

Staff Yearend CHECKLIST

Yearend is a perfect opportunity to review and clean up FILES stored on network drives, including desktops and any hardware technologies in your building.

(*ITS will delete **ALL Student** H:drives.)



***MOVING SITES?** > ITS will **NOT move content** from your H:drive. (*Their priority are the 25000 students and new staff!)

Save a copy of your files onto a USB as backup. If you end up moving sites or think you might like to move sites, **YOU** will have a copy to paste at your new site.



Staff Home Drives (H):

- Review all files in H:drive; **delete** files not needed
- **Save a copy** of your files onto a USB as backup.



***MOVING SITES?** > It is especially important that you complete this step.

Classes DRIVE: (If you created any Classes using Teacher Tools)

- Delete/remove content if not using

(*ITS will delete all student access over summer)

TEACHER DRIVE (T:Shared) (if you own any folders):

- Delete unwanted files or copy old files to an external device
(*Images are the usual culprit taking up space and should be removed from the server. Eg. Old grad images should be removed.)



CLASSROOM TECHNOLOGIES:

- POWER OFF classroom computers
- Lock up any iPads, laptops, projectors
- Remove batteries from interactive projector pens

