



TEACHING GUIDE

for
Volunteer Class Instructors

2016 - 17



Education Chairperson: Nancy DeMarte
education@thestug.org
941-925-2366 or 941-376-2306

Thank you for volunteering to teach for the Sarasota Technology Users Group. Below are policies and procedures which were adopted by the STUG Board. The intent of these policies is not to make your teaching experience more difficult, but to make it smoother and more trouble free.

General Policies:

1. Although the small group Forums on the monthly meeting nights are open to guests, Classes offered on other days are reserved for members only.
2. Members who attend classes do so free of charge, but must register in advance.
3. Members are allowed to take as many classes as they wish and repeat them, as necessary.
4. It is recommended that members who are inexperienced in computer use take at least some of the basic classes first: Getting Started with Windows 10, File Management, Basic Internet, Basic Email, and PC Maintenance. Teachers are free to set reasonable prerequisites for their courses.
5. Any direct solicitation of students by teachers in the classroom for “private instruction” or other personal ventures is against STUG Policy.

Class Times/Listings:

1. A class session usually lasts for 90 minutes. Classes may have more than one session.
2. Classes are advertised in the Monitor newsletter, on the Education page of the STUG website, and in an email to the membership at the start of each month.

Teacher responsibilities:

SETTING UP A NEW CLASS: If wanting to schedule a new class, teachers can choose their own **titles, content, and number of sessions**. They should also request **dates, time and location** and submit a **short description of the class** to the Education chair for review and advertising. It is recommended that classes be submitted at least 1 - 2 months in advance of their requested date(s) to give sufficient time for advertising. (Sample form on p. 10)

CLASS REGISTRATION: Members must **register** for all classes by sending an email to the instructor. All registrants should submit name, STUG member number, phone number, and email address. Only current members can register. Teachers should send a '**Confirmation of registration**' reply email to each member who registers for a class. It may contain further information for the students. As students register, the teacher should record their names and information on a class roster, which can also be used for attendance. (Sample roster on p. 9) **At the conclusion of each course, the teacher should submit a copy of his or her roster to the Education chair.** This enrollment & participation data is used for data analysis and future planning.

DURING THE CLASS: Teachers are encouraged to devote at least a part of each class to **hands-on activities**. (Activity-based lesson planning sheet p. 6) **Handouts** for students - printed, sent via the Internet, or posted on the STUG website Tutorial page - are encouraged to help students retain what they have learned. At the last class session, teachers should conduct a brief **class evaluation**, using one of the forms provided (Sample forms on p. 7 – 8) or a method of their own. Copies of evaluations should be provided to the Education chair for review, but the main purpose is to help the teacher improve the class.

Student Registration and Attendance – Special Situations:

1. Walk-ins without pre-registration are not allowed except in very special situations at the discretion of the teacher.
2. A non-member may attend a class if he registers ahead of time and brings a check for annual dues and a completed membership form to the first class.

Teacher Assistants:

Teachers who want an assistant may recruit their own or ask the Education chair for a list of members who have assisted in the past. Assistants are especially useful in the Basic classes, those with large enrollment, and classes with a lot of hands-on activities.

Teacher Meetings:

The Education chair may schedule periodic meetings of teachers to update curriculum and discuss other issues. Teachers are encouraged to attend.

Course Materials policy:

Course materials required by the instructor are provided to all students free of charge by board policy. If there are *optional* materials available for a class that enhance the learning, they may be offered to students at cost. Some methods of distributing course materials are paper copies, downloads from the STUG website, or email attachments. For course materials purchased by the instructor, receipts may be submitted to the Education chair for reimbursement. The chair should be consulted before any large purchases.

Equipment:

1. Each of our current teaching locations has a computer projection system. STUG also has a few projectors for loan to teachers. They are expensive and should be treated accordingly. If you need a projector or help connecting the projector to your laptop, contact the Education chair or another teacher before the class meets. This situation might occur at the Waldemere location.
2. Laptops and extension cords/power strips are also available to teachers upon request from the Refurbishing group, 941-539-7401, or Mike Hutchinson, 941-587- 6276.
3. Wi-Fi is available in our current teaching locations. See the details in the description of each teaching location.

LAPTOPS for students to borrow: Some of our classrooms have computers, but our refurbishing group can loan Windows 10 laptops with MS Office 2013 to students. (The refurbishing group may install other programs, as requested.) Members without laptops may borrow one from the Refurbishing center at 3951 Sawyer Road on Monday, Wednesday, or Friday, from 10:00 am – 4:00 pm. The member must call Mike Hutchinson at 941-587-6276 or Ben Johnson at 941-685-8585 at the refurb center on Monday, Wednesday, or Friday between 10 am – 4 pm to reserve one. He/she also must pick up the laptop and return it at the end of the course.

If you have questions or need any type of instructional help, please feel free to contact the Education Chair, Nancy DeMarte. Home (941) 925-2366 - Cell (941) 376-2306 - education@thestug.org

Teaching Locations: 2016 - 17

I. Saturday morning classes are held at the **Waldemere Medical Plaza** at 1921 Waldemere Street, across from the Sarasota Memorial Hospital.

We have use of the Cypress and Jacaranda classrooms rooms from 8:30 am – 12:30 pm. These rooms can hold about 25 people. The rooms have tables and chairs, ceiling-mounted projectors, and large screens. They do not have computers. You may arrange the furniture as you wish, but when you leave, please leave the room as you found it.

Directions: Turn west off Rte. 41 onto Waldemere St. and just past the first building, turn right on Lasula Ct. and immediately left into the North Parking Garage. Park on the third level or higher. A pedestrian bridge from the third parking level leads to the second floor of the Plaza, where our classrooms are located. Go down the hallway to the right of the bank of elevators on the second floor to find the classrooms. **A driving map and floor plan are available next to each class listing on the Education page of our website, www.thestug.org.**

Emergency Contacts: Use the Call Center phone in the hallway or your cell phone to report any technology or hospitality issues at x1607. Call security at x2058 if the classroom doors are locked when you arrive or if you have any other security issues.

Wi-Fi: Use the **Guest network**, which requires no password.

II. Weekday classes are held at the **Gulf Gate Library**, 7112 Curtiss Ave., near the corner of Beneva Rd. and Gulf Gate Drive. We use the Technology lab on the second floor, which is equipped with Windows 10 tablets attached to monitors, keyboards, and mice. Office 2013 and other software is installed. Projection is done by a large flat screen TV which has connections through VGA and HDMI.

This site has ten work stations for maximum of 10 students; if a lecture, a maximum of 12 students. Teachers using this lab for the first time must contact the Education chair to schedule an orientation to the lab prior to the first class. Students may bring their own laptops and set them in front of the library ones. Please have students return library keyboards, etc. back to their original positions when you leave.

Wi-Fi: The library network is called Unplugged. It requires no password, but you may have to Agree to the Terms of Agreement by clicking Accept.

The library staff has strict rules about the use of this lab and expects us to abide by them. See the list on the next page for the recent version of the lab rules. **Classes for the library are scheduled through the Education Chair, with confirmation from the library**, on any weekday, Monday through Friday, at 10:30 – noon, 1:00 – 2:30 pm, or 2:00 – 3:30 pm, or other times as the library calendar allows. If planning to teach at the library, allow a few extra days to allow for the library to add us to their schedule.

Gulf Gate Library Learning Lab -- Class Rules and Procedures for Instructors

- The instructor must be in the room before any students are admitted and be the last to leave. At the end of a class, the instructor should inform a staff member so the room can be locked and not leave until this is done.
- Any equipment (keyboard, mouse, etc.) moved by students must be returned to its original position at the end of class. No equipment can be disconnected from each other.
- Do not unplug any equipment from the floor AC outlets or turn off any power strips.
- If plugging in a laptop, use only the tabletop AC outlets. The teacher is the only person who may use an unused floor outlet near the teacher's desk.
- To log into any of the student tablet's workstations, the Student account password is exactly the same as the Student account username.
- To wake up a student's workstation because the mouse does not show a red light shining underneath it, touch the Windows icon on the tablet with your finger then use the mouse to click on any part of the tablet's screen. If that doesn't work, shake the mouse on the table surface, use the mouse's scroll wheel and hit the space bar on the keyboard. Be patient. The workstation might need 30 seconds before it wakes up. If the workstation still has not awakened, you may lift the tablet off the docking station and replace it.
- The library's wireless internet network is called Unplugged. This open network does not require any password. When the web browser is opened, the user will see our library system's Terms of Agreement. Just scroll down to the bottom left-hand corner of the agreement and click on the "Accept" link.
- At the end of the class, do not turn off any equipment at the work stations. It will go to sleep by itself. Make sure the Start screen displays the Windows tiles on each of the student monitors before you leave the room. Return keyboards and mice to their correct position.
- After each class, the instructor should use the TV remote to turn off the TV and return the TV remote to the top shelf inside the teacher's desk. All keyboards, mice, etc. should be put back in their original positions. Then email Richard Hodder (rhodder@scgov.net) to let him know how many students attended the class. Richard needs the attendance count after every class session.

The large screen TV will project the laptop screen by following these steps:

1. Plug your laptop into either the HDMI or VGA cable. Turn on your laptop.
2. Get the TV remote from the top shelf inside the teacher's desk. Using the TV remote, press Power – press Input – scroll down to choose the correct source (e.g., HDMI or 9XXXX) – press Enter. It takes the TV a few seconds to display an image. You might also need to play with your laptop's function key that is responsible for screen projection.
3. Students are not allowed to use the TV remote or handle HDMI or VGA cables hanging from the TV.

Written and Revised 04/24/2015 by RH, Gulf Gate Library

ACTIVITY-BASED LESSON PLANNING MODEL

Class:

Lesson topic:

Relate the current lesson to student experiences or to the last lesson:

State objectives(s) for this lesson: What will students know or be able to do at the end of the lesson?

Teacher information/demonstration

Student activities

Debrief lesson with students – questions, comments, summary

Homework:

STUG CLASS EVALUATION

CLASS: _____ INSTRUCTOR: _____ DATE(s): _____

Please put a circle around your choice. (1 = Poor, 5 = Excellent)

						COMMENTS
1. CLASS CONTENT	1	2	3	4	5	
2. PACE OF THE CLASS	1	2	3	4	5	
3. INSTRUCTOR'S ABILITY TO MAKE THINGS CLEAR	1	2	3	4	5	
4. CLASS HANDOUTS	1	2	3	4	5	
5. CLASS ENVIRONMENT	1	2	3	4	5	
6. DEGREE TO WHICH CLASS MET YOUR EXPECTATIONS	1	2	3	4	5	

COMMENTS (improvements needed to the content, teaching style, other courses you would like to see STUG offer, etc.)

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6. DEGREE TO WHICH CLASS MET YOUR EXPECTATIONS	1	2	3	4	5	

COMMENTS (improvements needed to the content, teaching style, other courses you would like to see STUG offer, etc.)

Sarasota Technology Users Group
CLASS EVALUATION

CLASS: _____

INSTRUCTOR: _____

DATES: _____

LOCATION: _____

Please put a checkmark in a box and answer the questions:

1. Overall, how would you rate this class for meeting the stated objectives?

Poor Below Average Average Good Excellent

Comment:

2. Using the same scale as above, how would you rate the instructor in terms of presenting class material in a clear and understandable manner?

Poor Below Average Average Good Excellent

How could the instruction be improved?

3. How would you rate the class materials: handouts, disks, etc.?

Poor Below Average Average Good Excellent

How could the class materials be improved?

4. How would you rate the classroom environment – computers, room, projector, desks, lighting, etc.

Poor Below Average Average Good Excellent

How could the environment be improved?

5. How helpful will this class be to you in your future computer use?

Not helpful Somewhat helpful Very helpful

Please explain your answer:

6. What classes would you like to attend in the future to help you with your computer or technology (such as phones) needs?

Sarasota Technology Users Group
CLASS ROSTER

Course: _____

Teacher: _____

Date(s): _____

	NAME	Member #	Phone	Email	Attendance			
					1	2	3	4
1								
2								
3								
4								
5								
6								
7								
8								
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10								
11								
12								
13								
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18								
19								
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Class Title:

Class Description:

Date(s):

Day(s):

Time:

Location: Gulf Gate Library Technology Lab

Location: Waldemere Medical Plaza – 1921 Waldemere St. room

Leader:

E-mail: