Reneal International Education Outreach Inc.

School Visits Checklist – 2022 Beginning of Year

SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **TASK** | **X if completed** | **Follow-up** |
| Take replacement units, adapters, or projector (if needed) | X |  |
| Run systemCheck | X | Photo of complete results |
| Check disk usage (df -h) | X | Photo of results |
| Run checkUserHomeSize | X | Photo of top 10 users |
| Run endOfYearCleanup | X |  |
| Create new student list (updateStudentList) | X |  |
| sudo python reporter.py  (run inside the reporter.py file directory) | X | Send data files |
| Put a security sticker on the back of each laptop | X |  |
| Put 2 security stickers on the server, one for each case cover | X |  |
| Make laptop repairs as needed, or note which units are not functioning (for future replacement) | X |  |
| Count the units (remind schools that had theft that they must replace) | X | Report number working, number not working |
| Remind super user to:   * run systemCheck regularly * never use the sysadmin account for their regular teacher work - they must use their personal teacher account * remove any personal files stored in sysadmin, because those files will all be deleted during server software update | X |  |

**ISSUES AND COMMENTS:**

**No Issues**