

## Digital File Management in the Classroom Computer Checklist

Here is a software and hardware checklist to help ensure that the computers in your classroom run smoothly.

1. All computers have security software installed and running.
2. All computers have the same software applications.
3. All computers have the same version of software.
4. All computers have a folder on the desktop (we recommend calling it "Temporary Work") where students can temporarily save their files while working on them.
5. All computers are connected to the network, if your school has a network.
6. All computers have floppy drives and ZIP drives for students who use floppy disks or ZIP disks to transfer files.

It may be necessary to work with your technology coordinator (or department, if you have one) to ensure that the computers are consistent and ready for use in your classroom. For a complete list of issues to address with your technology coordinator, take a look at our *questions for the technology department*.