Year End Cleanup

This document is meant to provide a general guide for SchoolVista System Administrators and Board Technicians regarding recommended year-end activities to maintain the network and prepare for a successful new school year in the fall. The activities are categorized as SYSOP/Admin or Board Tech activities but responsibilities are assigned differently in different Boards so in your board, activities labeled SYSOP/Admin, may be more appropriate for the Board Tech or visa versa. The activities labeled Board Tech require deeper technical skill and expertise than those labeled SYSOP/Admin. No activity should be attempted unless you know exactly what to do and how to do it if you have any questions, contact your Board Tech or IBM K-12 Education 1-800-665-3276.

SYSOP/Admin Activities

1. Preliminary F/S Back-up - Perform full back-up (including NDS) of fileserver (F/S) as a safety precaution prior to performing any year-end maintenance on fileserver.

2. ID & Home Directory Maintenance - There are 2 approaches to Student ID and home directories at year-end. Either you can delete all the student IDs and their home directories and recreate them in the fall or you can promote them to the next grade level and then clean up their home directory contents. Student data files may be removed by exporting the student list to a text file and then deleting all student IDs. As student IDs are deleted, each users home directory will be removed from the file server. If you remove all files in the process. After all IDs have been removed, use the file creation utility to re-create all student ID's. To speed up this entire process first delete all ID's that are not longer required such as students who have left the school. Next advance student grade levels but be aware that advancing a student beyond grade 12 does not remove the ID from SchoolVista - the ID must still be manually removed. User passwords will not be saved in this process but the text file created during export may be edited prior to import to add standard passwords to users. Usually it is preferable NOT to delete and recreate student ID's as you do not want to clear out all their personal files and lesson plans. Teachers should at least be asked to perform a cleanup of their own home directories.

3. Virus Check - Update virus signature database and then run a full scan of the F/S.

4. File Cleanup - Scan entire F/S for inappropriate JPG, MP3, BMP, EXE files and remove.

5. Final F/S Back-up - Perform full back-up (including NDS) of fileserver (F/S) after performing all year-end maintenance. Clean tape heads before and after. Optimally, make an extra full back-up and store off-site for disaster recovery.

6. Power Down F/S - Shutdown F/S by typing SV2DOWN at the F/S console and pressing enter 5 times. Power off c/WAN interface then c/Utilities. Then c/NWSERVER and press enter. Then c/NetVista Maintenance and press enter. At year-end. Either you can delete all the student IDs and their home directories and recreate them in the fall or you can promote them to the next grade level and then clean up their home directory contents. Student data files may be removed by exporting the student list to a text file and then deleting all student IDs. As student IDs are deleted, each users home directory will be removed from the file server. If you remove all files in the process. After all IDs have been removed, use the file creation utility to re-create all student ID's. To speed up this entire process first delete all ID's that are not longer required such as students who have left the school. Next advance student grade levels but be aware that advancing a student beyond grade 12 does not remove the ID from SchoolVista - the ID must still be manually removed. User passwords will not be saved in this process but the text file created during export may be edited prior to import to add standard passwords to users. Usually it is preferable NOT to delete and recreate student ID's as you do not want to clear out all their personal files and lesson plans. Teachers should at least be asked to perform a cleanup of their own home directories.

7. Workstations & Printers - Assume that all workstations (W/Ss) and printers (PTRs) will be unplugged, disassembled, and reassembled incorrectly by the cleaning/maintenance staff over the year-end maintenance. Clean tape heads before and after. Optimally, make an extra full back-up and store off-site for disaster recovery.

8. Dust & Dirt - Protect your equipment from dust and dirt especially if there is going to be construction or renovation work in the school in the summer.

9. Workstation SW - Assume that all W/Ss in your school may have their S/W and operating system refreshed to a standard Board image over the summer. If there is any valuable data or S/W installed locate the owner of the PC, you should take steps to save it. At year-end. Either you can delete all the student IDs and their home directories and recreate them in the fall or you can promote them to the next grade level and then clean up their home directory contents. Student data files may be removed by exporting the student list to a text file and then deleting all student IDs. As student IDs are deleted, each users home directory will be removed from the file server. If you remove all files in the process. After all IDs have been removed, use the file creation utility to re-create all student ID's. To speed up this entire process first delete all ID's that are not longer required such as students who have left the school. Next advance student grade levels but be aware that advancing a student beyond grade 12 does not remove the ID from SchoolVista - the ID must still be manually removed. User passwords will not be saved in this process but the text file created during export may be edited prior to import to add standard passwords to users. Usually it is preferable NOT to delete and recreate student ID's as you do not want to clear out all their personal files and lesson plans. Teachers should at least be asked to perform a cleanup of their own home directories.

10. If you have any questions, contact your Board Tech or IBM K-12 Education 1-800-665-3276.

11. Hardware Maintenance - If there is any equipment in need of repair, send it in before the summer rather than waiting until the fall. The fall is extremely busy for technical support staff (the board staff and your Board and IBM) so it is easier and faster to get equipment repaired during the summer.

12. N/S Maintenance - If there are any applications that are not working properly, inform your Board Technical Support so that is can be addressed during the summer rather than wait for the busy fall.

13. Order Supplies - Order any supplies (replacement back-up tapes, toner cartridges, etc) before the summer shutdown and a new school year in the fall. The activities labeled Board Tech require deeper technical skills and expertise than those labeled SYSOP/Admin. It is highly recommended that every PC be labeled to identify the room number, position within the room, personal, W/S ID if required) and whether the PC is also a printstation. Printers should also be labeled with the room number, printer name and queue name.

14. Security - If closing the school over the summer poses a security risk to your equipment (PCs in portable computers?), then store them in a more secure location.

15. Old Applications - Remove any applications that have been discontinued from the Board standard S/W set.

16. Application Patches - Install any approved patches for the Board standard S/W set. Notify the SYSOP/Admin regarding who did what and why so that the SYSOP/Admin will know what has happened when they return.

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