

Shutting Down Correctly & Checking for Uptime

Although many emails have been sent and verbal instructions have been given to the students, there are still many students coming into the technology office with computers that have not been restarted or shut down correctly, and in some cases, they have been up and running for days/weeks without a restart or shut down.

Remember!

- ★ **Students MUST come into school with their computer off.** If it is not off, they must restart immediately the correct way (see below, the correct way is NEVER holding the power button down!).
- ★ **Students MUST shut down completely before they leave school.** See below for the correct way students should shut down. They should NEVER be holding the power button down to shut down their computers. **Please allow time at the end of your last class for this to occur!!**

How to Restart and/or Shut Down Correctly

When a student (and teacher) needs to restart their machine, they should be doing the following:

Click on Start, then click on either Shut Down or Restart (they have to hit the arrow next to Shut Down to see other options):

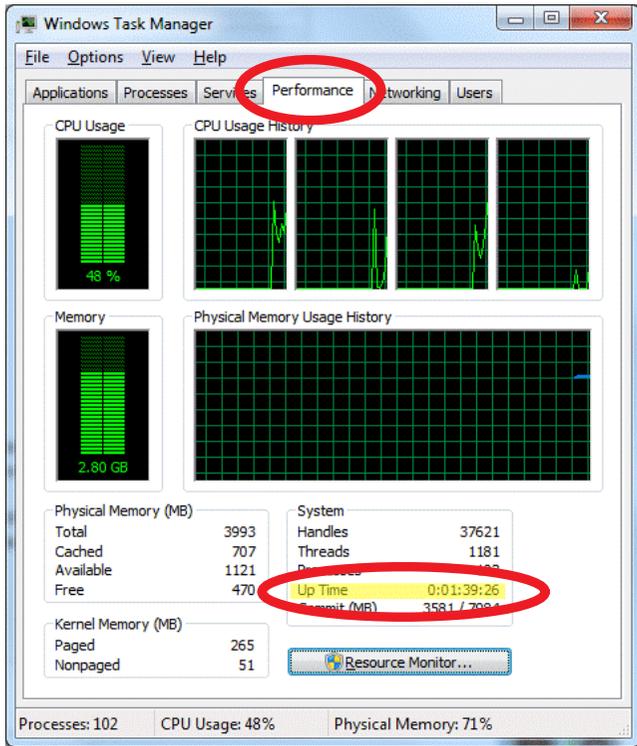


- ★ They should NOT be holding down the power button for two reasons:
 1. Normally, they don't hold the power button down long enough to initiate a system shutdown. Instead, they just put it to sleep.
 2. If they hold it too long (> 3 seconds), they will shut it down incorrectly and could potentially lose work or even corrupt system files.

How to Check to See When Computer was Last Restarted/Shut Down Correctly

There are two different ways to check to see how long a student has gone without restarting or shutting down their computers:

1. If you want to check on system uptime to see how long the student has gone without restarting, you can open Task Manager by hitting Ctrl-Shift-Esc or clicking on Start and typing "Task Manager" (no quotes). Browse to the Performance tab to see the amount of time the machine has been active since the last restart.



2. If you want to see the total uptime (i.e. the last time a system was actually restarted or shut down), you can browse to the Network and Sharing Center (right click on the network icon in the bottom right, select Open Network and Sharing Center) and view it there by clicking on the network connection.

