



# planning a Lab Project ?

## Tips

1. Check lab availability and sign up at <http://lhs.lexingtonma.org/techsite/bboard/labs/labs.html>
  - Make sure that the software and hardware you plan to use is there
  - See #7 below for support
2. Request a drop box and/or student server passwords for student work if needed.
  - Note this in the Comments section of the lab signup.
3. Have students name files consistently.
  - If students save their documents using their last name as the first word- the list you see in the drop box will be an alphabetical list by last name, making it easy to check the finished work.
  - Add another word after the last name if multiple documents are saved to the folder for each student, and work will line up grouped by student's last name
4. Try out the project yourself.
  - Have a demo to show students.
5. Use a grading rubric - <http://rubistar.4teachers.org/>
  - Online tool that lets you create a project specific grading rubric and save it for future editing.
6. Working in pairs?
  - Save a working copy in the Documents folder of the computer that students are working on in case one of the pair is absent
  - Partner can then login and save a copy to their server folder.
  - Students should not share passwords to each other's folders
7. Support available - planning and software instruction help:

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