



Introduction to Tech

- **Course Outline** – what is happening in this section →
- **Assessment** – Term 100%, no Culminating
- **Requirements**
 - Flash drive – minimum of 2-5 Gig
 - Binder, paper, pen, pencil & eraser
 - Calculator (phone with Cal will work)
- **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 assigned
 3. Review and overview
 4. Lesson and discussion
 5. Project work-time
 6. Save work, organize, 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** (Shortcut Assignment)
 - Save to flash drive, back-up to desktop or cloud drive in a related topic named course folder
 - File and folder naming conventions: courselev-sec_lastintial-firstname_project-xyz.xxx
 - Here is an example: **td2-1_j-doe_shortcuts-folders.txt**
 - all lower case no spaces and ensure file extension is present
 - Submit in Google Classroom or Drag & drop into student-share school Drop-off folder
- **Create Shortcuts** (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 “Drop-off”
 - Pick-up folder (wtcs desktop folder \1414-PickUp\Franzen\ your course) and rename to “Pick-up”
 - Mfranzen.ca website home, journal, mark page links and course Google Classroom
- **Teamwork-Partner Collaboration** (Daily peer communication and support on classwork)
 - Partner up with two peers (to sit either side of you) for support, missed work, etc.

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- Name: _____, E-mail: _____, Phone: _____
- Name: _____, E-mail: _____, Phone: _____