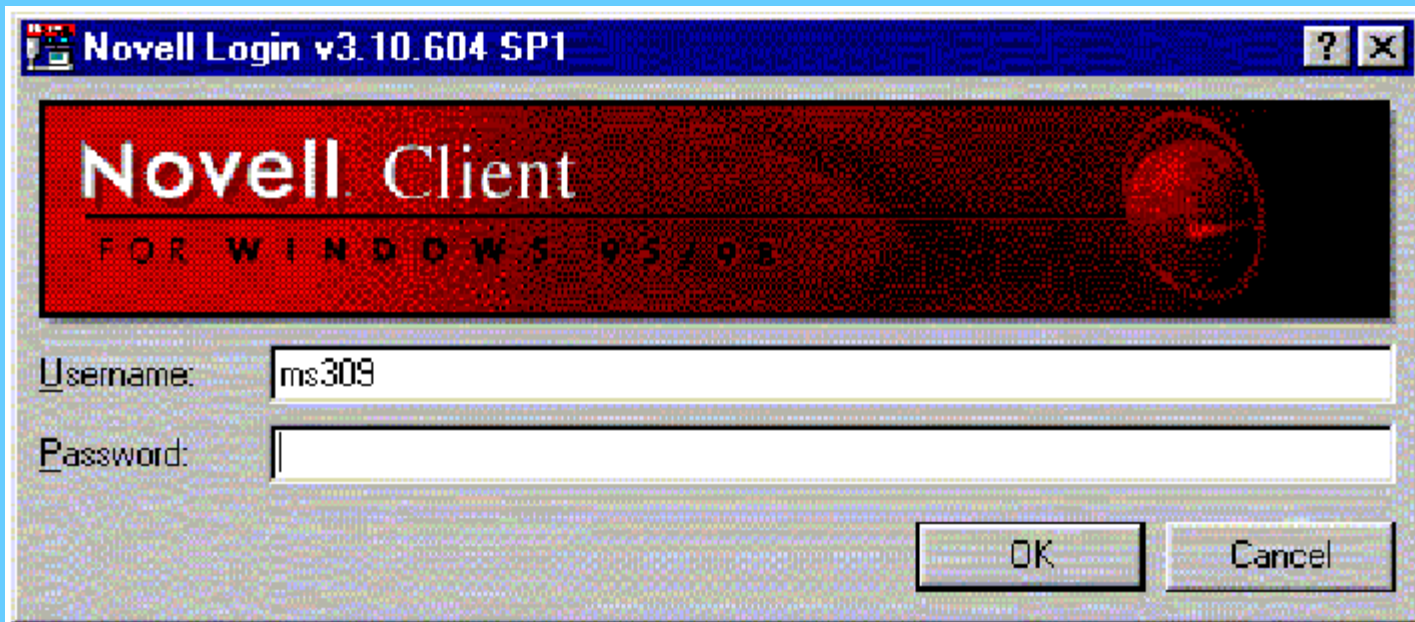
Instructions are given...

- **Visually**, projected on projection screen using a color LCD projector,
- In **written form** on downloaded instructions,
- **Verbally** by the teacher.



Network

- Instructions and assignments can be downloaded from the network
- Internet



Activities

- Daily Assignments, 10 pts. each,
- PowerPoint worksheets, 10 pts. each,

Activities

- Students complete worksheets by opening and viewing slide presentations in Microsoft PowerPoint.
- Students will not have homework, but will be graded on assignments completed in class.
- Students learn the functions of the current operating system; currently we are using Windows XP in this lab.

Material To Be Learned

- Students learn the basic Word Processing Rules such as proper spacing and using the tab key in Microsoft Word 2007.
- Students learn basic computer functions such as saving and retrieving information (to a specific destination).
- Students learn basic procedures of using a desktop publishing program. We are currently using Microsoft Publisher 2007.

Material To Be Learned

- Students learn basic keyboarding principles such as using both hands and the home row.
- Students learn to identify and use menus, toolbars, and Windows buttons in programs such as Microsoft Paint and Word.
- Students learn the functions of a mouse in programs such as Microsoft Paint.

Programs

- Paint
- Microsoft Office 2007
 - Word 2007
 - Publisher 2007
- Mavis Beacon Teaches Typing

The Microsoft logo, featuring the word "Microsoft" in a bold, black, sans-serif font.