**2018-19 First Quarter Technology Report**

**July, August & September**

**July:**

1. E-rate SPI form for Telephone
2. Add new staff and remove individuals no longer on staff to the network and setup email.
3. Student rollover in Active Directory
4. Ordering for the new year
5. Setup new budget
6. Enable new staff for Copy Machines
7. Create Opening Day Technology Presentation
8. Setup new staff workstations and deliver
9. Prepare for Wireless Upgrade Project

**August:**

1. Build Chromebook carts
2. Reconnect all classroom technology in Elementary and Jr/Sr High
3. Re-image Mac Lab in HS
4. Install new projectors
5. Setup new staff workstations and deliver
6. WKATC Regional meeting
7. Setup new students on network
8. Take pictures and make ID cards for all staff
9. Assist in Wireless Upgrade Project

**September:**

1. Inventory
2. Digital Readiness Survey completed and submitted
3. WKATC Regional meeting
4. Make new Substitute ID cards for Elementary and High School
5. Take pictures of Hero Walk
6. Technology questions for School Report Card answered
7. Setup for FRYSC Volunteer luncheon
8. Upgrade Macs in HS Lab
9. Upgrade MS Office in HS Business Lab
10. HS Elevator phone repair
11. Setup new Chromebooks for Jr/Sr High School and Elementary