**LTSP Server Tasks, Beginning of the Year -- please do tasks in this order**

**[Do not use this checklist for MacBook labs, it is only for LTSP labs]**

SCHOOL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Run reporter.py
2. Execute any Runner files from Neal (see his readme notes)
3. Run “Computer Information” app on the Dashboard and take a picture
4. Run “System Check” app on the Dashboard and take picture of all output
5. Run “Teacher File Size” app on Dashboard and take picture of all output
6. Run “Student File Size” app on Dashboard and take picture of all output
7. If there is a working Tigo modem, reconfigure for Reneal and disable “reset” [CONFIRM WITH DAVID]

*SCHOOL HAS INTERNET Yes [ ] No [ ]*

1. Run “Cleanup Student Files” app on Dashboard to look for student abuse – take a picture of the student names who are abusing the system and give the names to the SU – make sure abuse files are deleted
2. Run “cleanTeacherDirectory” to clean up teacher abuse – make sure abuse files are deleted
3. Run endOfYearCleanup
4. Create new student list with SU
5. Turn on each laptop and make sure it boots to the blue welcome screen – For Dell laptops, set an Administrator Password to lock BIOS.
6. Do troubleshooting of problems shown by System Check and problems in the laptops – try to get the lab back to 100% working

COMMENTS:

1. After Step 13, write down the number of laptops working \_\_\_\_\_ Number not working \_\_\_\_\_\_
2. If you are not able to repair the problem, write down the laptop number and what is happening

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [for far schools, mark with blue tape and bring back to Arusha RO for repair or replacement]

1. Write down anything else that is not working properly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [for far schools, mark with blue tape and bring back to Arusha RO for repair or replacement]
2. Share Class Journal with SUs, to be used in their computer lab
3. Give Dashboard training to new SUs – show them how to watch videos for help. Show Help App with System Manual, hyperlinks and view video buttons.
4. Give Teacher Orientation to new SUs

Files to send:

* Copy of this completed form
* Files from reporter.py
* Pictures from Runner updates (see readme file)
* Picture of “Computer Information” output
* Picture of “System Check” output
* Picture of “Teacher File Size” output
* Picture of “Student File Size” output
* Picture of “Cleanup Student Files” output
* Picture of “cleanTeacherDirectory” output