

Mobile Lab Portable Procedures

If you teach in a portable classroom, please follow these procedures for using the mobile computer labs.

- Please do NOT roll the mobile lab carts outside of the main building.
 - Rolling across the asphalt causes the plugs inside the carts to fall out of place.
 - Inclement weather can damage the carts and computers.
 - Many portables don't have ramps. We can't carry carts up the stairs, and we don't want to leave carts sitting outside.
- Please roll your cart to the hallway closest to your portable.
 - Do NOT block doorways with the cart.
 - If possible, park the cart near an outlet so the cart can still be plugged in.
 - Leave the cart in the hallway while your class uses it, then return it to its regular storage place or send it along to the next class when you are finished.
 - Always lock carts left in the hallway.
- Have each of your students pick up an assigned computer from your cart and carry it to your portable.
 - Line your students up in number order before leaving your portable.
 - Lead your students quietly and calmly into the hallway in their line.
 - Supervise as each student unplugs and slides out their assigned computer and lines up on the other side of the cart to wait for the rest of the class.
 - Students should always carry one laptop at a time using two hands.
 - Lock the cart.
 - Lead your line of students back to the portable.
- When your class is finished using the laptops, have each of your students return their assigned computer to the mobile cart.
 - Line your students up in number order before leaving your portable.
 - Lead your students quietly and calmly into the hallway in their line.
 - Students should always carry one laptop at a time using two hands.
 - Supervise as each student slides and plugs their computer into their assigned spot and lines up on the other side of the cart to wait for the rest of the class.
 - Lock the cart.
 - Return the cart to its storage location or take it to the next class that will use it.
 - Lead your line of students back to the portable.
- Please see the Rules and Reminders posted on each cart for more information about care and use of mobile labs.
- If you have questions about using the Mobile Lab, please contact an Ed Tech as soon as possible.
- Report any problems with the computers to IT by submitting a help ticket online at: <http://www.canyonsdistrict.org/help>