Dear Substitute,   **<u>Monday, February 11, 2008</u>**

TECH-APPS
     When students enter the Computer Lab 1 room they are to immediately get on to their computers and begin working on "Type to Learn 3" or "Keyboarding Drill" for the first 20 minutes of class. Those students who have reached the 20 wpm goal are allowed to work on "Typer Shark," and those who have reached the 25 wpm goal are allowed to work on "Building Homes of Our Own." When the 20 minutes are up, ask students to log off of whatever it is that they are working on, and have those that have not finished and turned in their "Basketball Budget Spreadsheet" to complete it. Once the "Basketball Budget Spreadsheet" is complete and turned in have them log on to "EasyTech" through www.learning.com and begin working on the "Charts and Graphs" lesson if they have not finished it yet. Then have them work on completing their "Endangered Mammals Bar Graph." Those who are caught up with all of that will then need to go and complete "Elements and Basic Design" on EasyTech. If students complete all work prior to the end of class, have them work on either "Keyboarding Drill," "Type to Learn 3," "Typer Shark" or "Building Homes of Our Own." Below is a list of those who are approved for "Building Homes of Our Own."
          Any students who misbehave please write their names down for me and what they were doing and I will handle them when I return to class tomorrow.

"BUILDING HOMES OF OUR OWN" APPROVED STUDENTS
1st Block: Creighton, Scott, Crystal, Nate, Kristin, and Hannah
2nd Block: Rachel, Maria, Hailey, Kiela, Bianca, Jasmine, Amari, Apple, Trenton, Cori, Melissa, Jessica, Tyler R., Madisen, Jy'Lin, Edward and Kevin.

SCHEDULE

8:00 9:15 is first block Technology Applications in Computer Lab 1
9:19 10:34 is second block Technology Applications in Computer Lab 1
10:34 11:04 is Lunch
11:04 12:38 Go to the Office and see if they need help with anything.
12:38 1:57 is fourth block Science Enrichment
2:01 3:15 is fifth block Science Enrichment

SCIENCE ENRICHMENT
     When students enter the room they are to get out their Science Spirals and begin working on the Brain Booster for the day "Three Little Letters" I usually give them about 5 minutes to come up with a solution. At the end of the five minutes ask, "Who's going to be the hero for today?" At this time students will raise their hands. Think of a number between 1 and 30 and the three that are the closest to your number (without repeating) will have the opportunity to be the "hero" (any numbers that get repeated are disqualified). Please write down their names and their answers.

     Then give students **<u>20</u>** seconds to have spirals put away (nicely and neatly), and pencils out on their tables and to be quiet (**they must accomplish this without speaking a word**). Please write down the tables that have this accomplished at the end of the 20 seconds, I will reward them tomorrow with tickets.

     Have Lab Technicians pick up enough "Moon Dance: Anticipation Guide" from the front table for each person at his/her table. Have students work on answering the 15 questions individually. After all have finished, review the questions to see who answered "true" or "false" without giving them the correct answer (that comes later). Explain to student that you are about to watch the "Moon Dance" and that they will be able to make any corrections to their answers **AFTER** the video **NOT DURING** the video. After the video (about 14 minutes) allow students a few minutes to make their corrections as needed. Once done, have students swap papers and check it out loud have them write the number of missed questions in the moon. When that is completed pass out the "Moon Dance: Positions of the Earth and Moon" assessment. Have students work together in groups to complete. Once done, have students swap papers and check it out loud have them write the number of missed questions in the moon. At the end of class have students turn in their Moon Dance assignments into their table folders. That is all that is on the agenda. If they need more to do you can also pass out the "Moon Dance: VidQuiz" and have them complete it individually. It may be talkative during the group work, so be prepared for it, but it should be **controlled**. However; if they abuse this, you can certainly feel free to have them complete the assignment as individuals and revoke all chatter privileges. **Please walk about the classroom and make sure that each group is on task and not playing around.**

VIDEO INSTRUCTIONS

FOR THE MOON DANCE VIDEO YOU MAY NEED TO ASK THE LIBRARIAN FOR ASSISTANCE. YOU CAN DOWNLOAD THE VIDEO FROM MY WEBSITE _____. SHE WILL NEED TO PLUG THE COMPUTER THAT IS PLUGGED INTO THE PROJECTOR INTO THE NETWORK DROP WITH THE BLUE NETWORK CABLE AT THE BACK OF THE PC AND DOWNLOAD THE VIDEO DIRECTLY TO THE PC DESKTOP. TO PLAY THE VIDEO YOU JUST NEED TO GO TO THE "MY COMPUTER" ICON AT THE TOP OF THE DESKTOP DROP DOWN OBJECT BAR AND DOUBLE CLICK ON THE "MOON DANCE" VIDEO. ONCE IT BEGINS TO PLAY, DEPRESS THE "Alt" KEY ON THE KEYBOARD AND "Enter" AND IT WILL AUTOMATICALLY GO FULL SCREEN FOR YOU.

Have students turn in all work at the end of class into their folders for their tables. If you need their attention either say "three, two, one," slowly or simply hold up three fingers, and then two, and then one and you should capture their attention rather swiftly.