

DCSS - Technology Department

FILE MOVE CHECK OFF SHEET

Location:

Room #		Power Point Default Save to Y:\	
Asset #		Access Default Save to Y:\	
Email Moved to Server		Dibels Data	
Docs Moved to Y:\ Drive		Leap Pad Data	
Y:\(Home Drive) Size		Laptop or Desktop	
Word Default Save to Y:\		Student/Teacher/Administrator	
Excel Default Save to Y:\		Technician Initials	

USERNAME:	
PASSWORD:	
SHORETEL USER ID:	
GEMS USER ID:	

DATA TRANSFERRED TO NEW CPU

Room #		Dibels Data	
Asset #		Leappad Data	
Email Setup		AR Set up	
Check Docs		AR Math	
Check Y:\Drive		AR Grammar	
Word Default Save to Y:\		STAR	
Excel Default Save to Y:\		STAR Math	
Powerpoint Default Save to Y:\		Inspiration	
Access Default Save to Y:\		Technician Signature:	

Notes: