

## **One Computer Classroom Management Tips**

1. Place the computer in the room near a power outlet and network jack. Keep it away from chalkboards and pencil sharpeners.
1. Keep track of who has time on the computer and make sure everyone gets a turn.
2. Use a kitchen timer at the computer and designate a certain time limit for each visit.
3. Post a worksheet or taskcard of some sort to outline the activity on the computer.
4. When having groups of students working at the computer, assign one student to stay behind to assist the next group in getting started.
5. Encourage the use of spell-check and thesaurus features found in most word processing programs.
6. Invest in headphones.
7. Connect to a printer.
8. Display student work that has been done on the computer.
9. When using the computer for large group instruction, let one student control the mouse and keyboard while you direct the lesson.
10. Reinforce and extend computer activities done in the computer lab.
11. Make the time on the computer a structured time with a specific goal and objective in mind for each student.
12. Projects or units should be completed in two to three weeks.
13. Introduce new software in the lab or use a projection device to help introduce it in the classroom.
14. Avoid confusion. Take time to be familiar with the computer and learn to use the programs you want your students to use.
15. Keep food, drink, sand, and magnets away from the computer.
16. Keep the computer clean.
17. Allow no horseplay around the computers.
18. Designate weekly "computer aides" to turn the computers on and off, add paper, and tidy up the computer area.
19. Borrow additional computers from other teachers for special projects.

