

Lakeside High School

Lakeside Middle School

Lakeside Elementary School

Name: _____

Room Number: _____ Extension: _____

Please circle the appropriate answer below. Include a brief description of problem. Problems should be only for equipment and/or software specific to your classroom. If it is a common problem to the building or the computer lab the building support staff will relay that information to the Technology Department. Thank you for your help which makes responding to problems more productive.

Classroom Computers:

Are students able to log on	Yes	No
Email	Yes	No
Schoolmaster	Yes	No
Gradebook	Yes	No

Please place a sticky on any computer not booting up or acting properly (slowness doesn't count). Briefly describe the problem:

Phones:

Password OK	Yes	No
Voice Mail	Yes	No
Do you need help with a		
Specific problem with your phone	Yes	No

If so please describe the problem: _____

Software:

Are you having any problems with a specific program not working on a computer or are any of your students unable to login. Yes No

If so please describe the problem: _____

Exact Error Messages if available are most helpful. Thanks for your input..