GUIDANCE NOTES

Classes with One Computer

1. Place a computer pocket chart on the wall. Every morning change the student's name. The student is allowed computer time during the morning (15 to 30 minutes), while the others are doing their morning work. It can be used with computer games (Learning ones). Use a roster with the kids' names to decide who will have computer time that day. Start at the beginning, middle or end of the roster to allow everyone an equal chance of using the computer.

2. Use the computer as a **Notice Board.** Introduce office hours, class readings, assignment deadlines, material on reserve in the library, and examination advice, collective databases, such as annotated bibliographies, listings of journals, directories of sources for scholarships, and calendars of events. The electronic notice board is equally accessible to those who attended class and those who missed it. It can be permanently displayed and automatically marked with the date etc. For administrative details, it offers advantages over announcements or hand-outs in face-to-face classes, as well as over students' telephone calls and visits to the professor's office.

3. If connected to the Internet, the computer can be used for e-mail exchange. The student is allowed to correspond with others across the country. An online conversation between two students can be useful in situations such as rewriting a term paper, guiding an independent reading course, or writing a thesis proposal.

4. A free flow discussion conference may be used to continue and supplement interaction in a face-to-face class. Participants can pursue ideas between classes after they have read further and reflected on the issues.

5. Small working groups can facilitate collaborative work. Student groups can, for example, solve problems, undertake research projects, and write reports. Effective groups, though, require clearly defined tasks, roles, and timeliness.

6. Valuable online support, based on mutual assistance, can be organized in an online conference where students can ask one another for help. Such a conference may be especially useful with regard to technical problems and system support.

7. If the computer is connected to a PC projector, this can be used for whole class instruction with writing, spelling, pronounciacion drills, grammar exercises, etc.

8. Use a large size font (40 to 44) in the power point presentations, so that all students can see. Such presentations should not last more than 15 minutes.

9. One student uses the computer to solve a certain type of exercise, while the other students are doing the exact same thing "manually" on their papers.

10. Instead of a PC projector, use a computer linked to a TV which is mounted on a wall. It makes it easier to incorporate various software and the Internet into daily lessons. It also allows the teacher to show photos, graphics, even multimedia movies, as part of a lesson.

11. Create, get or share lessons on the internet - communicate with other educators to get or share lessons.

12. Send messages to students and parents - if parents/students have email at home, you can send homework or other messages directly to the home.

13. Create worksheets - you can create you own or modify ones that you see to be exactly what you want your students to focus on.

14. Create, assisted by the students, the class library. Articles, lectures, research reports, etc. can be made available to the students.