Mac OS
Operating System Useful Tips
Peer Assessment (25pts.)

Show Students:
- Add hard drive to their desktop.
- Set "RLSBlueDevils.org" as the default page in Safari & Bookmark the page.

	Points	Initial
Step #1a: The Interface (3pts.)		
1. Point to the desktop.	1pt.	
2. Have the Hard Drive appear on your desktop, then point to the hard drive for your partner.	1pt.	
Step #1b: The Interface (3pts.)		
3. Point to the Main Menu.	1pt.	
Step 2: Keyboard & Ports on Mac (5pts.)		
1. Increase and decrease the screen brightness.	1pt.	
2. Increase and decrease the speaker volume.	1pt.	
3. Point to the Micro USB ports on the side of the computer.	1pt.	
4. Point to the audio out port for speakers and your headsets.	1pt.	
Step #3a: Dock, Windows, User Files & Server (11pts.)		
1. Go to the list of applications and open "Contacts" and "Calculator."		
2. Make the "Contacts" window active. Then make the Calculator window active. Then once again activate the "Contacts" window.	1pt.	
3. Show your partner two different ways to resize the "Contacts" windows. *(green arrow & corner)*	1pt.	
4. Make the Calculator drop to the Dock. Then make it come back up or open again on the screen.	1pt.	
5. Open "Safari." Show your partner that you know how to close "Safari."	1pt.	
6. Show your partner that you know how to actually quit out of "Safari."	1pt.	
7. Add the "Dictionary" application to your Dock.	1pt.	
8. Remove the "Dictionary" application from your Dock (throw it away).	1pt.	
9. Open the Hard Drive (Finder). Arrange the windows so that the contents are viewed as "Lists" or in column view.	1pt.	
10. Open the hard drive and show your partner where you would go to find your documents, movies, photos or music in your "User" folder –	1pt.	
Step #3b: RLS Multimedia Server		
11. Show your partner that you know how to access the class folder on the "RLS Multimedia Server."	1pt.	
Step #4a: Right Click, Folders, Titles, Multiple Selection (6pts.)		
1. Show your partner that you know how to get the **Right Click** options window appear.	1pt.	
Step #4b: Naming Folders		
2. Show your partner that you know how to title a folder or file by making the text light blue and titling it.	1pt.	
Step #4c: Multiple Selection		
3. Show your partner that you know how to select several folders or files with the "Fishing Net" method of Multiple Selection and then drag it into the trash.	1pt.	
4. Show your partner that you know how to select several folders or files with the Random Selection method of Multiple Selection by using the "Command" Key.	1pt.	
5. Show your partner that you know how to select several folders or files from a starting point to an end point in a row by using the "Shift" Key. Then drag these folders into the trash.	1pt.	
Step #4d: Trash & "Edit Undo"		
6. Show your partner that you know how to "Edit/Undo" (the items you just dragged into the trash should reappear on the desktop).	1pt.	
7. Show your partner that you know how to Empty The Trash.	1pt.	
Total		