

# Strategies for the Mobile Laptop Lab

Begin by teaching your whole class the rules for working with the mobile laptop lab. This will allow you to seamlessly integrate computer-based activities. Always have another lesson plan prepared in case the laptop lab is not working correctly!

## Instructional Strategies

- 📖 Make sure all of your students have signed the CCSD Acceptable Use Policy
- 📖 Make sure you are comfortable with the operation of the laptops
  - 🔑 See that they are charged and ready to go, or that you have enough outlets to plug laptops in if necessary
  - 🔑 Familiarize yourself with wireless network access
- 📖 Look at a lesson you are already comfortable and plan on ways you can incorporate technology into it
- 📖 Assign seats, laptops, and partners if appropriate
- 📖 Create clear instructions for the computer activity and demonstrate it to the whole class first, then have the directions available for all students
  - 🔑 Post directions for lesson on eChalk Class Page or paper
  - 🔑 Create task cards and assignment sheets
- 📖 Monitor student work at all times; it keeps them on task
- 📖 Schedule routine use of the laptops so you will get into the “habit” of using technology
- 📖 Place a work order for non-working computers immediately

## Classroom Management Strategies

- 📖 Create laptop lab procedures. Consider the following:
  - 🔑 Assign numbered laptops to students
  - 🔑 Students are to work at their seat on task following teacher directions
  - 🔑 Students will adhere to the CCSD Acceptable Use Policy
  - 🔑 Students should report broken or non-working equipment to a teacher immediately
  - 🔑 Report any login problems to the teacher in charge
  - 🔑 If mice are used they are to be checked in and out—just like laptops.
  - 🔑 Upon completion of the lesson, students return assigned laptop, charger and mouse (including the ball)
- 📖 Maximize your resources and minimize interruptions
  - 🔑 Instruct students carefully on the laptop lab procedures
  - 🔑 Consider using parent volunteers
- 📖 Have a plan for students to get help when you are busy with other students
  - Train a few responsible students to serve as peer mentors
  - Create signal system for students who need assistance from you at computer

## Implementation Strategies

- 📖 Create a lesson plan
- 📖 Create a backup plan just in case of technical difficulties
- 📖 Have another activity ready for students who finish early
- 📖 Organize your materials
  - 🔑 Gather the hardware & software you need before you start such as LCD projector, headphones or speakers
  - 🔑 Bookmark sites to visit
    - Consider using your eChalk class page or bookmarks
    - Double check your sites the day before
- 📖 Become comfortable with all hardware and software involved in lesson
  - 🔑 Make sure everything is working
  - 🔑 Know login procedures
- 📖 Model the lesson for students, and include:
  - 🔑 How to use the software; access and navigate a website; and get assistance
  - 🔑 A sample of the final product, if applicable

