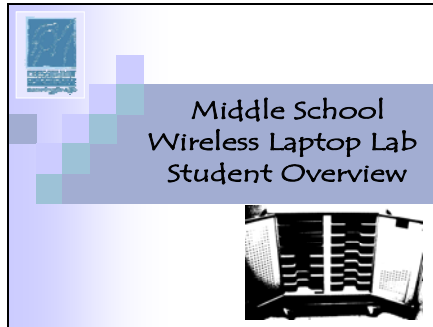
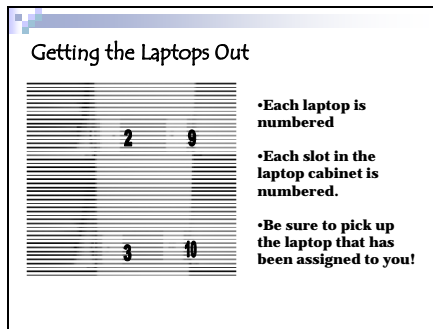


Slide 1



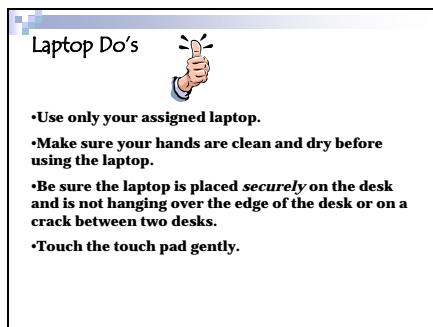
Title screen

Slide 2



Each laptop is numbered. Students should have an assigned number to facilitate accountability and responsibility.


Slide 3



Refer to the Student Do's and Don'ts Sheet – post in classroom. Teachers might also make copies and have students sign the sheet. Students should *always* use the laptop assigned to them. Hands should be clean and dry to prevent particles from falling into the laptop and to keep the laptop in good working order. Laptops should be placed in a safe position on student desks and tables where they are protected from accidental bumping. A soft touch should be used with

the touch pad. Too much pressure can damage the touch pad. Students should only use their fingers.

Slide 4

Laptop Do's 

- Close the laptop gently before carrying it.
- Carry the laptop with 2 hands.
- Always walk slowly and carefully when carrying the laptop.
- You must have permission from the teacher before printing.
- Correctly shut down the computer when finished.

The lid should be closed when the laptop is carried to prevent damage.

Two hands decrease the possibility of the laptop being dropped.

Students should take care when carrying the laptop to be ensure it is not damaged.

Permission to print saves paper!
Laptops should be shut down properly:


a. Work saved

Programs closed out

Click Start > Shut Down > Shut down > OK

Wait until the laptop shuts down completely before closing the lid.

Slide 5

Laptop Do's 


- Return laptop to the appropriate shelf in the cart.
- Follow the laptop guidelines.
- Notify the teacher immediately if there is a problem with the laptop.
- Save your documents in the H:drive.
- Take turns if working with a partner (only one person should use the keyboard at a time).

Laptops should be returned to the specific numbered slot for inventory.

Emphasize that students are required to follow laptop guidelines and could lose the opportunity to use a laptop if they do not.

All work that is to be saved should be placed in the student's H:drive. This is the *only* place students should save. If they fail to do so, their work may be lost! Only one student should be using the keyboard at a time. Taking turns provides an opportunity for everyone to use the keyboard.

Slide 6

Laptop Don'ts 

- Do not touch the screen with your hand or any other object.
- Do not lift the laptop by the monitor. Hold it by the base.
- Do not place your pencil or any other object on or around the keyboard.
- Never use the laptop near liquids.
- Do not use the laptop with dirty or wet hands.


The screen is not glass like desktop monitors. It is "soft" and can easily be punctured. If it is damaged, the laptop will have to be replaced! Do not touch the screen PERIOD!

Do not carry the laptop by the monitor. The hinges are not strong enough. Serious damaged may result.

Liquids can "fry" the laptop. Nearby glasses or bottles of water or other liquids can easily be spilled on the laptop.

Particles of dirt can "gum" up the laptop keyboard. Wet hands are slippery and may cause the laptop to be dropped.

Slide 7

Laptop Don'ts 


- NEVER** clean the laptop screen with anything: ask a teacher if the screen needs to be cleaned.
- Do not save in the wrong location.
- Do not print without permission from your teacher.
- Do not change the settings on the laptop.
- Never eat or drink near the laptop.

The screen is easily damaged. Only the teacher should clean it. Save in the correct location: H drive. Work can be lost otherwise.

Ask the teacher before printing to help conserve paper and ink. Laptop setting should not be changed and will not “hold” when it is shut down. Changing the setting makes it difficult for your partner.

Spilt liquid and food particles can damage or ruin the laptop.

Slide 8


Learning about the Laptop 

In this section, students will learn about handling the laptop, how to plug the external mouse, headphones, and microphone. They will also learn about opening the laptop and checking its condition.

Slide 9

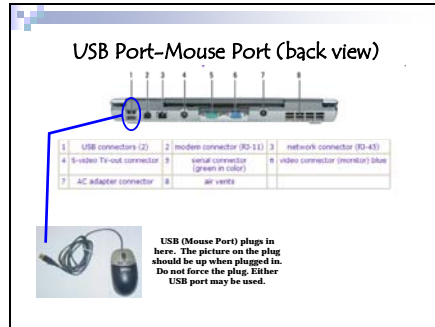
Picking up a Laptop

- You will be assigned a number by your teacher, use only the laptop that is assigned to you.
- Follow the room policy for getting the laptop out of the cart.
- Remember the Do's and Don'ts when walking the laptop back to your desk.

Be Careful 

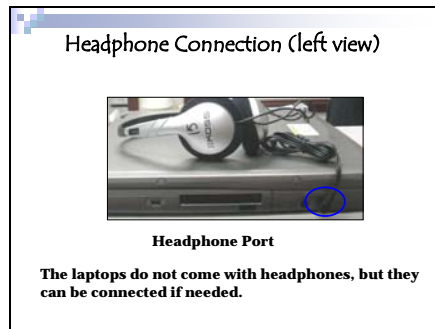
Be sure to use only the laptop which is assigned to you. Remember room policies for laptops and the Do's and Don'ts which have been discussed.

Slide 10



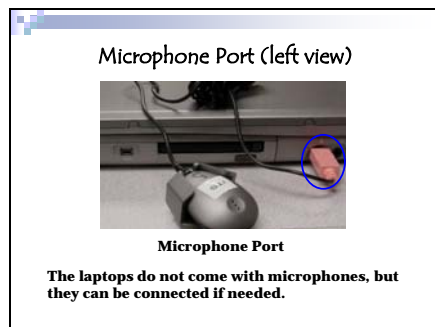
Turn your computer around until you can see the back view. Find the two rectangular slots on the left hand side. This is where the mouse is plugged into the computer.

Slide 11



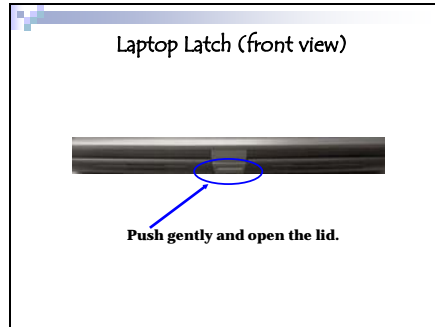
Turn your computer around to the left side view. Find the two circular slots. Look at the pictures above the circles, find the picture of a white headphone. The headphone plugs in here.

Slide 12



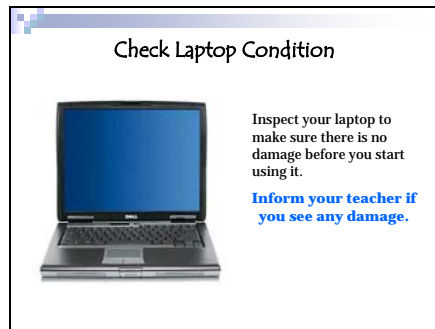
Turn your computer around to the left side view. Find the two circular slots. Look at the pictures above the circles, find the picture of the microphone. The microphone plugs in here.

Slide 13



Push in on the latch on the front of the laptop, raise and open the lid.

Slide 14



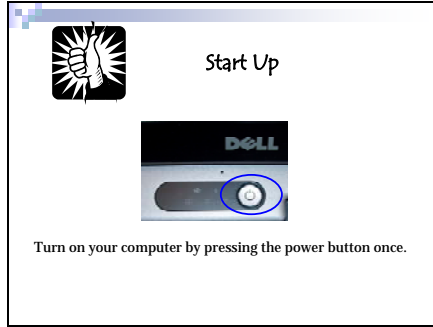
Check your laptop for damage. If you discover something wrong, report it to your teacher immediately.

Slide 15



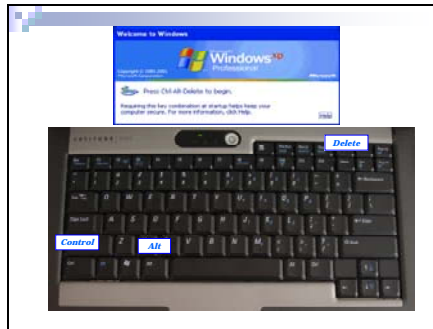
In this section, students will learn about powering up and logging on. The District AUP will also be reviewed. The Touch Pad, Function Keys, and Battery Check will also be discussed.

Slide 16



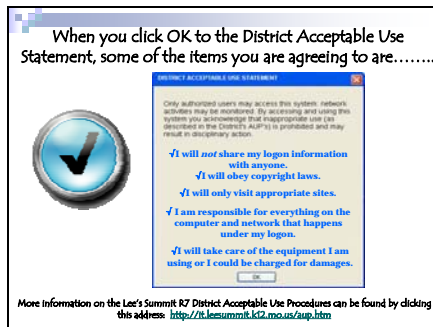
This slide has a visual that directs students where to turn their computer on.

Slide 17



The first screen which appears after turning the laptop on is the Control-Alt-Delete screen. This slide will direct students where to find these keys. Remind them that they have to depress all three keys down at the same time.

Slide 18



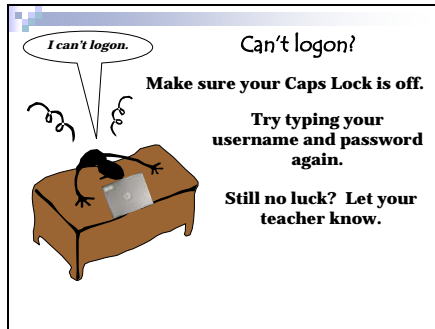
Spend time on this slide discussing the five points that appear on the slide. It is recommended that you make the students aware that they will lose computer privileges if they make poor choices.

Slide 19



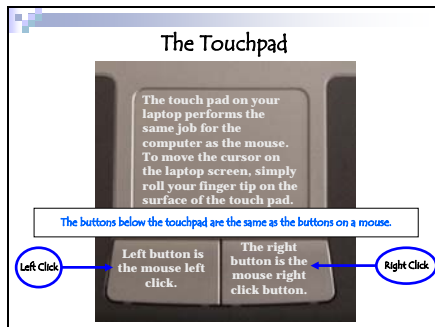
This screen shows an example of how to properly logon. It is highly recommended that the teacher get a list of student logons from their building tech, as some students might have a number at the end of their username. You could also go to the lab and practice before checking out the mobile lab.

Slide 20



Think about your username and password. Have you used the correct ones? If not, type in the correct ones. Make sure the Caps Lock is off. Logons are case sensitive. Retype the username and password again in case a typographical error has been made. Tell your teacher who can check your username and password.

Slide 21



The touch pad on your laptop performs the same job for the computer as the mouse. To move the cursor on the laptop screen using a touchpad simply roll your finger tip on the surface of the touch pad. The buttons below the touchpad are the same as the buttons on a mouse. Left button is like the mouse left click. The right button is like the mouse right click button. (NOTE: It is recommended to have students use the right and left mouse clicks rather than taps. This should save on the

wear of the touch pad.)


Slide 22

Function Keys

You can use function keys on the keyboard to do certain functions on your laptop.

To activate these keys, press and hold the **Fn** key on the bottom left side of your keyboard and tap the appropriate key.

Action	Keys
Battery Check	Fn F3
Volume Up	Fn Page Up
Volume Down	Fn Page Dn
Mute	Fn End

 Never press **Fn** + **F2**. This will disconnect your internet connection. It will not be restored until a technician can fix it.

(To save time: Either have this site previously saved in Favorites

or have a link to it on a webpage:

http://svt.se/hogafflahage/hogafflaHage_site/Kor/hestekor.swf

(This page has sound and can be used to demonstrate sound with the function keys.)

Function keys on the keyboard can be used to do certain basic functions on your laptop.

To activate these keys, press and hold the Fn key on the bottom left side of your keyboard and tap the appropriate key.

Press Fn key + F3 = displays battery power

Go to this website (*posted above*).

Press Fn key + Page Up = Volume Up

Press Fn key + Page Dn = Volume Down


Press Fn key + End = Mute

Never to press Fn + F2. This will cause your internet to stop working. You will not have use of any computer until a computer technician

can restore the internet.

Slide 23

Another *Quick Way* to Check Your *Battery*

1. Go to the Desktop of your computer.
2. Drag your cursor over the *battery icon* in the lower right-hand corner of the screen.

3. Without clicking, the estimated amount of time left on your battery will appear.

(If your teacher computer is being used to demonstrate via the Smart Board, LCD projector or TV, unplug it so it is running on the battery. This demonstration will not work on a laptop that is plugged into a power source.)


Close out of the internet.
Bring your laptop to its desktop.
Be sure students understand what the desktop is and what it looks like.
Drag the cursor over the battery icon in the lower right-hand corner of the screen. A message will appear.
Read this message.
It tells how much battery power is left out of 100%.
If you have a message with “amount of time left”, the time is an estimate.
You may or may not have that much time. **While working, check the battery life regularly and save often.**

Slide 24

Low Battery
If your battery power is 10% or less:

- Save everything you have created
- Follow the classroom procedures for recharging

If you get this Warning:




Save everything *immediately*.

- Follow the classroom procedures for recharging

If the battery power is 10% or less:
Save everything which has been created to the H drive.
If a warning appears that the battery is low, there is not much time until the laptop is going to shut down and the work will be lost. Stop *immediately* and Save everything created to the H drive.


Slide 25



Saving Your Work

In this section, students will learn about saving their work to the H drive.

Slide 26

How to Save Your Work 

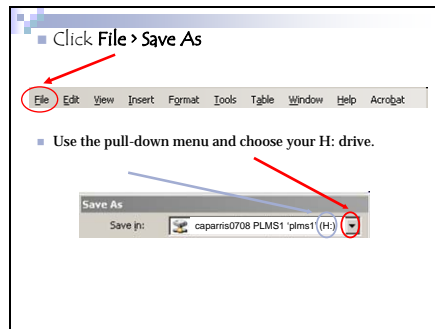
- You've worked long and hard on an assignment and you want to save that hard work.
- There is only **one** place you will be saving all of your work: Your **H: Drive**
- By saving it here, you can get to your work from any computer in the school.
- Not saving in the correct location can mean that your work will be **lost** forever.

You've worked long and hard on an assignment and you want to save that hard work. The last thing you want to happen is to lose everything you have been doing.
There is only *one* place you will be saving all of your work: Your H: Drive.
This H: Drive is your personal file.
If you log on with *your username and password*, your H: drive will be with you.
By saving it here, you can get to your work from any computer in the school

when you are logged on.
Because of this, you should not share your username and password.

If you do, another student will have full access to your work.

Slide 27



Either have students practice saving a document to their H drives or demonstrate doing so.

Open Microsoft Word.

Type your first name.

At the top of whatever program you are using, at the top you will see File.

Click on File and a drop-down menu appear. From this list, choose **Save As**.

When you save it is important to always choose Save As. This will allow you to choose your H: Drive. If you choose Save or click on the save icon, The work will most likely be saved in the wrong area of the laptop. It may or may not see it again! Because of this, it is very important to follow these saving instructions *every time* you save.

Once you choose File > Save As, a Save As dialog box will appear.

Use the pull-down menu and choose the H: Drive. Notice the username is next to the (H:).

Save this Word document with your first name.

Close out of Word.

Go to your desktop.

Double Click on My Computer

Open up your H: Drive

You should see your document.

Double click on the document.

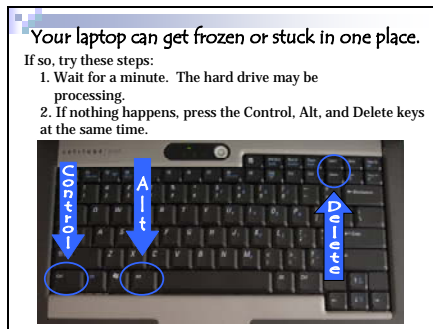
This is one way to open the work you have saved.

Slide 28



In this section, students will learn about what to do if the laptop locks up.

Slide 29



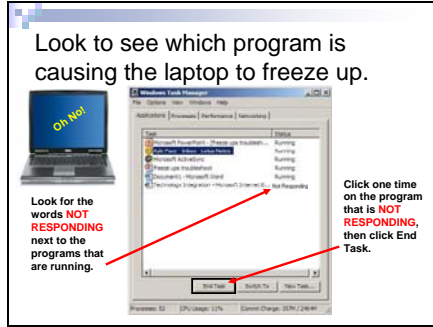
Make sure that students know the location of these keys on the keyboard. Remind them to press these keys in order and they have to keep each one held down as they press it. The location of each key on the keyboard enters one at a time on the PowerPoint slide.

Slide 30



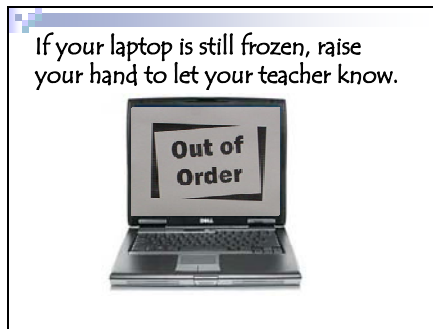
After students press Control-Alt-Delete they will see the Windows Security screen. They must then click on the Task Manager button. They only need to click this button once.

Slide 31



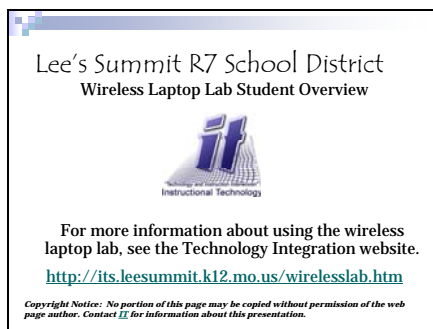
By default students should then see all the programs that are currently running on the laptop. If they do not see this make sure they are looking in the “Applications” tab. On the left side it shows the name of the program(s) that is/are running. Under the word “Status” it will either say “Running” or “Not Responding”. If a program’s status is NOT RESPONDING then it is mostly likely the program causing the laptop to freeze up.

Slide 32



Remind students that they must notify the teacher if a problem persists and is not fixed by pressing using the TASK MANAGER or restarting the laptop. This problem must be noted in the log that stays with the wireless laptop lab. It is the responsibility of the teacher who encounters the problem to report it to the building tech. The purpose of the log book is to give the next teacher a “heads up” of problems that are occurring.

Slide 33



For additional information, go to the URL.