



## Introduction to Tech

- **Course Outline** – what is happening in this section →
- **Assessment** – Term 70% & Culminating 30%
- **Requirements**
  - Flash drive – minimum of 2-5 Gig
  - Binder, paper, pen, pencil & eraser
  - Calculator
- **Expectations**
  - Group work, team player, co-operation
  - No personal electronics – phone, music, etc.
  - Work on assigned work right after lesson
  - Seating, placement, back row issues, friends
  - Require permission to leave class/sign-out
  - Daily class routine
    1. Attendance, lates
    2. Foreperson
    3. Review and overview
    4. Lesson and discussion
    5. Project work-time
    6. Save work, clean-up, chairs
    7. Sit, wait for teacher dismissal
- **Foreperson**
  - Team – peer leader, set an example, and take the initiative
  - See what others are doing for ideas to pass on, delegate and assist with help
- **Organizing and saving your work** (Assignment)
  - Save to flash drive, back-up to Home drive (H:\) in related subject named folder for the course
  - File and folder naming conventions: course\_ project\_name-last intial-first\_name.xxx
    - Here is an exmple: **tdj\_project-xyz\_j-doe.xxx**
    - all lower case no spaces and ensure file extension is present
  - Drag & drop into student-share Drop-off folder
- **Create short-cuts** (Save Time!)
  - Right click on target folder, select create short-cut, then put shortcut on your flash drive in a folder called “Shortcuts”
  - Shortcuts to do
    - Student Share hand-in folder (wtcs desktop \1414-STU\ your course) and rename to “Hand-in”
    - Pick-up folder (wtcs desktop folder \1414-PickUp\Franzen\ your course) and rename to “Pick-up”
    - Mfranzen.ca website link
- **Team Work/Partners**
  - Partner up with two peers (to sit either side of you) for support, missed work, etc.
  - Name: \_\_\_\_\_, E-mail: \_\_\_\_\_, Phone: \_\_\_\_\_
  - Name: \_\_\_\_\_, E-mail: \_\_\_\_\_, Phone: \_\_\_\_\_

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