

## GENERAL SUB INSTRUCTIONS

Thank you for covering my class!

### **General instructions for programming: pair work**

Students will have something to work on. They work in pairs: one student (the “driver”) uses the keyboard and mouse; the other student (the “navigator”) watches and discusses with the driver, and their job is to make sure that both of them understand the code they are writing. The navigator may not touch the keyboard or mouse.

Set a timer: every nine minutes, have the students switch roles.

Remind them to save their work often.

Halfway through class, at one of the nine-minute-switch times, have everyone stand up and take a stretch break. This should include looking at something farther away than the screen for at least 20 seconds.

Five minutes before the end of their work time, tell the students to wrap up their work, save it, and email it to their partner.

Three minutes before the end of class, give them the homework and have them write it down.

Have them log out and push in their chairs before leaving.

### **General instructions for geometry**

My desk is the one opposite the windows. My desktop computer is connected to the monitor on the right, the keyboard in back, and the bigger, blacker mouse. On the monitor, it uses the “Digital” input; if the computer is awake and the monitor is on and not displaying the login screen, use the second-from-bottom button on the monitor to select “Digital”.

The projector remote will be either on my desk towards the right, or in the front of my middle desk drawer.

I have it configured so that dragging windows off the right edge of the monitor moves them onto the projector screen. It may be set up differently for your user account, however.

See my slides for an overview of what I had planned for the day. The next-to-last slide always contains the homework. Please put it up (or put its contents on the board) five minutes before the end of class, and have the students record it in their planners.

### **Vocab quiz**

Both geometry and programming start the last class day of the week with a vocab quiz.

Copies are already printed out. They are titled “Week \_\_\_ vocab quiz”. In programming (Room 213), look for them on the printer. In geometry, look on my desk.

Instructions for giving the quiz:

1. Hand out the quiz sheet.

2. Ask students to put their name and today's date at the top of the page.
3. Give about five minutes to work on the quiz.
4. Have the students put away their pen/pencil and get out a different-colored pen or pencil for corrections when done.
5. Ask the students to put a check mark (using their correcting pen) next to the number of each correct answer, and write the correct letter next to the number of each incorrect answer.
6. Read through the answers (provided below).
7. Collect the quizzes when done going over the answers.

Please leave the programming quizzes in my box and the geometry quizzes on my desk.

## **Journal (geometry) or check-in email (programming)**

Both classes end the last class day of the week by doing some reflective writing. About seventeen minutes before the end of class, the students' work time is over. They will write a journal entry or send me their weekly check-in email.

Here is the usual prompt:

### **Take ten minutes to reflect on your notes and your work.**

**Geometry:** Title the next blank page of your journal "Week \_\_\_" (writing whichever is the current week number — I have the week numbers written on my glossy wall calendar if you don't know).

**Programming:** Send me an email with subject "Week \_\_\_ Check-in" (again, writing current week number)

### **Write one or more paragraphs reflecting on these questions:**

- What did you learn?
- What difficulties have you encountered?
- What was too easy? Too hard?
- What's one thing you can do now that you couldn't do before?
- What can you and I do to help you learn more?

## **Ending the period: clean-up**

With about two minutes left, please have the students pick up and put away any tools they've used, and throw away any trash that's on the floor.

## Geometry room info

The table at the back of the room is the play table. Anybody can play with whatever's on it, but they should keep it all on the table rather than taking it elsewhere in the room.

Keep shoes off the couch. Always.

Locations of things:

- **Papers to hand back:** usually in the pocket files on the left side of the blue bookcase.
- **Journals and scratch paper:** black crate on the credenza by the window.
- **Pencils, hole punch, and sharpener:** also on the credenza.
- **Protractors and rulers:** credenza, small middle drawers.
- **Loaner compasses:** middle drawer of my desk. Lend out the one with the pencil first.
- **Loaner calculators:** bottom-right drawer of my desk.
- **Snacks (not for the kids, but help yourself):** top-right drawer of my desk. Usually peanut M&Ms and dried mango, at least.
- **Whiteboard markers:** black file cabinet, upper drawer
- **Extra tissues:** black file cabinet.