

Training Agenda for “Get to Know Your Lenovo”

Objective: To introduce teachers to the parts of their laptops, show them how to use a flash drive, burn a CD and play a DVD

Resources: (Amy B will create packets for the staff with these handouts)

- *Get to Know Your Lenovo Resource Guide* handout
- *How Do I Use My Flash Drive* handout
- *Meet Your Laptop* handout
- *Blank CD* – provided in the teachers’ training folder.
- *Technology DVD* – for your use only – to demo how to play DVDs

Agenda:

1. Hand out the laptops assigned to the teachers.
2. Have the teachers login to their computers as they normally would.
3. Walk the staff through the handout: *Getting to Know Your Lenovo* handout that contains pictures of all the connections to their computer. Explain the connections and highlight the ones they will use the most:
 - a. USB
 - b. Power Cord connection
 - c. Microphone and Headset connections
 - d. CD/DVD drive
 - e. Projector connection
4. Also explain buttons that they will use the most:
 - a. Power Button
 - b. Volume
 - c. Fn Keys
5. Refer to the second handout: *How Do I Use My Flash Drive?*
 - a. Have the staff plug in their flash drive and drag the modified application menus to their desktop. Explain that these two application menus were designed to use at home with or without internet access.
 - b. Explain the rest of the Flash Drive handout.
 - c. Be sure to show them how to safely remove the flash drive.
 - d. Stress the importance of using this flash drive instead of EMAILING themselves documents.
6. Refer to the third handout: *Meet Your Laptop*.

- a. Show staff how to **burn a CD**. They will have a blank CD in their folder to use for this.
- b. Show staff how to **play a DVD** using the [Technology DVD](#) provided for you.
- c. Demonstrate how to **create favorites**.
- d. Show how to **create time saving shortcuts**.