



Laptop Cart Usage

Goshen High School

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Presenter:

Charline Williams
Technology Teaching Assistant



Laptop carts come in many styles. We have a cart like this one in A108 and A211 that can be checked out.

Each cart contains 15 laptops.

Ideally, each department with a laptop cart will set up a sign-up sheet so teachers can reserve the cart.



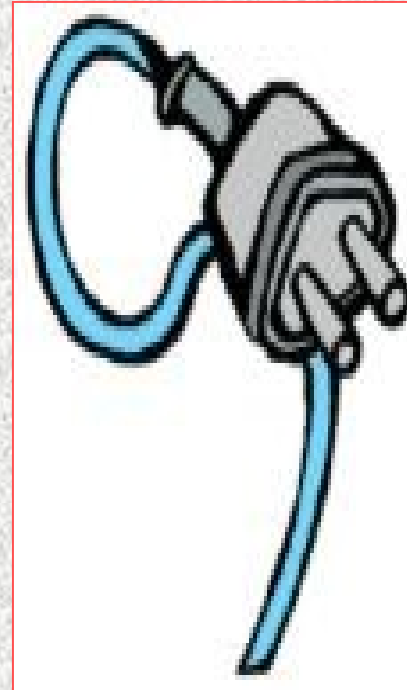
This is an example:

Laptop Cart Reservations

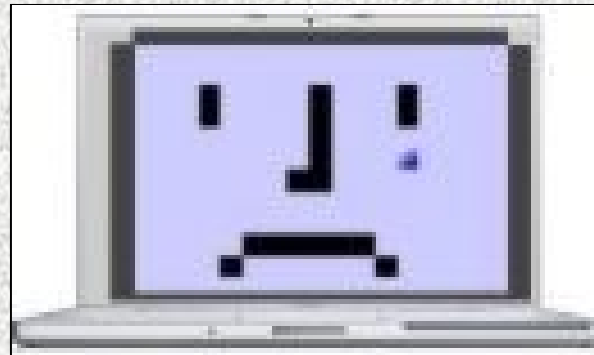
Week of _____

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1st					
2nd					
3rd					
4th					
5th					
6th					
7th					
8th					
9th					

Check the cart shortly before you are to use it, to make sure the cart is plugged into electrical power.



Laptop computers in carts that haven't been plugged into power for at least an hour, preferably longer, will not power on.



**Obtain the
laptop cart
key from its
keeper.
There are
also keys to
each cart in
the A232
Lab.**



You will see this sign on the side to open.

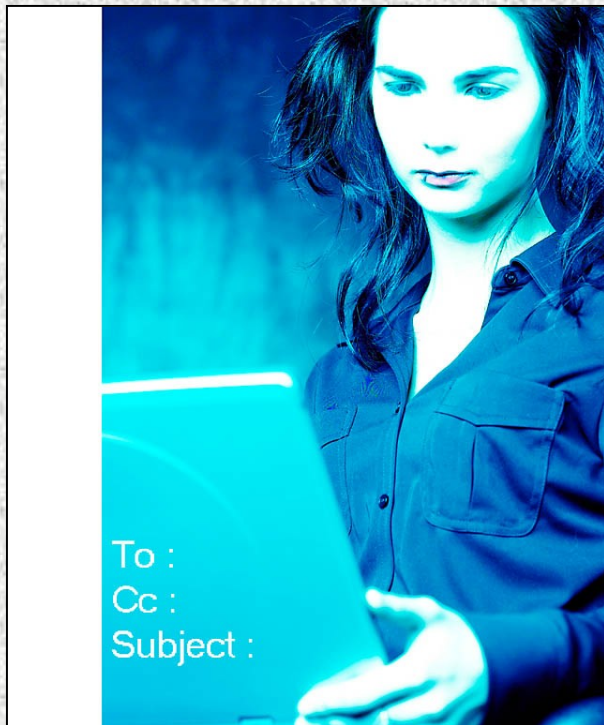


Student Side

The laptop's power cords are plugged in in the back of the cart.

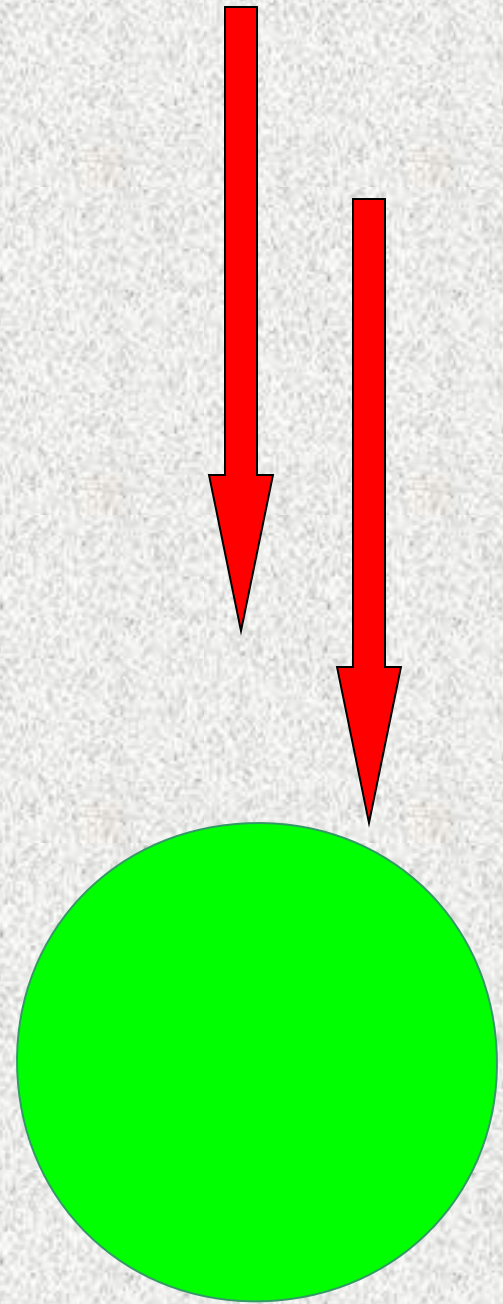
That's why you don't need to open that door: keeping them plugged in means they will charge properly when not in use.



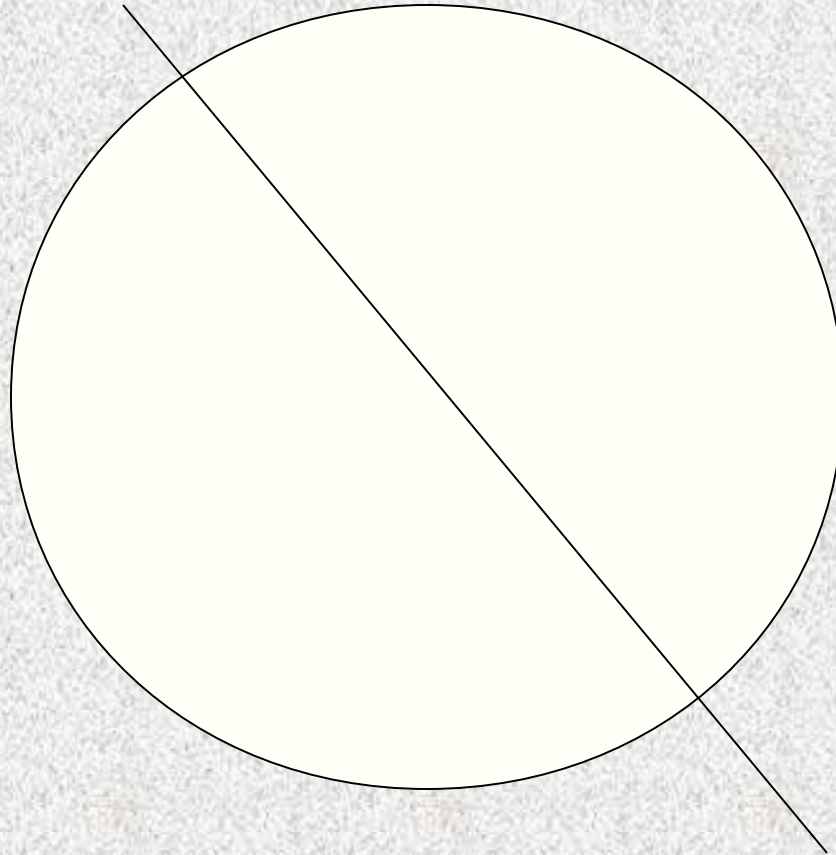


You or a trusted student then unplug each laptop's power cord and hand one out to each student or pair of students.

**A small
green light
must be lit
on the
bottom
right of the
laptop for
the network
to be
accessible.**



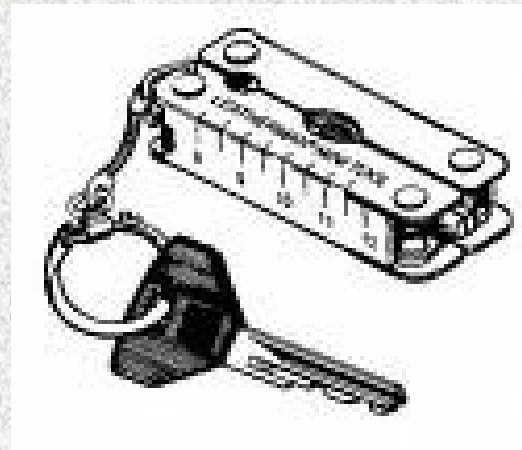
**Click the
button like
this one at
the top right
of the laptop
base to
activate the
network.**



When you stow the laptops after student power down, be sure each laptop's power cord is plugged in.



Lock the
cart and
return the
key to its
keeper or
to the
A232 Lab.



Plug the
cord into
Power at
the
cart's
Holding
area.

