

# INSTRUCTOR GUIDELINES

## SECURITY

- Protect our assets – do not disclose the door combination
- The combination is available from any member of the steering committee
- Always return the key to the lock box and close it immediately after opening the door.
- Never leave the lock box with the proper combination showing
- Never leave the lock box open. Always lock the door when the center is empty

## PRIOR TO THE FIRST CLASS

- Each instructor should select coaches for the classes.
- \* The instructor/coach list on the [www.dbclc.com](http://www.dbclc.com) web site can help.
- Remind the coaches before the first class and verify that coaches are ready.
- Prepare CDs or handouts that you plan to use.

## BEFORE THE START OF THE FIRST CLASS

- Get workbooks and tent cards from the shelf in registration room
- Place tent cards near the monitors to assign students to workstations
- It may be a good idea to separate family and friend
- Write computer number on tent cards and put them on the monitors
- Distribute workbooks and CDs
- Check that each workstation has a highlighter
- Highlighters are located in the desk in the registration room

## **AT THE START OF THE FIRST CLASS**

- Welcome students/Introduce yourself and ask coaches to introduce themselves
- Ask students to introduce themselves and ask about their experience
- Ask students if they use a laptop, desktop and if they know what operating system is on their PCs.
- Remind students to let the coaches help fellow students and note that you will pause when the coaches help
- Discuss the use of the instructor monitors, parking alternatives, class breaks, and rest rooms
- If you plan to take a class picture, describe why and when class pictures may be taken
- Instructors are expected to take their own class pictures. We no longer save class pictures. Have the students email the class pictures, as an attachment, to their home PC
- Discuss class guidelines on back of the workbook's front cover
- Note the evaluation forms on the last page of workbook
- Remind students not to apply Window, antivirus and other updates that may pop up

## **AFTER EACH CLASS**

- Verify all equipment, except the network, is turned off
- Collect tent cards and return them to the shelf in the registration room
- Tidy up the room
- Verify that computer #10 in telephone office is properly turned off
- Turn off lights, lock the door and secure the lock box

## **AFTER THE LAST CLASS**

- Collect evaluation forms
- Remind students of upcoming classes
- Solicit volunteers for registration, and coaching
- After last class
  - Put evaluation forms in top drawer of right filing cabinet in the office in the folder marked "Evaluation Forms"
  - Delete student's files/folders
  - Delete class photos and the class emails
  - Delete class material from the Recycle bin
  - Place any litter that may attract bugs in the outside trash container in the hallway.

## **OTHER INFORMATION**

- The thermostat is set to 75 degrees in the summer and 72 in the winter.
- Student replacement books are \$10 for the multi day classes
- Instructor/Coach books and CDs are available for coaches planning on teaching in that course
- Minor changes may be on errata sheets found at the beginning of a new printing of a workbook.
- Notify the course book author of errors and suggested changes.
- A laminated procedure sheet near the instructor's podium describes how to cope with equipment problems that may arise.
- There is also a notebook in the podium with information regarding classroom emergencies
- Do not apply Windows updates let Dave Huggins determine what is on the computers.