

**PLEASE Take Care of Your Carts! Make your new Chromebooks LAST. Particularly be careful of how the cables go in and out, and what you need to do to maintain a reasonable battery life! - The Technology Depart Thanks You!**

### **Chromebook Cart Best Practices:**

- All Chromebooks in a given cart have two indicator stickers:
  - On the bottom of the Chromebook is a cart/position sticker (i.e. 07-22) that matches a similar sticker on the cart. This indicates both the cart number (in the above example, 07) and Chromebook number in the cart (in the above example, 22). These should always match and can be used to make sure Chromebooks from multiple carts have not been mixed up.



- On the spine of the Chromebook is a position sticker that matches the last two digits of the cart/position sticker. This is to facilitate at-a-glance checking to make sure every Chromebook is in its place at the end of use (in the image, Chromebooks with spine stickers 1, 2, 3, 4, and 5 are properly matched to their cart/position stickers that end with the same digits).



- The switch on back of the cart should be set to downward position for charging.
- Your Chromebooks will last for an instructional day on a single charge. It is not best practice to have them charging constantly over a period of time. For the best battery life, charge the Chromebooks overnight, then turn the charging off during the day so that any CBs left in the cart do not continue to trickle a charge. With that said, they CB will not overcharge, the only issue really is the preservation of battery life. For extended periods of inactivity like summer break, the carts should be left unplugged.
- Please make an effort to keep the charging cords in their cable management inside the cart as this will prevent accidental damage caused by closing the door on the barrel-plugs
- You should never need to get into the back of the Chromebook cart. If you feel that you do need to get in there, let the tech department know and we will fix any issues you have.
- To maintain accountability for the use of the Chromebooks, it is best to be sure that the same students use the Chromebooks every day. This limits the number of login icons that show up on the opening screen, as well as maintains and “ownership” sense for the device among students.
- Always lock the Chromebook cart at the end of the day!
- Apps make Chromebook more effective. We can push them, but need your expertise to assist us in knowing which to put on student machines.
- Hapara Teacher Dashboard can make your classroom nearly paperless. Please take some time to check it out.
  - <https://sites.google.com/a/tukwila.wednet.edu/tech-support/chromebooks/hapara-teacher-dashboard>

AVOID THIS:

