

<<<LAB INFORMATION>>>

For safety purposes, students are no longer allowed to walk on the Hollingsworth Road side of the building. They are now to access the Media Lab by walking through the Media Center. To minimize disruption, teachers should bring their class as a group. Classes meeting in the lab should meet their teacher at the front of the library to enter together. Students leaving the lab and exiting through the library during the period will have to have a pass (restroom, discipline, clinic, etc.). Backpacks should be placed in the corner of the media lab either by back door or by the printer to ensure safe exiting.

Computers will NOT be turned on when you arrive. Students may turn on computers. They boot up without a password. PLEASE turn them OFF at the end of the day.

Please turn computers and projector OFF after your last class.

The calendars for the B-7 lab and the Media Lab are located on the LHS Webpage -> Staff -> Computer Lab Schedule Link (upper Right corner on Staff page). Please check the calendar for available dates and then send Mrs. Lane an email requesting the dates that you would like. I will send a confirmation email once I have scheduled the lab.

In order to gain access to the B7 lab, you will need to obtain the key from Mrs. Lane prior to your scheduled day. Make sure the lab is shut down and locked up at the end of each day.

Substitutes are not allowed to bring your class to the lab.

ABSOLUTELY, NO FOOD OR DRINKS IN THE LAB. Please clean up the labs before you leave and wipe off the boards when you are done. Absolutely no email or streaming (audio or video) allowed in either lab. Computers should never be moved or worked on. Station #27 in the media lab is for teacher use only. This computer is connected to the video projector. The remote for the projector is in the black box which you may open with your key. **Please make sure you turn off the projector when you leave and return the remote to the black box**

Students may save work in any manner you choose. They may use flash drives, floppy, drives etc. If you'd like them to save to the teacher network (t-drive), you can then access that folder from your classroom and save it to your computer. You will need to create a folder with your name on it within the folder named "B-7 lab" or "Media Lab" on the t-drive. Students will then save by going to save as, click "desktop" on the side and then B-7 or media lab. Make sure they do not save to the computer itself, such as saving to my documents. These computers are set to delete documents saved on the hard drive at every restart. When you have students save their work to the B-7 lab or Media Lab folder on the network please move that work as soon as you are finished using the lab for that assignment. This folder is only for temporary storage so you can move it to your own teacher folder when you get back to your room. Leaving this work in this folder gives opportunity for other students to not only access your students work but delete it or steal it. A printer is available in both labs; you will need to **bring your own paper.**

If you need further assistance before using the lab, please let me know and I'll arrange a time to meet you.

Please let Mr. Schultz know if you have any problems with any equipment in either lab.

Thank you! **Bernadette Lane, Testing Coordinator**