

# ACSC Technology End of the Year Checklist

Before you leave for the summer, please review and complete the following steps as necessary.

## MANDATORY ALL STAFF

- Desktop Redirection: **You should no longer save anything to your desktop! All files saved to your desktop will be lost if not copied to your U: drive or Office 365.** Some computers will be replaced over summer break and items on your desktop will not be following your login from computer to computer NOR will they be backed up. The desktop redirection document that gives instructions on how to copy your files (not programs or shortcuts) to your U: drive is located at T:\Helpdesk\How To's\Desktop Redirection.
- Please turn off all technology electronics in your classroom before leaving for break. This includes computer screen monitors, PCs, interactive whiteboards, document cameras, speakers, printers, etc.
- CHANGE YOUR NETWORK PASSWORD.** Passwords can only be changed while logged on to the ACSC network. Changing your password before leaving will keep it from expiring over summer break. (Press **Alt + Ctrl + Delete**, click on **change password**, type in **old password**, **new password**, and **confirm new password**, click on the **arrow**). Be sure to log in to ALL devices with the new password before leaving. The new password must include 3 of the 4 criteria: lower case, upper case, special character, number.
- REMINDER: Programs and Links to websites previously located in the start menu can now be accessed through the M: drive. This affects **ALL** staff and **ALL** students. Most common used apps are also available on the district web page under the [Student](#) or [Staff](#) link on the ACSC homepage.
- Please check your computer – remove any CD or DVD's.
- If you use the following programs for class: Remind and Class Dojo, you must clear your contact lists before the end of school year. Athletic teams or clubs using these tools are reminded to update the contacts at least annually or as membership changes.
- Please leave all equipment in your room: computer (excluding HP Streams), printer, remotes, document cameras, etc.
- This is a good time to clean up and purge files in your U drive. Delete unneeded documents/music/videos that you may not use in your instruction. Delete any old or unnecessary files from the S: drives before leaving as well. Be sure to empty your recycle bin.
- Clean out your Outlook mailbox, including deleting unneeded messages from the "Sent Items" and "Deleted Items" folders.
- If you come into your school over break to work and your classroom is being cleaned, you can log into any ACSC computer in your building or anywhere the district to do your work.
- Export your favorites from web browsers to your U: drive (T:\Helpdesk\How To's\Exporting Favorites from Web Browsers or [click here](#)).

## ALL Schoology Users with Courses

- Courses will be archived at the end of the year. Be sure to save materials from your courses to your Resources. (T:\Helpdesk\Schoology\Course to Resources) or online [click here](#)).

## ALL Schoology Users with Groups that Need Members Purged

- Any member in a Group that you created will remain a member of that group until you remove them. Only members of courses will be removed. If you need to import/export bulk members refer to directions on T:\Helpdesk\Schoology\Schoology Importing or Exporting Bulk Members into Groups.

## McGraw Hill/Connect Ed Users – MANDATORY for all teachers who use this software and are changing grade levels

- If you plan to move to another grade level or are leaving the district, you will need to run the process to “return your teacher edition” so the license will be freed up for next school year. Click [here](#) for directions.