

## Basic Administrative Instructions for Edubuntu

In order to support Edubuntu productively in the classroom an administrator should be able to demonstrate knowledge and use of the following applications and skills.

Use this list as talking points to present the training. Step through from beginning to end having students open each of the applications and understanding the basics of each. Use the Ubuntu Manual: Getting Started with Ubuntu 10.04.pdf for more details on each of the applications and their uses in the classroom.

<b>Trained</b>	<b>Topic</b>	<b>Tested</b>
	<b>User-level configuration</b>	
	Change the background	
	Change the theme	
	Look up the keyboard preferences	
	Look up the screen resolution	
	Look up the mouse preferences	
	Look up the sound preferences	
	<b>System-wide settings</b>	
	Look at how much disk is being used	
	Get a list of running applications	
	Open network tools, if on a network, use 2 of the tools	
	Open tool for adding a printer	
	Review the time and date settings, adjust if needed	
	Open the tool for adding or changing users and groups	
	<b>Useful administrative applications</b>	
	Show pending print jobs	
	Open a terminal	
	Open the tool for scanning	
	Demonstrate how you would burn a CD/DVD (no need to do it)	
	If on a network, look up IP address using NetworkManager	
	Demonstrate how you would install and remove software (no need to do it)	
	Make a change to the Applications menu	