







Name: _____
Room: _____

End-Of-Year Technology Checklist
For K-8 campuses
High Schools – See your campus technician for your End-of-Year checklist.

Initial to confirm you have done the following:

- ____ 1.  **IMPORTANT!** I have set up my People Password credentials. (This is for ALL employees. Spread the word!) <http://misdtechnotes.wordpress.com/2011/05/06/prevent-password-hassles-enroll-now-detailed-instructions/>
- ____ 2.  I have deleted as much excess email from Outlook as possible.
- ____ 3.  I have printed and attached to my ActivBoard the 'Do not use board' sign from <http://misdtechnotes.files.wordpress.com/2011/05/do-not-use-sign.pdf>.
- ____ 4. I have deleted any unneeded files from my **Desktop** and **My Documents**. 
- ____ 5. I have saved 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.
<http://misdtechnotes.files.wordpress.com/2011/05/saving-internet-explorer-bookmarks.pdf>.
- ____ 6. I have backed up important documents from My Documents, the desktop, the server, and other locations where you have documents. For example, back up to a CD, flash drive, Home drive, online storage such as DropBox or SkyDrive, etc. For more assistance contact your campus Ed Tech Trainer.
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.
<http://misdtechnotes.files.wordpress.com/2011/05/how-to-back-up-files.pdf>
- ____ 7. IC Gradebook users: I have printed or saved gradebook reports.
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://misdtechnotes.files.wordpress.com/2011/05/infinite-campus1.pdf>.
- ____ 8. I have placed a sticker or piece of tape directly above the network drop (outlet) that my computer was plugged into (looks like a telephone cord/outlet) so whoever is in the room next year knows where to plug in.
- ____ 9. IF using iPod Touches or iPads (or use iTunes in anyway): I have backed up my iTunes content. For instructions, go to <http://misdtechnotes.files.wordpress.com/2011/05/itunes-backup-content.pdf>
- ____ 10. IF in a portable: I have taken computers, projectors & other technology equipment into the building.
- ____ 11.  I have turned in my presentation station equipment as instructed by my principal. (Equipment examples: Promethean board pens, Promethean slate, pen & USB hub, document camera remote, projector remote. Suggestion is to put items in a big baggie with room labeled.)
- ____ 12.  I have secured my document camera (or turned it in as instructed by my principal).
- ____ 13. I have taped this checklist to the computer 'box' (not to the monitor).
- ____ 14. I will **NOT wrap, bag, hide, unplug or disassemble computers in any way.** *Computers were destroyed last year because they were left on and couldn't get air flow! Leave computers as you would any other day.*