

Teacher Name \_\_\_\_\_

# Teacher Laptop Migration Worksheet

In order to migrate you to your new laptop, we will need some important information about how you use your laptop and where your files are stored.

**Please fill out this worksheet as best as you can.** We will discuss your answers with you when it is your turn for migration. Don't get stressed if you don't know the answers to any of these questions -- we can figure it out when we meet!

- Tom & Lois

## 1. **Which printers do you usually print to?**

Please list them however they are labeled when you use "File ... Print."

Examples: "Room 604," "Math Office," etc.

---

---

---

---

---

## 2. **Do you use special software that we need to install?**

Your laptop will come installed with the software listed below. However, some teachers use other software for special purposes.

Everyone automatically gets these

Microsoft Word, Excel, PowerPoint  
Adobe Photoshop, Illustrator, Acrobat, Reader  
Java, Flash, Shockwave  
iTunes and Quicktime  
Smart Notebook for Smartboards  
Dell e-Instruction for Dell projectors  
Imagemate Elmo cameras  
Audacity (for sound recording)  
Google Chrome and Firefox.

Fill in any additional applications

---

---

---

---

---

Teacher Name \_\_\_\_\_

**3. Where do you keep your files on your old laptop?**

*Check all that apply*

- Documents/My Documents
- My Pictures
- My Videos
- My Music
- Desktop
- Other places: \_\_\_\_\_
- I have no idea where my files are stored

**4. Do you want to migrate to Google Drive?**

During the migration we will be making a copy of all of your files in Google Drive. This will let you access your files from your laptop or any other computer that has internet access. You *can* continue to use MS Office along with Google Drive if you want. You will still have access to your H Drive files as before.

*Please indicate which you prefer. (Check one in each box below)*

- Migrate my laptop files to Google Drive only
- Migrate my laptop files to Google Drive AND make a duplicate copy of my laptop files on my hard drive.
- I'm not sure.

**5. Do you want to copy your files yourself?**

Some teachers feel comfortable moving their own files, via flash drive or Google Drive. Moving the files yourself gives you more control and reduces the time your laptops spend "in the shop," but you should only do this if you feel confident that you know how.

- Yes, I will copy my files myself via flash drive or Google Drive
- No, please copy the files for me

**Please return this worksheet to Lois Gorman's mailbox.**