



Directions for Software Inventory/Installation Form

On the Software Inventory/Installation Form, please include **all software that you are expecting to have ready at the beginning of the next school year. This includes software on classroom computers, in school computer labs or on the district network.** E-mail your completed spreadsheet form (this may be done as a grade level or department) to your building principal before leaving for the summer. If for some reason you still have the actual software in your possession, please hand this in to your building principal with your name and classroom number on the software packaging. Without the information from this form and the software itself, the IT staff cannot ensure that the software you want ready by the beginning of the school year will be installed. **Please do not assume that the software you had this year will be automatically available to you next year.** As our computer network hardware and software is updated, software may not work as it once did. If this is the case, your principal will be notified in order to contact you about options. Please be sure to also include any teacher or student resource software from textbook companies. You do not need to include or hand in any DVDs and audio CDs which require no installation to run. Please keep an electronic copy of this spreadsheet for your records. You can simply update the spreadsheet each year.

Categories on Software Inventory Spreadsheet (please include all information as best you can)

- **Program Name (Software Title)**—To avoid confusion please use the formal software name (this should be the name on the screen when you boot the program).
- **Web-based?**—Answer either “yes” or “no.” Web-based software requires no installation by IT staff, but may require a password and/or subscription.
- **Version**—Which version of this software will be used? (i.e. Math Monster 2.0, SimKitty 2005 These are fictional software titles, just so you know ☺)
- **Developer/Company**—The company name for this specific version of the software.
- **Where does it need to be installed?**—Select Teacher Computer, Student Computers, School Computer Lab, District Network, School Network.
- **Expires**—Select the year the subscription to any web-based software expires. If the software is not web-based or does not require a subscription, leave this column blank.
- **Teacher**—Last Name, First Name

