

Charles Street

Using the laptop lockers in the SCALE UP room

Advice for staff



At the start of the session

You will need to allow time for all laptops needed to be issued and set up.

This may take around 15 minutes.

Issuing laptops

- Staff cannot remove laptops from the lockers. Only students are able to do so.
- Students will need their SHU Cards. Laptops cannot be borrowed without one.
- Students cannot use the locker if they have fines outstanding on their library account. In the SCALE UP room you may need to **ensure one member from each group of three is able to borrow a laptop at the start of the session.**
- Students can only use the lockers one at a time.

For instructions on the use of the lockers

Please also see
<https://students.shu.ac.uk/shus>

Please note: SCALE UP laptops are issued with power supplies and do not have a 30-minute charging delay to avoid blocking sessions. If you find power supplies or laptops are missing or damaged please report this to ITHelp on x3333 option 1

Students can use their own laptops in the SCALE UP room



**Sheffield
Hallam
University**

- Students need to make sure they remove the laptop and the power supply charger. It will not be possible to get the supply later without returning and re-borrowing the laptop
- Laptops run the standard University desktop and will connect to the network over wifi. Only a power supply needs to be plugged in before use.
- **Laptops must not be removed from the SCALE UP room.**

During the session

As students work on the laptops in the session please bear the following in mind

- Laptops may need charging when borrowed. Students should start with them plugged in to ensure they can start up.
- Students cannot guarantee they will get the same laptop every time they use the lockers. **Nothing should be saved to the local hard disk of the laptop** as it may not be retrievable after the laptop is returned.

At the end of the session

You will need to allow time for laptops to be shut down and returned to the lockers.

This is initially recommended to be 20 minutes for all 18 laptops.

If the laptops are out for over 3 hours students will begin to accrue fines on their library accounts so please ensure enough time is left to manage returning them.

Returning laptops

- The laptop must be returned by the member of the group of students that borrowed it using their card. Another student or the member of staff cannot return the laptop for them.
- Students can only use the lockers one at a time, you must allow time for them all to return their laptops.
- Laptops must be connected to the power supply in the locker for the return to register. If this is not done the laptop will still count as being on loan to the student and incur a fine on their library account after the loan period expires.
- Power supplies must be returned with the laptops to ensure they are available for next and subsequent sessions.

Produced by Dave Thornley, IS&T, March 2016