COMPUTER RULES

➢ **Do Not Play on the computer, it fills it with stuff and just slows it down for you and everyone else. Playing on the computer is NEVER acceptable even if you have completed your work. Wasting time on my computer lab will result in the privilege of using the lab being revoked.**

➢ **Wait to have a computer assistant give you a computer, most errors occur with start up with these computers. If you do this you actually save time.**

➢ **Absolutely do not change settings this is not your personal computer!**

➢ **You will be assigned a login name and a password. You will sign in with it and log off it before you leave.**

➢ **If you have a problem ask for help, don't make the situation worse.**

➢ **There are important websites you may need placed as shortcuts on the computer. Check the desktop.**

➢ **Click print once!!!!!!!!!!!!!!! It takes time for the printer to pick up your command. Check to see if you are on the hp printer. If it doesn't print, open the print folder and check the status. The more you jam it up with commands the more likely it will not print.**

➢ **SAVING ------ If you save to the desktop and log off or shut down you will lose your work. Saving in n102e is hard to retrieve so do not try unless you know what you are doing and don't complain to me about not being able to find it. I warned you. You will save your work in your own account and can submit it for a grade with the drop box. This work will be password protected and be private for your eyes only. I am the only one that can open your**

account. Do not place inappropriate materials in the account unless you want me or an administrator to read it.

➢ Saving is also important because the curser may "fly away" and is hard to get back at times, if you can, use the function keys. It is a common problem with these computers. If the curser does this double or triple left click and see if that corrects it. The next step is to ask a computer assistant for help.

➢ Be careful with handling the computer if one breaks it will not be replaced. If one crashes it will also probably be gone all year too.

➢ The limit for printing is two pages a day. I have a limited amount of paper and then that is it. So if you want to use the computer all year conserve paper.

➢ If you see a site you really like, cut and paste into Word to get only the information you actually need.

➢ Always cut and paste web sites into Word to get rid of all the wasted headings etc. it saves on ink and paper.

➢ If you need to print something for another class ask for special permission from the instructor before you print. If I pick up work from the printer and it is not from my class you will lose the privilege of using a computer.

➢ Do not ask to use my computer, the answer is no.

➢ Log off the computer each day. You have to wait till it is finished logging off before you shut it or it will not log off. Please be patient.

➢ After logging off take the computer to the computer assistants or stack on top of the box of computers that matches the number and name.

➢ If you are using the computer to take notes do not get up and put it away while I am still lecturing. It is rude, find a way to work with my lecture or do not use the computers.

- ➢ **Cheating while writing essays on the computer will result in a zero and lose of privilege.**

- ➢ **Stealing work from someone's computer or printed material left on the printer is cheating and you will get caught. I read every paper.**

- ➢ **While on the computer you may do research, produce work, or access the text, all other activities are unacceptable. Just because you have finished it is not time to just play. You may use your e-mail accounts to send your assignments to your home to finish later.**

- ➢ **If you decide to send your work by e-mail, send it to the Yahoo account. Type your name, class period, and the assignment number on the subject line. If it is incomplete and you are just storing it write the word draft beside the assignment number.**

- ➢ **If you do not have an e-mail account you may use my account. Go to Yahoo mail and sign-in as dr_crihfield and the password is school.**

- ➢ **If you are unsure that you correctly sent an e-mail to my Yahoo account sign in as me and check the in box. If it is not there, it is not there.**

- ➢ **Google images is blocked; it is not available. (Google Canada)**

- ➢ **If you need technical help ask a computer assistant, if you need subject help ask the instructor. There is never a dumb question. Ask for help.**

- ➢ **If you need help from home use the school e-mail to talk to me but remember it may take half a day to get a response.**

- ➢ **My computer reads Microsoft Word, do not send e-mails in Word Perfect or Notepad. Sorry………….**

➢ **To have the computers in the classroom is a special privilege; it can be taken away at any time. The best way to ensure the continued use of them is take care of them and follow the rules. Treat these computers as school property that you are held responsible for, not your personal computer.**

➢ **Some helpful typing hints: Double space after the end of a sentence. To alphabetize highlight what you want to alphabetize then click on** *table,* **then** *sort***,** *paragraphs* **and** *ascending***,** *okay***. Hanging indents are done by** *format,* **then** *paragraphs, indentation, hanging,* **and** *okay***.**