



## 10 Ways to Manage Laptop Use in the Classroom

- Designate laptop days. Use the syllabus or course calendar to identify which class meetings students should bring their laptops to. Remind students to charge their batteries before coming to class.
- Find out if you have a wireless Internet connection in your classroom. This will help you plan for and design appropriate learning activities.
- In-class computer etiquette applies. Have simple rules that are non-negotiable, such as all laptop screens must be down during lecture and no working on assignments from other classes.
- Award participation points for proper laptop integration during in-class activities.
- When using laptops in the classroom, have students work on graded assignments that meet stated learning objectives. It's a good idea to require students to complete an activity during the class meeting or produce a product before the end of the session this will help keep them on task.
- During in-class collaboration, for every group of 3 to 4 students, designate one student to be the group leader for the day and require that student to bring her/his laptop for the group to use during class. Have the group leader be responsible for helping to keep group members on track.
- When using in-class collaboration, prepare the proper assessments – these may include individual and group assessments as well as self-reflection opportunities for students.
- When students are working on laptops individually, be prepared to walk around and monitor what they are doing. Once you've done this a few times, students will be less likely to start surfing the web.
- Use the syllabus to share help desk numbers and other information with students about where to obtain technical assistance. You don't have to be a computer technician yourself, but you may need to direct students to the most appropriate resources.
- Provide students time in class to download plug-ins and players necessary to access multimedia files.

### References:

- Efaw, et. al. (2004). Miracle or menace: Teaching and learning with laptop computers in the classroom. *Educause Quarterly*, 13(2).
- Granberg, E. and Witte, J. (2005). Teaching with laptops for the first time: Lessons from a Social Science classroom. *New Directions for Teaching and Learning*, 101, 51-5.