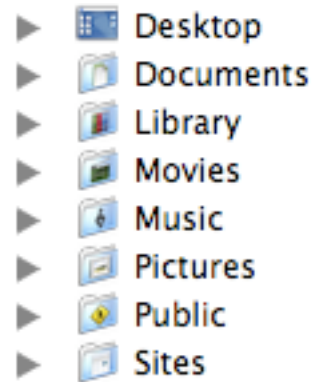
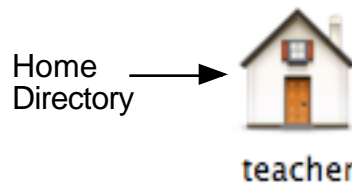


# Teacher Re-imaging -- Backup Notes

## Typical Home Directory Folders

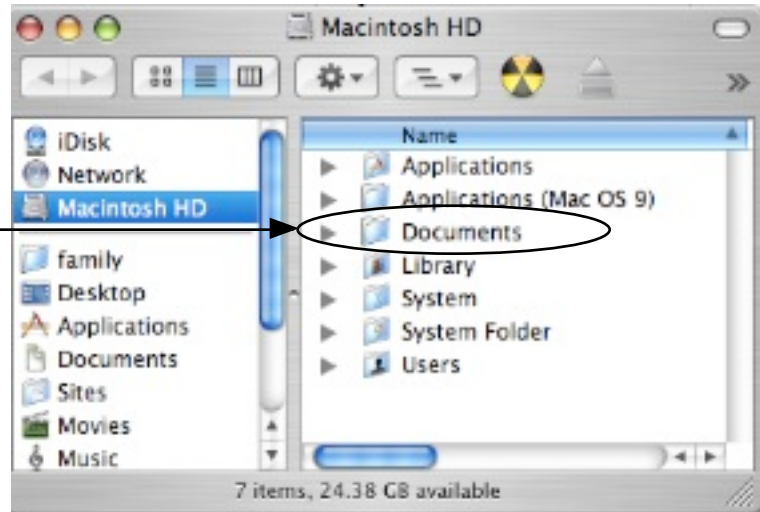
A good practice is to ALWAYS save your important documents in your Home Directory in one of the folders. The home directory folders are pictured to the right. Saving important documents in the Documents folder is a good practice.



### 1. Save your documents inside the Documents folder in your Home Directory (inside teacher home icon). Do not save things in Applications or in the Macintosh HD main folder.

- If you have saved things in a location other than your Home Directory, you need to find them before saving and drag them to one location!
- Check the Documents folder inside the Hard Drive to see if you saved anything there. I would recommend relocating the documents to your Documents inside home directory folder.

Check inside here for any documents that you may have saved here. Relocate documents to your HOME Documents folder.



### 2. Any programs you have installed on the computer after it was reimaged will not be replaced by District technology staff.

### 3. Different types of files are better saved to CD than to the server because of their size. The following folders should be saved to CD or an alternate location other than a server:

- Library (burn to CD - make sure you quit ALL programs before trying to burn)
- Movies (burn to CD)
- Music (burn to CD - recommendation is to burn WITH iTunes)
- Pictures (burn to CD - recommendation is to burn WITH iPhoto)

### 4. The following folders may be saved to the faculty server:

- Desktop
- Documents
- Sites (Used for Rendezvous Websites)

The Library folder is the only folder that will be backed up by BASD Technology staff during reimaging. **The responsibility of backing up Desktop, Documents, Music, Movies, Photos and Sites are the teacher!s.** If you need assistance, please contact a Technology staff member prior to your reimaging date. ***Also, make sure you do a backup just prior to the reimaging of your computer For instance, if you back up your documents and then get reimaged three days later, you will lose the changes you created during those three days prior to reimaging.***

**Important Note:** When backing up folders from your Home Directory, please keep them separate in your backup. For example, if you back up your Desktop and Documents folders, do not combine them into one folder. This especially causes problems if you back up Music, Photos, Library and the rest into one large folder.

**4. These things in the Library folder will be backed up by BASD technical staff when reimaging takes place:**



## 5. Things that will need to be set up by the teacher after reimaging

- Recopy Documents back to computer
- GradeBook and other application preferences should be checked to make sure they are still appropriate
- Any software that is unique to the teacher (if bought by school/district for you individually or for a few computers)
- Printers (use IP printing with Brother printers -- see handout)
- Resetting passwords to connect to Airports
- Home Internet Settings
- Pictures, Music, Movies
  - If you feel you can do without some of your pictures and music, feel free to leave them off and keep them archived on CD. It is good practice to “clean house” and leave off items that are no longer useful to you. It also helps in freeing up disk space you may need in the future to burn CDs, etc..
- Rendezvous Websharing
  - Websharing turned on in System Preferences/File Sharing
  - Files copied back to the Sites folder

**IMPORTANT NOTE:** The new teacher image is a little larger than the previous teacher image. **It is recommended that staff restore no more than 10 GB of data. Make sure you have at least 10-15 GB of free space on your laptop after you restore you documents.** As the hard drive “fills up”, more problems are likely to occur. For example, you may not be able to burn CDs. The overall speed of the computer will be degraded. In extreme cases, the computer may not be able to start up at all.

## Teacher Re-Imaging Backup Checklist

Please write your name and date on this form. Check off items you have saved and indicate the date they were backed up. This form must be filled out and give to technology staff when bringing your laptop for re-imaging.

**Backup Checklist for** \_\_\_\_\_ **Date** \_\_\_\_\_

**Items I've Backed Up as of (date)** \_\_\_\_\_ **(please check off that apply)**

- Grades (e.g. Gradekeeper, Gradebook Plus) PLUS a printed copy of my grades
- Desktop Folder (located in Home Directory)
- Documents (AppleWorks files, etc)
- Pictures (to CD)
- Music (to CD)
- Movies (to CD)
- Sites (located in Home Directory)
- Other \_\_\_\_\_

I have backed up the items I have indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_