

What is Lab-N-Bag (LNB)?

- A Lab-N-Bag (LNB) set, primarily containing six laptops, may be checked out for a **two-week** period each semester by any certified user. Twelve sets are currently available for checkout. This portable lab was designed to give teachers the opportunity to have multiple computers with Internet capability in the classroom. Most of the LNB sets are wireless, but each set also includes a switch and everything needed to connect to the Internet if there is a live connection in the classroom. Check the web site for actual software specs for each set (<http://www.cpsb.org/resources/labnbag/>). Hopefully, one of the sets will meet your classroom needs. **INSTALLATION OF ANY SOFTWARE OR PRINTERS IS RESTRICTED!**
- To check out a Lab-N-Bag, the teacher must participate in a training session, which will certify him/her as an authorized user to check them out. For the most part, training sessions are given during the summer; however, additional classes may be set up through Kim Leblanc, Technology Training Center Coordinator, at kim.leblanc@cpsb.org.
- Once a teacher is certified, he/she will need to email lab.bag@cpsb.org to schedule available checkout dates. A list of certified users is available on the LNB web site. When LNB sets are checked out, it is posted to the CPSB web site on a calendar under *Check Availability* on the web site at <http://www.cpsb.org/resources/labnbag/>. Be sure to check this calendar to make sure that your preference is available for the desired dates. A confirmation will be sent confirming the checkout. LNB sets may not be checked out over a long holiday period and must be returned to the Technology Training Center before any long holiday period.
- Certified Users must call the Technology Training Center at 217-4120, ext. 1039 to arrange a time to pickup the LNB set before the day of pickup. This assures that someone is available for checking in and out equipment. It is the responsibility of the certified user to check the Lab-N-Bag set to make sure **all** parts are present before leaving the tech center.
- When returning the Lab-in-a-Bag, call ahead (217-4120, ext. 1039) to make sure someone is available to check the LNB set(s) back in. Failure to set up appointments may result in your having to come back another time when someone is available to check you in. All bags will be inventoried upon return before the teacher may sign off responsibility. It is easier to do this if they are all packed alike. Please make sure to check them in on time so others can check them out.
- After you have tried troubleshooting any problems yourself, you can contact Tech Support at 217-HELP (4357) for assistance or put in a [footprint ticket](#). Refer to the LNB Checkout Procedures for some troubleshooting ideas BEFORE contacting Tech Support.