A 20-station laptop cart is available for checkout to College of Education faculty for instructional classroom use. Please review the following policies and procedures prior to checkout.

A reference copy of these policies and procedures is also available on the COE website, ‘COE Faculty/Staff Resources’, ‘Policies & Procedures’, Laptop Cart Policies and Procedures and in a folder in the cart.

**Checkout**

**Reservations**
- Upon receipt of a Laptop Cart Reservation Form, the cart will be reserved in the faculty member's name on a *first-come, first-served basis*.
- Requests are due two business days in advance of the scheduled checkout.
- Confirmations will be returned via email.
- Please complete the COE [Online Laptop Cart Reservation Form](#).

**Checkout**
- The laptop cart must be picked up from the Dean’s Suite Closet 15 minutes prior to the start of class.
- COE staff and faculty will perform a count of the laptops prior to checkout.

**Cancellation**
- At minimum, a two hour advance notice of cancellation is requested.
- Call (255-4344) if you need to cancel a submitted reservation.

**Security**
- Faculty will be responsible for laptop security during the entire checkout period.
- Failure to comply will result in non-use.
- Laptops should not be left unattended in the classroom.
- No students should be dismissed from the classroom until all laptops have been accounted for.

**Check-In**
- Please reconnect the laptops to the internal power cords and Ethernet connections when they are returned to the cart shelves. Make sure the computers are left ON. Each laptop is numbered with a corresponding shelf number.
- Faculty will return the laptop cart to the Dean’s Suite Closet, or if arrangements are made at the time of checkout, then the faculty member must wait until the laptop cart is retrieved by COE staff.
- Never leave the laptop cart in the classroom unattended.
- The COE staff and faculty will perform a count of the laptops when the cart is returned.
- Please complete the "Laptop Problem Log" (located in a folder inside the cart) if there are any hardware or software problems associated with a laptop (reference the assigned laptop number). Faculty will notify the staff of any problems upon returning the cart.
**Laptop Operations**

**Wireless**
- Each laptop user may remove a laptop for their use by unplugging the power cord and Ethernet cord from each shelf on the cart.
- Computers are already ON. Hit enter to bring up the screen
- Each laptop user may use their own UCCS username and password to log in. The laptops will find the UCCS wireless network once you log in with the credentials.
- Users return the laptop to the corresponding shelf, plug it with the power and Ethernet cable. Leave the computer ON

**Saving Work**
- Access to Student Folders
  - After log in, all students have access to their student folders or Office365 account
- Work can also be saved to a flash drive or SD card

**Power**
- The laptops are designed to be used outside the cart on battery power. The batteries will last approximately ten hours.

**Software & Applications**
Each laptop includes:
- Windows 8.1 Service Pack 2 on a 64 bit Operating System with 1TB of memory installed
- Microsoft Office 2013 installed along with IE 11, Firefox, Chrome, and Dell Webcam Software
- Kidspiration, Inspiration and Cowriter 7.0

**Technical Assistance**
- If you experience technical problems during your class, please notify:
  - First: Your Instructor
  - Second: Cindy Brown Phone: 255-4344

*Updated 4/21/2015*