# Technology Department:
# End of Year Procedures and Information

As the end of the school year quickly approaches, the Technology Department would like to provide some information on how to make computer "shutdown" and storage in the classroom much easier. Following our ideas and suggestions will familiarize you with your computer equipment and will show you how to keep it organized over the summer while your room is being moved and cleaned. This will also help to ease frustrations with equipment setup at the beginning of the year.
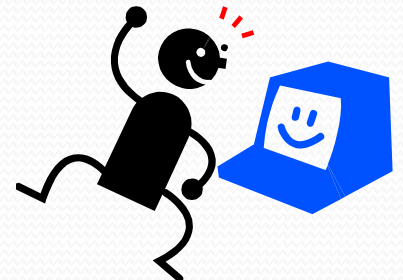
Our main goal is to emphasize the following:

- When disconnecting computer-related cables, **label** them. If cables are labeled, you will know exactly where to reconnect them.

- Use Velcro (will be provided) or another method to wrap and secure the cables.

- Keep any peripherals (mice, keyboards, etc.) in a box (will be provided). Lock the box in a cabinet if possible.

- Disconnect the cables in a way that makes it easy for you to reconnect them.

- Make sure your cables and equipment are not going to cause any problems for GCA while they are in your classroom over the summer… this means keeping the cables and equipment up off of the floor.
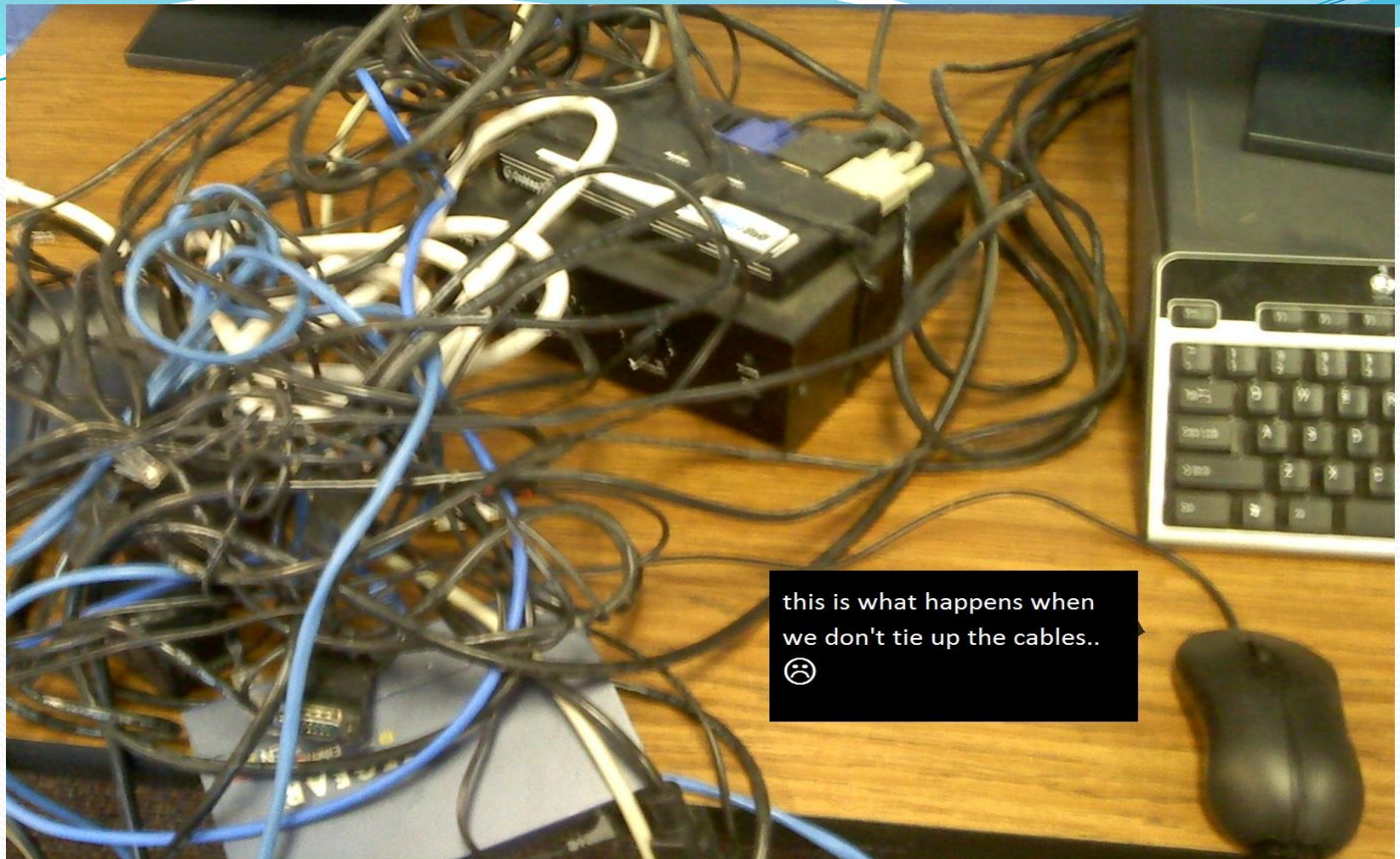
If cables aren't wrapped or bundled neatly, this is the end result. GCA had no choice but to pick up this jumbled mess and keep it together the best that they could given the time constraints they work under. This is time consuming at the beginning of the year when the cables need to be detangled and reconnected.

Remember that all desks will be removed from the rooms temporarily so that GCA can work on cleaning the floors. There should be no cables or other objects dangling down touching the floor.

Sam helpfully points out that these cables aren't neatly wrapped AND they are on the floor.

Velcro

If the cable can be wrapped around the device, that will work too.

This is an example of how to bundle and wrap the cables that connect to either a student or teacher desktop that doesn't control the Smartboard. The cables can also be left plugged in to the computer, but still need to be separated and secured in case your computer has to be picked up and moved by GCA. Make sure any cable that connects to the wall (sound, network, power, etc.) is disconnected from the wall and wrapped up. GCA needs to be able to move the desk without having to disconnect and pull cables. The basic rule of thumb is…disconnect and organize the cables in a way that will enable you to easily reconnect everything at the beginning of the year. Before you unplug it, label it if it helps.

Video cable that connected from the wall (Smartboard) to one end of the splitter.
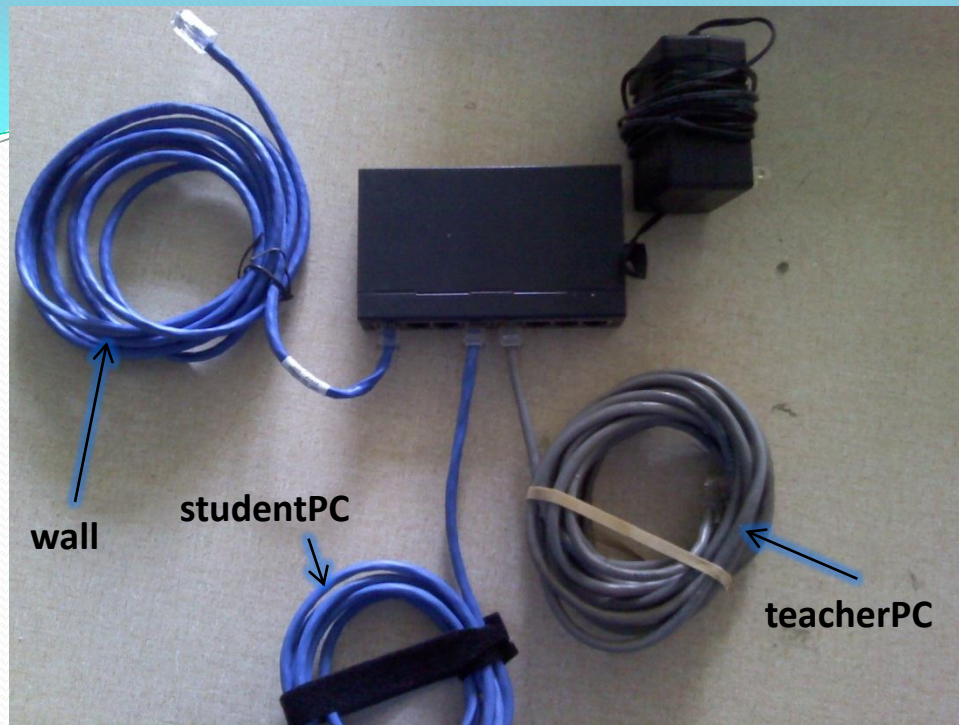
Video cable for the monitor that connected to the other end of the splitter.

This is an example of a computer that connects to the Smartboard. Notice the Y-shaped video cable splitter on the back. This should be left attached to the computer. The easiest way to disconnect this setup is to remove the video cable that runs from the Smartboard to the end of this splitter and also disconnect the other video cable that connects to your monitor. Notice the post-it note labels… this makes it very easy to reconnect everything. Disconnect any other cables that connect to the Smartboard/wall outlet and wrap and label them. They are going to be the sound cable and USB cable.

Some rooms have a Sound amplifier box as shown above. The boxes could look different and have different cables, but the idea is the same. Leave all cables plugged into the box and disconnect them from the wall outlets and label them. One cord is for power, one cord connects to the wall outlet and the other connects directly to the computer. If one cord is running straight out of the wall and can't be disconnected, then just tie it up at the wall outlet so that it isn't hanging down touching the floor. Again the general idea is that nothing is left on the floor. If you find it easier to just disconnect everything, make sure you **label** the **cables**!

wall

studentPC

teacherPC

If you have more than one computer in your classroom, chances are you have one of these. It is a network switch and it allows more than one computer to connect to the network. When disconnecting these, it might be easier to leave these cables plugged in to the switch and just label where they go (example: teacherPC, studentPC, Wall)

If you unplug the network cable from the wall, an idea would be to mark the network drop on the wall so that you know which one is active, because some have 2 or 3 drops and in most rooms only 1 has been activated to work. Also labeling is helpful. Label the end of that cable with the word 'wall' so that you will remember that end goes to the wall drop. A post-it note can be used and taped.
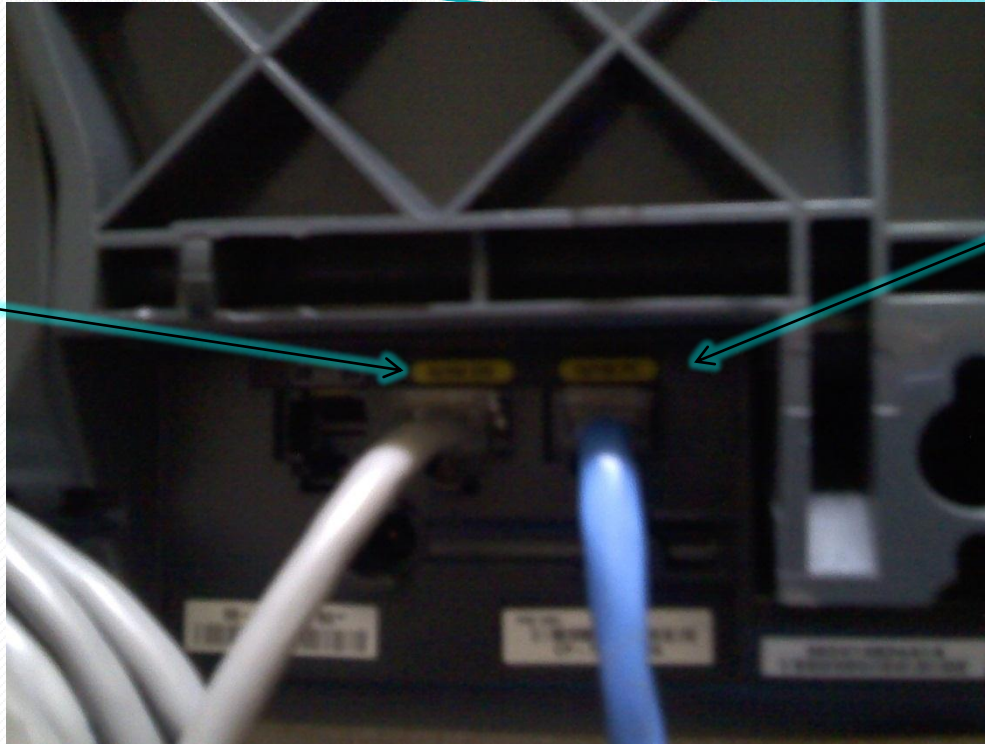
10/100 PC

10/100 SW

For **MOST** situations, there will be a network cable running from the 10/100 SW port to the wall. The network cable running from the 10/100 PC port connects to a computer. **BUT** in some cases where there is more than one computer and you have a network switch, the network cable will go from the 10/100 PC port to a port on your network switch. The **BEST** thing to do is label every cable on the phone with where it goes. Not every room is setup the same.

If possible, place the lose items such as your keyboard, mouse, pens, etc. in a box. The boxes should be placed in cabinets so that they don't accidentally find their way out of the rooms. This prevents Technology from having to replace equipment at the beginning of the year due to it being lost or "moved".
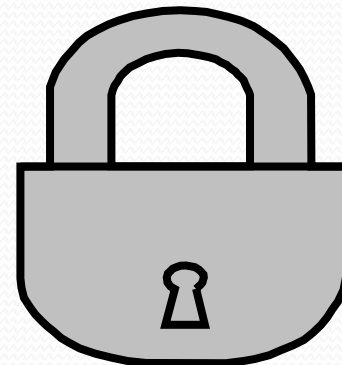
For Lab Managers and those designated responsible for dismantling Computer Labs:

Scenario 1:
Some labs have built-in desks that won't be moved. If this is the case, just unplug any cables that connect to wall outlets (network and power), label them if needed, and keep them up **OFF** of the floor.

Scenario 2:
Other Labs have moveable tables that hold 2 or 3 computers per table. Usually there are multiple surge protectors and network switches behind these tables. Remember that GCA has to move each table individually, so if a computer on table 1 is connected to the surge protector sitting on table 2, that will cause a problem.

Suggestion: Disconnect the network cables at the wall or network switch and PULL them back to each computer they belong to..leaving them connected at the computer. Wrap them up and secure them. Do the same for the power cords.. Disconnect them at the surge protector instead of pulling them from the back of each computer. This way each computer will have a power cord and a network cord wrapped and tied and when it's time to reconnect, you can account for how many cables there are and where they will need to go.

In some classrooms, the computers are sitting on built-in desks/cabinets along the wall. As long as the cables are off of the floor and secured, it's not necessary to disconnect the cables from the back of the computer. In most cases, just covering the computer itself will suffice. Just make sure that anything that needs to be unplugged is unplugged so that GCA isn't slowed down by having to chase down a cable to move something. It still would be helpful to label the cables such as network in case the computers do get moved.

If you have any questions about what to do in your classroom or lab, please don't hesitate to contact Technology, or if you have any suggestions or ideas that may assist us and other teachers and staff with their Shutdown procedures, please let us know also!

Thank you for your time.