

Sun City Summerlin Computer Club

Guide for Instructors

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Before Giving Class/Seminar

- **Coordinate the following with Education Committee**
 - **Schedule date and time**
 - **Promotional email**
 - **Make sure you are on the monitor's access list**
- **Provide handout material to Webmaster, to be posted on SCSCC website**
 - **tnburt@ieee.org**
 - **Best to send a week before your class or seminar.**

Class Preparation

- **Send an email reply to each student who replies to the class notice**
 - **Repeat the date and time**
 - **Provide a link to the handout location on the SCSCC website**
 - Request that the student print out a copy and bring it to the Class/Seminar
 - **Inquire whether the student has a vision or hearing problem and needs up-front seating**

Before Class/Seminar

- Arrive at least ½ hour early
- Go to Monitor (next to the Starbright Theatre)
 - Exchange your Sun City ID card for the room key
- Open the room
- Take down the “Closed” sign and put up a sign for your class/seminar
 - Best to make your sign at home (8 ½ x 11 landscape)
- Turn on the Instructor’s computer
 - If you have your presentation on a thumb drive, copy it to the desktop of the Instructor's computer

Before Class

- **For Classes:**
 - **Have the coaches make sure that:**
 - All the students' computers are turned on
 - All the students' monitors are turned on
 - All the students' computers are logged in
 - *Click on the left hand (SCSCC) icon to log on*
 - If you are using name tags
 - *Place a student's name tag on each computer*
 - **Make sure that any student with vision or hearing problems is seated in the first row,**

Before Class/Seminar

- **Turn on the projector using the remote**
 - Press the power on button once to turn on
 - Projector takes about 30 seconds to warm up
- **If a class, introduce the coaches to the class**
 - Make sure each coach knows his/her area of responsibility (or anything else that requires his/her attention or awareness)
 - Encourage the students to ask for a coach's help whenever needed

Setting up Students Sign In Computer

- If screen does not look like screen below, Click *Select Event*
- Select Class/Seminar from list OR click *Add a New Event*

Event Name:

Event Type: Event ID:

Start a New Session for this Event Type

Show Old Event Names

Event Start Time: :

Make this time the default

Show Event Type:

Event Name	Event Type	Start Time
Free ISP	SEMINAR	
Genealogy	SEMINAR	06:30 PM
Genealogy	SIG	06:30 PM
General Meeting	MEETING	07:00 PM
Getting Most Out of AOL	SEMINAR	
Getting Most Out of Windows	SEMINAR	

Buttons: OK, Cancel, Add New Event

At the Start of the Class/Seminar:

- **Introduce yourself**
 - Give a little of your background
- **Give a brief summary of what you expect the attendees to learn**
 - You might consider having a chart of class/seminar objectives
 - Try to relate these items to the attendees' previous experiences or what they will be able to accomplish after learning these skills
- **Explain your “break” policy**

During the Class/Seminar

- **Don't just click away**
 - Explain what you are doing and why you are doing it
 - Consider explaining alternate methods
 - *Keyboard shortcuts, etc.*
 - Pause before each selection so the class can see the dialog/menu drop down
 - Explain any keyboard shortcuts you are using
- **Keep in mind that people learn in different ways**
 - Some learn by watching , others by listening, others by doing

Talk / See / Do

- **In a class**

- **Explain each objective**
 - You might consider having the students turn off their monitors
- **Discuss the necessary steps**
 - Let the students watch you perform these steps
- **Let the students try it for themselves**
- **Wait until all have satisfactorily performed the exercise**
 - Have the coaches monitor the students

Questioning Strategies

- **Look up to see if there are any hands up in the audience**
 - Make eye contact with the audience
 - Periodically ask if there are any questions
- **Pose questions to the group**
 - Wait a few seconds and give the correct answer
 - You might also give a few wrong answers and explain why they are wrong

After the Class/Seminar

- In a class, thank the coaches
- Turn off the projector
 - You have to hit the power off button on the remote twice.
- Turn off the instructor computer and monitor
 - Turn off the master power switch
 - In the lab, make sure ALL the computers and monitors are turned off
 - Make sure the computer used to log in the students is also shut down.
 - First, make sure that the sign in application is closed.

After the Class/Seminar

- **Remove any devices you attached to the instructor's computer**
 - **Thumb drives, etc**
- **Turn out the lights**
- **Check to make sure all student PCs and monitors have been turned off**
- **Take down your sign from the door and put up the closed sign.**
 - **Store your sign for subsequent use.**
- **Lock the door and return the key to the monitor.**
 - **Don't forget to retrieve your Sun City ID card!**