

Waterford End of Year Checklist

Congratulations on completing a successful school year using the Waterford Early Learning Program. As the school year comes to a close, there are several things you should do to keep your Waterford computers running smoothly in the future.

- Print the last class summary report(s) for the year.**

This report will give you a year-end summary of your students' progress on the Waterford Early Learning Program. It will include the total number of sessions and total time it took each student to complete the program. Printing Individual Student Reports is recommended, but optional. The individual reports may be lengthy. For instructions on how to print reports, please see your Quick Reference Guide or the Generating Waterford Reports document available in your Waterford Principal and Site Facilitator binder or the TUSD Waterford Webpage.
- Move or delete all of this year's students from your computer.**
 - Go to the **Set Up Classes** drawer and highlight ALL the student names.
 - To select all students, click on the first student in the list, hold the shift key down, and click on the last student in the list. All students will then be highlighted in blue.
 - Click the **Remove Students** button in the upper right corner of the screen and follow the on-screen instructions.
- Log off, shut down and unplug from the wall, but do not remove the cables or store them away. District will perform hardware migration over the summer.**
- Disconnect the surge protector from the wall.**
- Write down your login name and password.**

Tape this information to the front of the Teacher Station for easy reference.
- Label computer and monitor with the *Waterford* stickers provided by district. (For sites running 4.X only)**
- Inventory your computer equipment.**

Take an inventory of all your accessories, cables, and cords. This will help you locate all of the equipment when you return to your classroom. You may want to pack these parts in one box so they stay together. This is very helpful if your computers are stored in a location other than your classroom. Here is a tip: Take a picture of the back of your computers with a digital camera. This will provide you with a visual when you reconnect your computers.
- Dust and cover your computer equipment.**

Dust your equipment and clean your monitor screens with a damp cloth. If your computers will not be moved, cover them with a cloth sheet to keep off the dust and debris. Plastic covers are not recommended, since condensation may form and damage the equipment.
- Store extra student materials and Teacher Resource materials in one place.**

You are now ready to enjoy your vacation! When you return, the computers will be ready for a new school year. If you have any further questions, please call Product Support at (888) 977-7100.
- Graduate all of this year's students to the next grade level. (Media Server only v3.15 - 4.x)**

Follow the procedures in the Moving Students in Media Server handout. This step should be led by the school facilitator. This can be done at the beginning of the new school year.