

Oakdale Mobile Lab Procedures

Before:

- Make sure students have **CLEAN** hands
- Unplug the iPads you will be using
- Have the students come to the cart in groups of 5
- Instruct them to keep the iPad cover closed until everyone has a device
- Hand them the iPad that corresponds to the number they use in class
- Once all devices have been distributed, then direct students to the app or instruct the students according to the lesson planned.

After:

- Have students “x” all the tabs in Safari or Google Chrome
- Shut down all apps by double clicking the home button and accessing the multi-tasking bar
 - Students can completely shut down apps by holding the index finger on one app that appears in the bar until it wiggles- they then touch the red circle to shut down the apps.
- Make sure students close the covers
- Place each iPad in its slot on the cart- make sure the seam part of the cover is down and the plug hole is facing outward (don't worry about plugging them in as they are handed to you).
 - The curved part of the iPad should be on the right side
- After the iPads have been returned, check to see if they are all there
- Plug each one in
- check the back of the cart to ensure that each number has a green light under it
- Fix any plugs that aren't illuminated
- Close the cart and affix the lock
- Turn the numbers on the combination lock
- Turn off the power switch on the back of the cart
- Unplug the cart
- Do NOT have a student return the cart, an adult must wheel it back home to the computer lab
- Upon return, plug in the cart- turn back on the power switch
- Double check that all the iPads are plugged in by checking the back of the cart
- Open and replug devices if necessary (remember to turn the lock after again)