**Reservations-**

There are 12 laptop carts and one iPad cart (Cart A) available for check out from the library.

All carts have 32 laptops. Laptop #1 in each cart can be used as the LanSchool Administrator computer. LanSchool allows you to monitor the activity on all the laptops in the cart, including launching programs, websites and logging off. (At present, Lan School is only on cart 12. I will let everyone know when it is loaded on the other carts.)

The iPad cart has only 27 iPads.

Reserve a cart using the shared Outlook Calendars. You will need to save these calendars to your favorites in Outlook. Each cart has its own calendar. (This must be done in the Outlook program on your computer not in Office 365.)

Do not sign up using the “all day” option, it is difficult for others to see that you have reserved the cart and others will make reservations on top of yours.

Sign-up using time slots 8:00am- 3:00pm, so Outlook will create a colored block indicating your reservation for all to see.

Come to the library before school or before your reservation time to pick up the key, the cart and the sign-out sheet. Please bring the key, cart and filled-in sign-out sheets to the library as close to 3pm as possible.

Make sure that you have a record of every laptop that is touched by every student, every day. These sign-out sheets will be returned with the cart each day and kept on file.

Mr. Luther is teaching three entirely electronic Bridge Math Classes, Blocks 6, 7, & 8. Cart 1 is reserved for his classes each B day during these blocks and late on Mondays.

The social studies teachers do not have textbooks. (Nope, not even electronic textbooks.) Each social studies teacher has been assigned a cart and has a standing reservation for that cart on Tuesdays/Wednesdays OR Thursdays/Fridays. They should be courteous and remove their reservation if they know they will not be using their cart on a particular day. These assignments are:

Cart 2- Manwaring (Tuesday/ Wednesday) 7- Stratton (Tuesday/ Wednesday)

Cart 2- Phillips (Thursday/Friday) 7- Covington (Thursday/Friday)

Cart 3- Greenwald (Tuesday/ Wednesday)

Cart 3- Toedt (Thursday/Friday)

Carts 11 and 12 will be housed in Room 108B, Ms. Kimmel’s room. These carts will be primarily used in Building B but if no other carts are available and the Building B teachers have not reserved it, you are welcome to reserve it and bring it back to Building A for your class (it’s a rough trip).

Cart 14- Is the library computer lab. This cart is not available to check-out but can be used by classes meeting in the library.

Carts 4, 5, 6, 8, 9, 10, and iPad A will be available for open check-out.

All classroom check-outs (apart from Mr. Luther’s class periods) can be pre-empted by testing. Testing reservations will be entered as early as possible; you will be notified if your reservation is pre-empted.

**Sign-out Sheets-**

Sign-out sheets are our way of knowing whether a student actually touched a computer during your class period. (We use this data for our SIP). If I get a sheet turned in with every name in your class, I will assume that every student was in class and they used the laptop next to their name. If Student A is absent and you give the computer to Student B please make a note. I don’t want to hold Student A accountable for damage done by Student B because your records were inaccurate.

An Excel spreadsheet with a tab for each Laptop Cart will be emailed to you. This electronic version of the sign-out sheet can be used to pre-assign laptops to your classes. If you use a document with student names pre-assigned to laptops, make sure there is a notation that shows whether the student actually used the assigned computer that day or not. If they used a laptop other than the pre-assigned laptop, be sure to account for that.

Helpful hint: If you assign the same laptop to the same student each day, your life and theirs will be easier. It will speed up the log-in process because the laptop will already have a cache of the specific student profile, it will simply have to update not load from scratch. Also, this should give them a slight incentive to keep their computer nice and tidy.

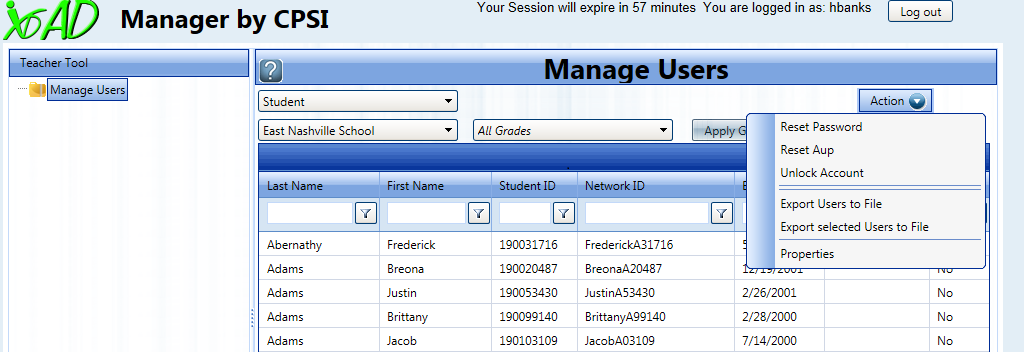
**Student Accounts-**

There are no generic student accounts; all students must use their own credentials every time they log in so their personal profile and files will be available to them.

Students are automatically assumed to be following the AUP (Acceptable Use Policy) that is outlined in the student handbook.

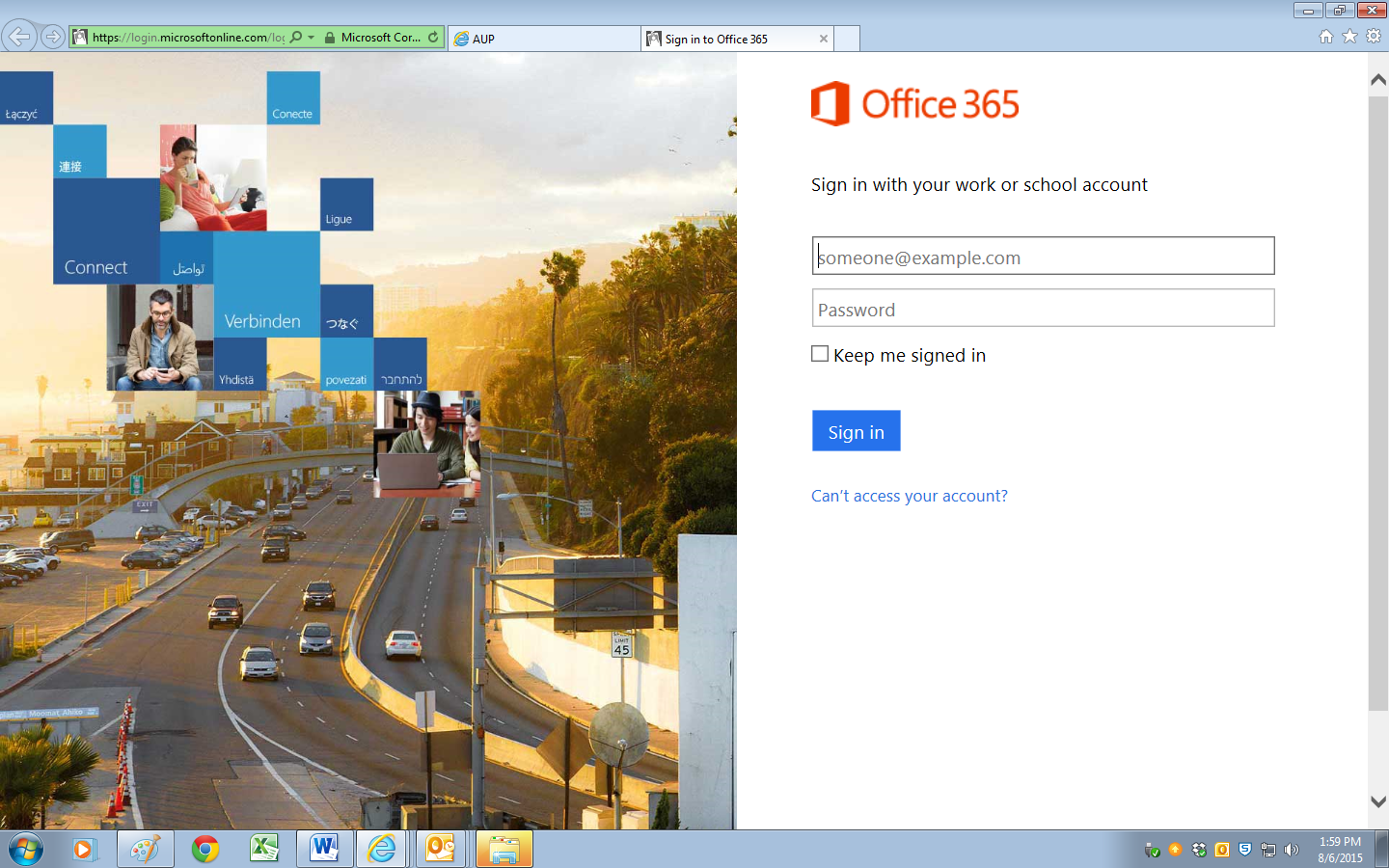
The format for student login is first name (up to 12 characters and the first letter of the student’s last name together with no space and the last 5 digits of their ID number. To begin the year easily, we reset all student passwords to their Student ID number. User Name: hosannab23456 Password: 190123456

[http://10.189.200.203/*password*/](http://10.189.200.203/password/) is the address for teachers to use to reset passwords and unlock accounts. Use your regular credentials. Select Teacher Tools and Manage Users. Search for student and select “contains” from the drop down menu next to the name search field. Highlight the students name and select reset password from the Action Dropdown menu in the upper right-hand corner. I can help with this anytime, just send the student to the library.



Students automatically have free access to Microsoft Office 365. This gives them a free Outlook mail account, where they can search for teachers and other metro students (good for group work), and access to cloud-based Microsoft Word, Excel, OneNote and PowerPoint. This is huge for our students. Many of them do not have Microsoft products at home. They bring me files to print in the library that I cannot open. Please encourage them to use this resource.

To access Office 365 they must go to this URL <http://email.mnpsk12.org> the user name for this account is [firstnamelastinitial23456@mnpsk12.org](mailto:firstnamelastinitial23456@mnpsk12.org) and the password is the same as their profile login, for most of them this will be their ID number. Office 365 caches the very first attempt, if the email address or password is wrong it will continue to enter the wrong information because it is entering the cache not any new information. If you get an orange error message that it doesn’t recognized you, close the window and reopen and try again.



**Laptop Trouble Shooting-**

* No Logon Server” – plug the laptop into the wall jack with an Ethernet cord and sign in
* “Low resources” – restart three times, this will erase the cache.
* Problems with the “trust relationship” – bring it to the library
* Black Screen with crazy words and numbers- corrupted hard drive , bring to the library
* If it cycles through the repair screen- bring to library

**Clever-**

Program that logs students into all their approved software with their regular MNPS credentials. Available in the MyMNPS file on the desktop.

I will bring this program to your department meetings at a later date.