

Mobile Laptop Cart (MLC) User Tips

Teacher sets up the access point first.

Teacher delivers the laptops to the desktops while students are seated.

Teachers collect laptops from the student desktops.

Keep the cords neatly pushed to the back of the shelves. (This is your job.)

Check the two power strip cord on/off buttons on the back of the cart. Be sure the lights are on to ensure recharging. Turn off the power strips before pulling the cord plugs from the wall outlet.

The logon and logoff directions must be followed. Post your logon and logoff directions for your students.

Please direct students to log off and wait for the screen to turn black before closing the lid when shutting down.

Assure that you have all laptops set to the same, appropriate home page for Internet Explorer (www.polk-fl.net). Students should **NOT** change the home page.

Teachers are encouraged to use SynchronEyes Computer Lab Instruction software and have their Teacher Station connected to the students during Laptop Cart use.

Students should **NOT** change the appearance of the desktop. Remind them that other students use the laptops. Likewise they should **NOT change anything** on the laptops.

Mice are available for students that have trouble using a touchpad. Headsets are available for use when using programs with audio.

Using optional AC power adapters while in use is recommended in order to extend the battery life of the laptops.

Only Adults should transport the Mobile Laptop Cart.