**How to Use Mobile Labs**

**(Revised Sept. 1, 2009)**

Setting Up the Mobile Lab

**Note: It Is Important These Steps Be In This Order So The Wireless Functions Properly.**

1. Move cart into room.
2. Plug in power cables.
3. Plug in network cables to the available network jack in your room.
4. Important: Make sure you do this BEFORE you allow students to take their laptops.
5. Unlock cart.

Note: Laptops and their respective spaces on the cart are numbered. For accountability reasons it is recommended that you assign a laptop to each student. The student will use the SAME laptop during every visit or use of the lab. Each student is responsible for returning the laptop to the proper location and plugging it back in.

1. Ask students to come get their laptops out of the cabinet.

Key Points for Handling Laptops:

* Share the video on the Brunswick Wiki about laptop care. (10 minute video)

<http://etools4teachers.pbwiki.com/Caring-for-My-HP-Laptop>

* Make sure students’ hands are clean and dry.
* Always carry laptop with two hands and with lid closed. Carrying a laptop by the lid can destroy the hinges.
* Place laptops on a safe position on desk; do not place it near edges.
* When using the touch pad, keep in mind that there is no reason to apply pressure, a soft touch will work and students should only use their fingers on the touch pad.
* Do not touch the screen. The screen can be easily punctured.
* Keep all food, drinks and liquids of any kind away from the laptop.

When Finished with Mobile Lab:

1. Ask students to log off and shut down laptops.
2. Ask students to replace laptops in cart in the proper location.

Note: Laptops are numbered and should go on the matching numbered shelf.

1. Have students plug in the laptop to the cord for that shelf.
2. Teacher must verify that all the laptops are in the cart.
3. Teacher should ensure that all laptops are plugged in.
4. Teacher locks the cart.
5. Unplug power and network cables.
6. First wind the network cord up onto the cable management on the back.
7. Next, wind up the power cord on the back.

Important: Winding the network cord first is important to prevent cords from becoming tangled.

1. Move cart back to storage area.
2. Plug cart in.

 Problem Reporting

**Work Order Tickets**

Whenever there is an issue with a computer that cannot be resolved by the troubleshooting steps below, please submit a work order ticket immediately AND place a post it note on the machine with a brief description of the problem. The help ticket must include the name of the computer which is on the label with a brief description of the problem. For example: “HS-LapCart1-01” will not turn on.

**Mobile Lab Checklist**

Problems that should be addressed at the building level first include the following. Submit them to the building principal via the “Addition Items” section of the Mobile Lab Checklist (<http://etools4teachers.com>).

* Laptop left unplugged in cart
* Laptop with battery dead
* Settings such as screen resolution changed
* Keys missing or do not work
* Will not connect to the wireless
* Student left him/her self logged in

Lab sign out schedules and student laptop numbers will be used to track the last user(s) of the laptop. Students and staff should report problems immediately so issues can be traced to the proper individual if it is due to deliberate damage or neglect.

REMEMBER: THE LAPTOPS WILL WORK ONLY AS WELL AS THEY ARE TREATED!