

Name: _____

Room: _____

End-Of-Year Technology Checklist For K-8 campuses

Excluding Computer Deployment Phase I campuses: SHS, TAH, Wester, Worley, CTIS, Orr, Anderson, Boren, Brown, Harmon, Morris, Ponder, Rendon

High Schools – See your campus technician for your End-of-Year checklist.

Initial to confirm you have done the following:

_____ 1. **Delete as much email from GroupWise as possible!**

We are changing our email system to Outlook over the summer. Having as little email as possible will expedite your migration process!

_____ 2. Delete any unneeded files from your **Desktop** and **My Documents**.



_____ 3. Save Internet Explorer Bookmarks – Open Internet Explorer>Click Add to Favorites button (for versions below 7, click File from the menu bar). Select Import/Export>Next>Export Favorites>Next>click Favorites folder>Next>Export to a file...>Browse>save to My Documents>Next>Finished. See http://itsies.pbworks.com/End-Of-Year_Instructions for detailed instructions.

_____ 4. Back up important documents from My Documents, the desktop, the server, and other locations where you have documents. For example, back up to a CD, floppy disk, flash drive, Home drive, online storage such as DropBox or SkyDrive, etc. For more assistance contact your campus ITSie.

WARNING! The My Documents folder on the desktop is only a shortcut. Do NOT right click and copy it because you will only be copying the shortcut and not your files in that folder.

See http://itsies.pbworks.com/End-Of-Year_Instructions for more information explaining how to back up files.

- **IC Gradebook users**

To print &/or save your Gradebook – Go to Reports>Section Summary. Select Section (plus elementary-select Main from Schedule). Select Landscape>Select all Assignments and Students. Click Generate Report. A separate tab/window will open. Click Save &/or Print. Repeat with all your classes. For detailed steps, go to http://itsies.pbworks.com/End-Of-Year_Instructions.

_____ 5. Place a sticker or piece of tape directly above the network drop (outlet) your computer was plugged into (looks like a telephone cord/outlet) so whoever is in the room next year knows where to plug in.

_____ 6. **Do NOT wrap, hide, unplug or disassemble computers in any way.**

Leave computers as you would any other day.

_____ 7. Teachers using iPod touches or just uses iTunes need to backup their iTunes content. For instructions, go to http://itsies.pbworks.com/End-Of-Year_Instructions.

_____ 8. IF in a portable, bring computers, projectors & other technology equipment into the building.

_____ 9. Tape this checklist to the computer 'box' (not to the monitor) & have a wonderful summer!

FYI: We are planning to switch from Novell to Microsoft (Active Directory and Outlook) over the summer. Your Novell Client password will be reset to a generic password over the summer. You will have access to GroupWise until further notice.