

Rituals and Routines



BEST PRACTICES FOR TABLETS

Labeling and Keeping Track of Tablets

- Number all tablets on the back and/or on the side depending on how you store them.
- Number cart slots to correspond with tablets.
- Number your keyboards and other accessories to hold students accountable.
- If using the EP 900 model, label and number the chargers and always plug them into the corresponding tablet.
- Number desks/tables to correspond with a device or have students assigned to a specific tablet.
- Assign students tablets and have it written on a preprinted log. Students should use the same device daily.



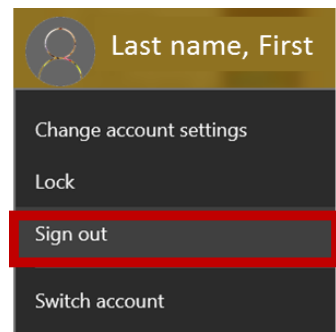
Battery Life

- EP 900 Model:
 - Make sure all devices are plugged in with charger facing the correct direction (symbol facing the screen).
 - Turn off main power button on the back of the charging cart and plug in all tablets. Once complete, turn main power back on and all of the tablets should light up, if one does not it was not plugged in correctly.
- 10EE Model:
 - Plug chargers in the correct port on device and check that charging indicator light comes on.
 - Orange light means the device is not fully charge. When it turns white the device is fully charged.
- Have an understanding of your class time and device usage
 - Depending on usage, devices should last the entire school day.
 - Devices may need to be plugged in to charge during lunch or planning period.



How to Store Tablets Between Classes:

- Slide the tablets back into the corresponding numbered slots in charging cart.
- Create a shelf where students can place devices as they leave in groups of five.
- Pass devices to the front of the rows or place them in the middle of the grouped desks.
- Every period must SIGN OUT before returning the tablet.
- For the 10EE model, keyboards can be separated from the cart (they should be numbered).



Troubleshooting Tips:

- Have a "keep an eye out log" on or near the cart for students to record an issues with a tablets (i.e. freezes for one student in a class keep a running record).
- Have a "You Do First" or "Have You Tried" list for students:
 - Turn Wi-Fi off, then on again
 - Make sure Airplane mode is off
 - Disconnect, then reconnect to Explore network
 - Log out of the tablet, then log in again
 - Try all browsers: Internet Explorer, Google Chrome, and Mozilla Firefox
 - Use Search from the Charm Bar. Search for Software Center in the device and install any updates that appear. When complete, restart the device.
 - Take device off keyboard and re-dock (10EE Model)
 - Tighten Stylus Tip (10EE Model)
 - If all else fails restart device then see me....



Additional Supplies:

- Ear phones /Ear buds
- Stylus (EP900 only)
- Screen cleaner
- USB Adapter
- USB Extension/Splitter

