

Tips & Best Practices for Teachers

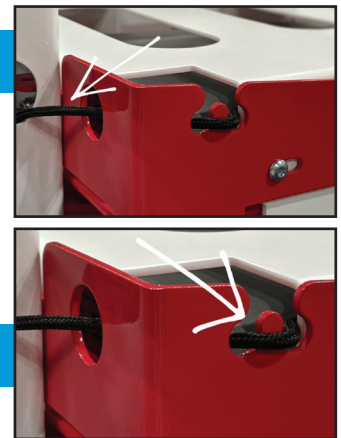
PowerGistics Charging Station Launch

Goals

- 1 100% successful student management!
- 2 When applicable, each student is assigned their own device and unique charging shelf/slot.
 - a. When students know it's their device, they treat it with more care.
 - b. Opportunity to teach ownership, accountability, and responsibility.
 - c. Quickly identify who caused intentional device damage (keys picked off, for example)
- 3 An efficient, enjoyable, and quick device return and retrieval EVERY time. :)

Cable Setup Tips

- 1 If you need to adjust the length of the cable at the end of the shelf, gently pull the cable from the spine of the unit.
- 2 Make sure the pinch point cable management is secured.



Location

- 1 Think of the flow of the classroom. Place the charging stations in **different areas (or spaced apart)** at a height accessible to students.
 - a. Spacing charging stations helps prevent traffic jams.
 - b. This saves time, reduces dropped devices, and limits opportunities for students to get off task.
 - c. Consider giving the different stations fun names, like elephant and cheetah, for example.
- 2 Plug the charging stations directly into the wall. Do not plug into another power strip or extension cord. Do not plug a PowerGistics charging station into the same wall outlet as a non-PowerGistics charging station. Safety!

Assigning Devices and Shelves

- 1 Consider labeling the device with the student's name using an **easy to remove** adhesive label.
- 2 Consider labeling the device with the same color label as their shelf assignment, such as the Avery 5472 **easy to remove** circle stickers.
- 3 Assign students a number with corresponding color. Make a master list matching students to their number and color shelf assignment. Resource: Printables for all shelf orientations found here:



Shelf Number	Student Name	Shelf Number	Student Name	Shelf Number	Student Name
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

<https://powergistics.com/resources-for-teachers/>

Using the Shelves

- 1 Keep the same shelf assignments all year. If a new student is added, don't rearrange the entire list, assign an open shelf.
- 2 For young students, consider labeling the shelf with their name or picture too.
- 3 Use the shelves to store devices when not being used, regardless if they need a charge. This reduces device damage at the desk.



Using the Colors

- 1 Colors + Numbers help students remember their shelf better.
- 2 Send students by color group to collect and return devices. Red group first, green group second, etc.
- 3 Collaborative groups - ask red group to work with blue group, etc. Assign groups by numbers, too.
- 4 If a device is not returned, quickly identify which student's device is missing by the color/number assignment.

Training for Students

3 Rules to Avoid Damage to Devices

- 1 Always use two hands when carrying, collecting, and returning your device.
- 2 DO hold the charging port head when unplugging and plugging back in.
- 3 Do NOT pull the charging port by the cable when unplugging.



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