

Student Learning Outcomes for Lab Aide Tutors

The lab aide tutors will be able to:

1. Ensure students can correctly log in to computers, create accounts and log into online courses
2. Provide help to students with computer skill problems such as using MS Office Word for producing papers or MS outlook for college email, with saving work to the student's U drive and with printing.
3. Provide students with assistance for course specific requirements such as using **turnitin.com** or *My Math lab* software.
4. Assist students or faculty using the lab in at least one basic skill course area- math, English or computers
5. Trouble shoot and report computer issues and assist with maintaining computers and printers in the labs and computer class rooms..
6. Treat all users with patience and respect while maintaining campus standards for computer use.
7. Assist with data collection and student satisfaction surveys

*** Add- Fall 2015- Direct students to appropriate campus services or resources.

Lab Aide tutors will maintain excel records indicating types of use

1. General and online login, account creation
2. MS Office word, MS Office Outlook, saving to U drive, printing
3. turnitin.com, My mathlab, other course software
4. course assistance- English, math, computers, other
5. computer issue notice, report, cleaning computer desks, refilling printers, maintaining area.
6. Notice misuse reported to..
6. Collect student satisfaction surveys