Mr. Ramos

English Language Arts

Grade 5

COMPUTER STATION STUDENT GUIDELINES

COMPUTER GUIDELINES

1. No food or drink near the computer.

2. Only Mr. Ramos may turn the computers on and off each day.

3. Headphones must be worn if you are using sound (PowerPoint, learning games, etc.). Keep the volume low while wearing headphones. It is too dangerous for your ears to have the volume up too loud.

4. Do not pound the letters, numbers, space bar on the keyboard. It does not take that much force to make them appear on the screen.

5. Do no pound the mouse down on the table in frustration. Everyone gets frustrated with computers, but pounding the mouse on the table will not make the computer work faster.

6. Try your best to keep your fingers off of the monitors (screens). No one likes to look at the images on the computer screen through fingerprints.

7. If you are using the Internet and anything inappropriate should appear on the screen, let me know **RIGHT AWAY!!!** This is to keep you safe and out of trouble later. Remember, I CAN and WILL go back to see what you have been doing on the Internet.

8. When on the computer, you MUST be working constructively. If you are playing around or talking, you will lose computer privileges.

PARTS OF THE COMPUTER

System Unit

Monitor

Mouse

Keyboard

Flash Drive (USB): This can be plugged into the computer, so you can save class work to it.

FLASH DRIVE   256 MB

FLASH DRIVE   256 MB

PARTS OF THE KEYBOARD

Esc: This stands for Escape. In most cases, it will get you out of certain programs.

Backspace: This will delete anything you have typed previously.

Enter Key: This button will take you to the next line.

Caps Lock: If you press this button, every letter will be capitalized.
Shift Key: This will only capitalize a letter one time. You must press the Shift Key and the letter you want to capitalize at the same time.

Space Bar: This allows you to space between words and sentences. Press it ONE time to put a space between words and sentences.

TURNING ON THE COMPUTER

1. Turn the monitor (screen) on by pressing the round button. It should turn green or yellowish once pushed to show that it is on.

2. Turn the computer on by pushing the round button. It should turn green once it is pressed.

3. Only the Computer Technician or Substitute should turn on the computer.

LOGGING ON

1. In the top box, type your username. No capital letters and no spaces.

2. Tab to the second box, type you password. Once again, there should be no capital letters used.

3. **NEVER** share your password with any student.

4. Hit the enter button to log on to the computer.

INTERNET

The Internet is **ONLY** to be used when permission is given. You are to only use the Internet for research, to work on our Classroom assignments, or to find images. Occasionally you will be allowed to visit websites to play for educational games. The following pages will give you more information on how to use the Internet successfully in our classroom.

1. To begin using the Internet you must be logged in with your username and password.
2. Click on the to begin.
3. You will need to type in the website you would like to visit.

Accelerated Reader

1. When you are ready to take an AR test, click on the Renaissance Learning Icon:

2. Log into AR with your username and password just like when you log onto the computer.

3. Click on "Take a Quiz".

4. Select "Fifth Grade Accelerated Reading". Choose: RP Take a Reading Practice Quiz

6. Type in quiz number, title of book, author, or keywords.

7. Click on the title of the book you wish to take.

8. Take quiz.

9. Record results on Reading Log and in your reading folders.

YOU MAY VISIT THESE WEBSITES

http://www.kidsclick.org/

http://kids.yahoo.com/

http://www.askkids.com/

http://www.scholastic.com/kids/stacks/

http://www.sikids.com/

http://kids.discovery.com/

http://nationalgeographic.com/

http://factmonster.com/

http://www.50states.com/

http://www.kids.gov/