Title: Install memory in a laptop.

PO:
Task: Install memory in a laptop.
Condition: Given a laptop, memory card, Phillips screw driver
Standard: Must do each key behavior in order listed on the evaluation checklist.

<table>
<thead>
<tr>
<th>Content</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction:</strong></td>
<td>PPT-1 and 2: Performance Objective</td>
</tr>
<tr>
<td>State the PO</td>
<td></td>
</tr>
<tr>
<td>Check for understanding</td>
<td>Ask if anyone has ever installed memory in a laptop. If so, ask them to describe the steps. If they can, then give them the posttest and if they pass it, allow them to leave.</td>
</tr>
<tr>
<td>Explain WHY?</td>
<td></td>
</tr>
<tr>
<td>Check for prior knowledge or skill</td>
<td></td>
</tr>
</tbody>
</table>

**Body:**

1. **Power down the laptop** (make sure it is all the way off and not in Hibernation Mode or Standby). You should never work on a computer's internal hardware while it's turned on because you could shock yourself or damage the computer.
2. **Turn the computer** over so that the bottom of it is facing upward.
3. Use the **Phillips-head screwdriver** to remove the screws in the memory module cover. There should be two. **Put the screws in a place where they won't be lost.**
4. **Remove the memory module** cover.
5. **Insert the memory card** into the empty memory module.
   - **Be sure to hold the memory card in a way that your fingers only touch the plastic parts.** Touching the electronic parts of the memory card could damage it.
6. **Replace the memory module** cover and the screws.
7. Flip the computer over and turn it on. Once the computer is started up, the hardware wizard will automatically detect the new memory card.

**Explain**

**Show video** “Adding Memory to a Laptop Computer”. This video models the steps and techniques for doing the skill.

**Repeat the key behaviors.** Show the learner is the relationship between the behavior of the model and each key behavior.
- Point out what happens when the key behaviors are not followed correctly.

**Practice**
Have learners practice installing memory in a laptop using the key behaviors.
- **Provide feedback** regarding how close their behavior matches the key behaviors demonstrated by the model

**Application Planning**
**Discuss** the importance of using the key behaviors when the learners leave training and return to their jobs.
**Summary:**
Review the key behaviors and urge learners to use them when they perform the task on the job. Use PPT-3 to do this.

**Evaluation:**
Have trainees replace a memory card in a laptop to PO standard. Use the attached checklist to evaluate the performance. They learner must do each key behavior satisfactorily to pass.

**Conclusion:**
*Review or recapitulate.* Briefly go over the main items of your topic. Stress important or key points.
*Link* to subsequent sessions.
*Clarify.* Allow time for questions to clear up any misunderstandings or problems.
*Finish.* Leave your learners in no doubt that you are done. Ask the question, "Before I finish, do you have any final questions?"

**References:**

**Training aids:**
One laptop computer per each student
Computer with projector.
One Phillips screwdriver per student

**Notes:**
Install memory in a Laptop

Objective

- Task: Install memory in a laptop.
- Condition: Given a laptop, memory card, Phillips screw driver
- Standard: Must do each key behavior in order listed on the evaluation checklist.

Key Behaviors

- Power down the laptop
- Turn the computer over so that the bottom of it is facing upward.
- Use the Phillips-head screwdriver -- remove the screws in the memory module cover. Put the screws in a place where they won't be lost.
- Remove the memory module cover.
- Insert the memory card into the empty memory module.
- Replace the memory module cover and the screws.
- Flip the computer over and turn it on.
# Install Memory in Laptop Computer

## Evaluation Checklist

**Instructions:** Have learners install memory in a laptop computer. They will require a Phillips screwdriver and a memory stick or chip that is designed for the laptop.

<table>
<thead>
<tr>
<th>Step</th>
<th>Key Behavior</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Powered down the laptop</strong> (Made sure it is all the way off and not in Hibernation Mode or Standby).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Turned the computer</strong> over so that the bottom of it is <strong>facing upward</strong>.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Used the <strong>Phillips-head screwdriver</strong> to remove the screws in the memory module cover. <strong>Put the screws in a place where they wouldn't be lost.</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Removed the memory module</strong> cover.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Inserted the <strong>memory card</strong> into the empty memory module.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Held the <strong>memory card</strong> in a way that fingers only touching the plastic parts.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Replaced the <strong>memory module</strong> cover and the screws.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Flipped the computer over and turn it on. Once the computer is started up, the hardware wizard automatically detected the new memory card.</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

Learner must do each step in order satisfactorily to pass.

- [ ] Pass
- [ ] Fail