

FAQs about Computers@rghs



FAQs	Answer
Can I colour print my assignments, homework or assessment tasks ?	<p>Yes – in the library. However, remember that colour printing is not necessary and will not gain additional marks.</p> <p>Many teachers are happy to mark work presented in the submissions directory of the intranet or on a CD if you want us to see it in colour. If we are assessing your use of colour we will do so on screen, we will not ask you to print anything in colour for assessment purposes.</p>
Panic !! you arrive at school and need to print something due that day and the library is closed when it is meant to be open from 8.20am. What do you do ?	It is your responsibility to ensure that tasks are handed in on time. Sorry, but if technology failure occurs, the normal penalties for handing in work late will be applied.
Panic 2 !!! You arrive at school with your floppy disk containing an assessment task and it won't open / read your disk / print / prints half your work. What do you do ?	<p>You need to make sure this does not happen; if you do not hand the task in on time due to this reason, the normal penalties for handing in work late will be applied.</p> <p>Prevention !! Before you bring files from home you need to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure your floppy contains the file <input type="checkbox"/> Carry a back up floppy with the same file on it <input type="checkbox"/> Ensure that the school has the correct software / version of software on computers that are accessible to students
My printer does not work the night before the assignment is due. What do I do ?	You can print the file in the library before school, during long recess and lunch if the software you used at home is compatible. It is your responsibility to ensure that tasks are handed in on time. If the file is not compatible with the software at the school or you do not get it printed for some reason normal penalties for handing in work late will be applied.

You can find a list of the software / versions that is available at school by visiting the school website.

Please try to keep our printing costs to a minimum and thus allow us to give you more access to technology by:

- Printing only essential documents
- Printing only documents which have been edited to remove unnecessary information
- Using Print Preview before you print any document
- Saving information to floppy disk instead of printing

Recommendations for Students

Where is my file ??????
PANIC



If you are working on a task on your computer at home we suggest you print the work at home. If you do not have a sound knowledge of compatibility of software you are taking a risk bringing files to school, especially on the day the work is due. You need to be aware of what version of each software application is available on what computers around the school and be aware that the version can change overnight as we upgrade computers.

If you want to bring files from home to print at school or load into the submission folder on the intranet for assessment we suggest that you:

1. Bring them at least one day prior to the due date
AND
2. Copy the file onto 2 separate floppy disks and check that each copy of the file opens before leaving home. Also carry the floppy disks in a floppy disk case or padded envelope. OR
Burn files onto a CD at home and check that the file on the CD opens before leaving home.
AND
3. As an additional security measure send a copy of the file to yourself via web mail eg hotmail. Add your file as an attachment. If your floppy disk or CD fails you can ask your class teacher to supervise you opening your web email account and download the attachment to your directory. No panic needed !!

Check the size of the files you are producing at home ! can the file fit on a floppy ? if not do you have a CD / DVD/ burner or a USB flash disk? plan how you will get the file to school and how you will present it to your teacher before you start adding images, sound, animations, videos etc. You need to negotiate with your teacher if you want to present work on disk, CD or in the submissions folder.