

## Computer Instructor Procedures

1. Obtain your class roster from the database for computer instructors.
2. Call your students prior to the first class to remind and welcome them.
3. Each week, report attendance on the database. This is *critical for our funding* and for qualifying clients for a free computer if they don't have one in the household.
4. Determine if the client needs and is eligible for a computer (per Computer Policy - [http://www.peoplesrc.org/Services/Computer/Computer\\_Training/ComputerPolicy.pdf](http://www.peoplesrc.org/Services/Computer/Computer_Training/ComputerPolicy.pdf)). Students can apply for computers after two weeks of training. At that time, the instructor can give each student who needs a computer a Computer Scheduling form. This form tells the student how to schedule the pickup of their computer. The instructor must also check the "needs a computer" box on the attendance form when they provide the student with the form.
5. If there is a problem in the classroom with any of the PCs, please send email through the database interface.
6. On the last day of class, have each student fill out a Class Evaluation Form on the Web Page. Contact Dennis McCann or Kathy Richardson at 630-682-5402 for details on this procedure. This evaluation is also critical for our funding, so please make the effort to get students online to complete it.
7. Award students a Completion Certificate.

The requirement for the certificate is:

- Student attends six classes
- Student attends five classes with one regular absence
- Student attends four classes with one excused absence and one regular absence

The student would get a certificate in each of the three situations listed above. They would not get one if they have two regular absences.

Download a copy of Completion Certificate. You will have to customize the certificate to include the students name and the name of the training course and the date. Dennis McCann's signature is already part of the certificate. Please sign the certificate before you present it to the student. Every class room has MS Office installed including PowerPoint. You should be able to modify the certificates and print them using the class room equipment.

Clearly if the student is not present at the last class, you probably will not be able to present them with the certificate. We will not require you to give them a certificate.