

A friendly reminder to teachers and school staff,

As the end of the school year fast approaches, many of you are beginning to think about cleaning out your classrooms and desks for the summer. Don't forget your computers, network drives, email, and staff webpages need attention also! Before you leave for the summer, please review and complete these steps as necessary:

- Ensure any files you want to keep are saved to your H: drive. Files saved on the local computer (including items saved to the desktop or C: drive) will be lost. Use the backup script to back up these files to your H: drive automatically. Directions can be found here (<http://intranet.dysart.org/BusinessServices/IT/eoybackup0809.pdf>).
- Clean out your email mailbox, including deleting messages from the "Sent Items" and "Deleted Items" folders. Click here ([http://www.dysart.org/movies/induction\\_videos/email\\_deleted\\_items.wmv](http://www.dysart.org/movies/induction_videos/email_deleted_items.wmv)) to view a training video. Archive mail messages you want to keep to your H: drive. Directions can be found here ([http://schoolweb.dysart.org/EdTech/uploads/initiatives/Zero\\_Inbox/Outlook-Archiving\\_your\\_Email.pdf](http://schoolweb.dysart.org/EdTech/uploads/initiatives/Zero_Inbox/Outlook-Archiving_your_Email.pdf)).
- Delete unneeded files from the "Public" and "Teams" folders. Please respect others and only delete your own files. Delete any old or unnecessary files from your H: drive before leaving as well.
- Change your network password. Passwords can only be changed while logged on to a DUSD computer at a DUSD campus; not via web email. Directions can be found here (<http://schoolweb.dysart.org/itsite/uploads/1/PDF/Training/ChangingPassword.pdf>). Changing your password before leaving will keep it from expiring over the summer break.
- Student H: drives will *not* be cleaned out for students who are returning. The only H: drives that will be deleted are those belonging to withdrawn or graduating students. Have students remove any files they will not need next year or save them to another source, such as a flash drive or CD.
- As a general practice, please do not unplug or move computers when preparing classrooms for the summer break. If you require changes in the location of active data ports in your classroom, please complete an IT Work Order (<http://trackit/TIWEB80/scripts/TIWebPortal/TrackItUser.asp>) with specific requests indicating the room number and data port numbers to be activated and deactivated. Due to the strain on IT resources involved in opening new school buildings, requests to activate/deactivate network ports which are received after **August 5<sup>th</sup>, 2009** cannot be performed prior to the first day of school.
- Please be certain that any problems with computer equipment in your classroom have been reported via the IT Work Order (<http://trackit/TIWEB80/scripts/TIWebPortal/TrackItUser.asp>) system so the problem can be resolved before school begins next year.

- Archive all items on your teacher website. It is encouraged that you post a summer message for current and incoming students. One recommendation is to create a category for current students with pages that include resources and summer activities that will help them prepare for the next grade level or recap what was taught this school year. Then create another category for incoming students with pages that include extra resources and summer activities that will help them be prepared for your class next year.
  
- If you are transferring to a new school, you will have the ability to have your entire website moved with you. To do this, log into the Teacher Web Creator Login (<http://schoolweb.dysart.org/teachersites/admin/>) from the main intranet page and select "Reassign Website" from the categories on the left. This feature will become active automatically once the information in SASI has been updated. This will not occur until July 1<sup>st</sup> at the earliest. When it is active, you will be able to select your new location and click a "Submit" button.

Following these simple procedures before leaving for the summer ensures access next year to your files and reduces the burden on our servers. If you have questions, please call (ext. 7071) or email ([helpdesk@dysart.org](mailto:helpdesk@dysart.org)) the IT Helpdesk.

Thank you for your cooperation and have a restful summer break!

Information Technology  
[Dysart Unified School District No. 89](#)  
[I.T.'s M.A.G.I.C.](#)