DON'T

(Or How to Care For Classroom Technology)

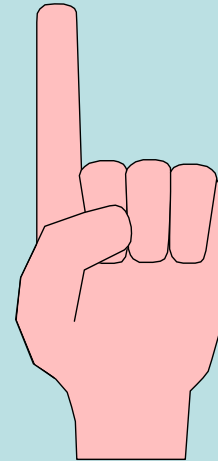NECC 2004
JAMMIN' & JAZZIN'
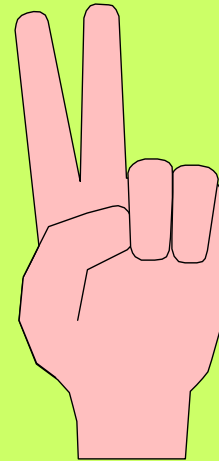WITH TECHNOLOGY

Amy & Mike

Goal 1

SKILLS

Technology skills for teachers and students
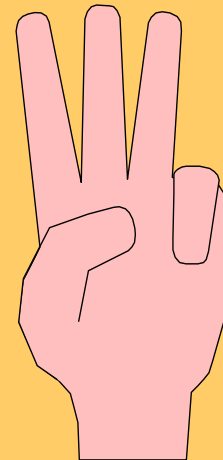
Goal 2

PREVENTION

DOs and **DON'Ts** strategies for teachers and students to keep software and hardware working reliably

Goal 3

RECOVERY

RECOVERY strategies for teachers and students to get software and hardware working again

When Things Go Wrong

"It doesn't matter if something really has <u>gone wrong</u> or if there is the <u>perception</u> that something has <u>gone wrong</u>, it boils down to <u>frustration</u> and <u>problems</u> for the teacher. And, too often this means that not much positive is going on with technology in that teacher's classroom."

SKILLS

Build Capacity at the School Level

- **Independence**
- **Confidence**
- **Empowerment**

SKILLS

"The HERE and the NOW"

- **Assess skills**

  Skills Analysis

  "Personal Technology Checklist"

- **Assess technology/pedagogy needs**

  Needs Analysis

SKILLS

Framework of Problem Solving

- **Hardware**

  (computer, mouse, printer, scanner, etc.)

- **Software**

  (OS, file system, new programs)

- **Pedagogy**

  (NETS, integration, project-based, classroom vs lab)

SKILLS

Final Words

- **Practice**
- **Be Patient**
- **Expect Problems**
- **Operate Analytically & Logically**
- **Have Plan B Ready**

PREVENTION

DOs!

- **Follow approved policies & practices**
- **Watch physical & environmental security**
- **Guard passwords**
- **BACK-UP important files**
- **"Save Early! Save Often!"**
- **Practice virus prevention & protection**

PREVENTION

DON'Ts!

- **Madly delete stuff off the computer**
- **Treat school property as personal property**
- **Unplug or move anything while it is running**
- **Rush the computer**
- **Leave files open**
- **Work on the computer in thunderstorms**

PREVENTION

CAUTIONS!

- **Browser cache clean-up**
- **TEMP/TMP folder clean-up**
- **Built-in utilities clean-up**
- **Drive cleaner and other devices clean-up**
- **3rd party utilities – To use or not to use!**
- **Patches, service packs, virus scanner updates**

RECOVERY

CLASSIFY THE PROBLEM!

- **Hardware**

- **Software**

- **Peopleware**

RECOVERY

CLASSIFY THE PROBLEM!

- **Hardware**
  - **Shut off**
  - **Check cables**
  - **Run diagnostics**
  - **Swap out parts**
- Software
- Peopleware

RECOVERY

CLASSIFY THE PROBLEM!

- Hardware
- **Software**
  - **Restart program/computer**
  - **Run virus checker**
  - **Open backup**
  - **Reinstall program**
- Peopleware

RECOVERY

CLASSIFY THE PROBLEM!

- Hardware
- Software
- **Peopleware**
  - **Wait 5 minutes**
  - **Read error message**
  - **Press <esc>**
  - **Try the "undo" or "cancel" command**
  - **Check instructions**
  - **Retrace steps**

RECOVERY

When all else fails,

seek <u>expert</u> help!

Final Thought!

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If your classroom technology is doings its job, leave it well enough alone!

More tips available @ http://mikehsr.tripod.com