

SchoolVista System Administrator Guidelines

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 summer shutdown and a 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 skills and experience 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/Administrator 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 ID's are deleted, each users home directory will be removed from the server deleting all files in the process. After all ID's have been removed, use the file created during export 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 re-create Teacher Ids 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 until you are left at c:\NWSERVER prompt. Then power off the server. It is also recommended that you unplug the F/S, the LAN electronics, the WAN router, and the UPS from the power outlet to protect from possible lightening strikes over the summer. Note that when powering up in the fall, all the miscellaneous equipment (hubs, switches, routers, UPSs) need to be powered on before the F/S is powered on.
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 summer. In order to be able to get everything up and running in the fall, you need to be familiar with how/where all the cables plug in. It is highly recommended that every PC be labeled to identify the room number, position within the room, default printstation, 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.
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 S/W** - 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 locally on any PCs, you should take steps to save it or be prepared to reinstall it in the fall.
10. **Security** - If closing the school over the summer poses a security risk to your equipment (PCs in portables?), then store them in a more secure location.
11. **H/W 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 Dealer and IBM) so it is easier and faster to get equipment repaired during the summer.
12. **S/W Maintenance** - If there are any applications that are not working properly, inform your Board Technical Support so that it 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 so you are not held up waiting for supplies in the fall.
14. **S/W Storage** - Lock up all your S/W, licenses, and manuals in a safe place over the summer.
15. **SYSOP/Admin ID** - Give the Principal your SYSOP/Admin ID and password in case you get hit by a jetski

Board Technician 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. **F/S H/W Upgrades** - Install and memory and disk upgrades.
3. **SchoolVista Patches/Upgrades** - Current version of SchoolVista is v2.1 although v2.07 is still fully supported. Note that SchoolVista 2.1 is chargeable upgrade from v2.0x.
4. **NOS Patches/Upgrades** - Install any Novell patches/upgrades as recommended by IBM K-12 Support 1-800-665-3276. Do NOT install new versions or upgrades to the Netware Requestor client.
5. **New Applications** - Install any new Board standard applications.
6. **Old Applications** - Remove any applications that have been discontinued from the Board standard S/W set.
7. **Application Patches** - Install any approved patches for the Board standard S/W set.
8. **SYSOP Activities** - Perform any SYSOP/Admin activities that need to be done such as ID & home directory maintenance, virus scan, scan & removal of inappropriate files, etc.
9. **VREPAIR**
10. **PURGE**
11. **DSREPAIR**
12. **W/S Images** - Refresh the standard W/S images to reflect new applications, patches, etc
13. **Rebuild W/Ss** - Roll out new W/S images to all W/Ss
14. **NetVista Maintenance** - If you also have a NetVista Internet Gateway
 - 1. Optional upgrade to NetVista v4.5 available May 2000
 - 2. Update CyberPatrol
 - 3. Delete logs, reports, & cache
 - 4. Install Service Pack 6.0a for NT
 - 5. Delete unwanted student web pages
 - 6. Revise mail expiry time if you want to prevent mail from being deleted before school resumes in the fall
15. **Test** - Test everything!!!
16. **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.
17. **Communicate** - Notify the SYSOP/Admin regarding who did what and why so that the SYSOP/Admin will know what has happened when they return.