

Technology Update

Bloomington Public Schools

Volume 7 Issue 3

March, 2006

Welcome back from Spring Break. Hopefully you had a relaxing time. Perhaps some of you did some spring cleaning.

It's Time for Spring Disk Clean-up Our hard disk space, as massive as it is, is filling up. It is urgent that you do a clean up of your S and M drives. If you have saved information to the S drive (the staff shared drive) go there and delete files that you no longer need or use. Remember, all teachers have access to everything on the S drive and therefore it's possible for you to delete other teachers' material. Make sure that you recognize the documents or folders that you intend to delete. You have until April 21st. At that time I will make a complete backup of everything on the S drive and then delete any files that are older than this school year.

Your M drive also needs to be cleaned. These files belong to you and you alone so there is not a danger of deleting someone else's files. Please look through your M drive and delete any files that you no longer need. You have until you leave for summer break to accomplish this. Please don't just assume that if you do nothing, everything will be fine. Over the summer I will be looking for files that are old and large and will be deleting those, so it would be best if you did your own cleaning.

Important Reminders – Computers are to be left on Monday – Thursday nights. Turn them off over weekends and holiday breaks. Many, many people are not doing this. Please follow this procedure always! **Leave computers on every night** except weekends and holidays.

Always log out of Kresa, AR, etc. every night. Leave your computer on, but log out!! Every time I begin to do a Kresa update, I find that several people are still logged in to Kresa – even at 10 o'clock at night. This takes me extra time to verify that no data is going to be lost.

Make sure you are keeping your windows software updated. Instructions were given in the last Tech Update and are posted in the technology section on the school website.