

Laptop Essentials

PRACTICAL ADVICE FOR HUNTER CENTRAL COAST TEACHERS



Visit our Laptop Support COW

The Laptop Support COW is part of the Hunter Central Coast Regional COW's (Collaborative Online Workspaces).

Access

Access the COW's via the link on the HCC Regional Intranet:

https://detwww.det.nsw.edu.au/regions/hunter_ccoast/

Login with your DET portal username with the suffix @det

e.g. Jennifer.Wise@det

Getting students organised and backing up course work

Getting students organised is an important part of successful laptop integration. When teaching students to organise and secure their work, there are a number of things that teachers need to communicate. This issue of Laptop Essentials offers practical advice on getting students organised and backing up their work.

Files and Folders

Students need to understand the importance of keeping their work in folders. To begin with, ensure that students have folders for each of their subjects. The 'Documents library' on their laptops is likely to be the best place to do this (see the image below). A link to 'Documents' is located in the start menu. Sub-folders for different topics or skills within each subject are also useful. This will make it easy to store and locate work when needed.

Documents library			
Subjects			
Name	Date modified	Type	Size
English	27/02/2011 8:04 AM	File folder	
Food Technology	27/02/2011 8:05 AM	File folder	
Geography	27/02/2011 8:04 AM	File folder	
History	27/02/2011 8:04 AM	File folder	
Maths	27/02/2011 8:04 AM	File folder	
Music	27/02/2011 8:04 AM	File folder	
PDHPE	27/02/2011 8:04 AM	File folder	
Science	27/02/2011 8:04 AM	File folder	

Above: A basic folder structure in the documents library

Teachers should give students clear instructions at the end of each lesson to 'save' their work to the relevant subject folder. Over time, this will become routine if consistently encouraged.

OneNote

Many teachers and students choose the Microsoft application OneNote as a way of organising their course notes. OneNote is an easy to use application that allows users to organise work into subjects, topics and pages within those topics. OneNote enables students to maintain a dynamic set of course materials in an organised framework.

At some schools in our region, students are provided with a basic structure for OneNote at the beginning of the school year. An example OneNote notebook can be found on the Laptop Support COW.

If OneNote is to be utilised as the main application for student note taking and content organisation, it would be sensible to work as a faculty team to develop an agreed structure for students to use. This notebook can then be distributed to students via email, the school website or learning management system (e.g. Moodle).

Please contact us if you would like assistance with setting up a OneNote notebook for use with your class/es.

Backing up

One of the most important skills that students require is the ability to back up their work to guard against loss of files. Students who do not take responsibility for their data place themselves at serious risk of losing course notes, assessment tasks and other personal files.

Due to the nature of the DER laptops, it is highly likely that the laptops will be reimaged on an annual basis to make sure that their software is up to date. Reimaging will result in the loss of all saved data unless it has been backed up.

Schools should encourage students to purchase a portable USB device (such as a memory stick or wrist band) to make backing up of files convenient and easy. In classrooms, students should be directed to back up their work to a removable device at the end (or beginning) of each week.



Above: USB wristband and memory stick

Further Help

Please let us know if there is anything that we can do to assist you with technology integration in your school.

Kind Regards, Justine and Grant

Next Issue: Applications on your DER laptop

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