

Teacher Laptop Migration Plan

Send this message out to teachers on Thursday Feb 4:

Hello New Laptop People!

Brandon and Tom will be beginning the process of migrating teachers to their new laptops. This migration is complex, as it involves copying all of your files, setting up your printers, and installing any special software that you may need.

Because of this complexity, it is difficult to predict how long the migration will take for your individual computer, and we can only do a few at a time. In order to create a schedule that works for everyone, it will help greatly if you could [fill out this worksheet](#) in advance (we will put a paper copy in your mailbox for you to complete). As soon as we receive the worksheets, we will begin scheduling appointments with everyone, many as early as next week.

When you arrive for your scheduled appointment, we will need to chat with you for about 15 minutes to review your worksheet, after which you will leave with a loaner laptop while Tom and Brandon transfer files from your old laptop to the new laptop. Plan on using the loaner laptop for a day or two but our goal is to finish the process as quickly as possible.

When the migration is done, Brandon or Tom will be happy to sit down with you to give you the tour of your new laptop and answer any questions you may have.

Thanks for your patience with the process, and of course, contact Tom or Brandon if you have any questions.

Tom Reeve & Brandon Vandal

Face-to-face with the teacher

- ☐ Take the laptop and charger.
- ☐ Go over their worksheet to be sure we understand the details.

In the “shop”

- ☐ On old laptop:
 - ☐ **Copy old files** onto flash drive or Google Drive (plan extra time for Google Drive)
 - ☐ Find **printers’ IP addresses**
 - ☐ If possible, **copy software folders** for non-standard software
- ☐ On new laptop
 - ☐ If flash drive, **move files** to similar locations on new computer
 - ☐ **Install printers**
 - ☐ **Move software folders** for the ones that works for
 - ☐ **Install software** from scratch for ones that need it
- ☐ **Record the serial number** in the inventory

When done

- ☐ Have the teacher **sign new inventory sheet**
- ☐ Show them **how to log in** and find their files.
- ☐ If migrated to Google Drive, show them how to **access their files via Drive**

When done, let the teacher have the new laptop. They can take the old one for a few days as a security blanket if they need to. Once collected, keep the old laptop as is for 2-3 weeks, just in case.