

Below are things to consider before pulling an image for a **student** computer. If you have any questions on how to do any of the items below or what they are, contact your District Technology Trainer. Phone: (303) 340-0854 ext 28328

NOTE: Users can also contact Technical Services for assistance with images.

**Be sure to first grab the latest image prior to ghost casting.**

**Considerations:**

- Image your "master" computer with the latest District Standard image from your CDs volume. Please contact Technical Services to ensure that your server contains the most current image files.
- Mark computer as IMAGE MASTER and do not allow students or staff to use it before you pull the final image off.
- Login as Patron to the network
- Login as STUDENT to the workstation
- Printer settings
  - o Color printer
  - o Grayscale printer (DEFAULT)
- Delete non-student icons (ex. Groupwise, etc.)
  - o NOTE: this will only remove the non-student icons from the STUDENT desktop. This way, STAFF can still login under the STAFF user and get to GroupWise.
- Update Virus-Protection
- Wallpaper of school
- Favorites list (include: One Place)
- Explorer Homepage
  - o <http://discovery.aps.k12.co.us>
- Folder(s) by grade-level on desktop with all shortcuts and favorites in it?
- Remove games (solitaire, pinball, etc.) through Add/Remove
- Software to CONSIDER (depending on computer's users and site licenses)**
  - o Licensed Software:
    - § Current version of LanSchool (if the lab has a license)
    - § Scholastic Keys: MaxShow, MaxWrite, MaxData, MaxCount
    - § Scholastic Keys: Upgrade (separate disc)
    - § Type to Learn
    - § Type to Learn JR
    - § Investigations
- Confirm that no third-party toolbars have been installed (Google, Yahoo, etc). If you find any, uninstall them.
- Run any pending Windows Updates
  - o NOTE: This may require multiple restarts depending on the age of the clean image. We recommend that you always start with the latest available image. Feel free to contact Technical Services for more information....
- Defragment (this should be the last step)
- Create image from Image Master