Task Process Report

Name: STUDENT X

Course: COMP. SERVICE.

Date: OCT 30, 20XX

Task Report Details

Group Members: STUDENT Y

Task # 7.

Hands-on activities that relate directly to your course make learning fun and meaningful. With an abundance of activities available, students have the opportunity to work with several different course-related activities to broaden their skills, knowledge and values. In order to formalize this process, this SPICE, task-sheet has been created. Students must complete and follow through with their _assigned task and record in PEN, to get full marks_. Marks will be based on task completed and task process report. Feedback must be completed by the "customer". These marks may be added or subtracted based on further future "customer" feedback. Staple related topic research papers (links in web portfolio are also acceptable, note in research) and rough notes, _under this page_.

Current Student Feedback from the previous week and how to improve this week:

BEING LATE WILL COST ME TIME TOWARDS THAT DAY, I MUST PUT OVERTIME IN TO CATCH UP. NOT DOING THE RESEARCH MAKES IT DIFFICULT TO COMPLETE TASK AND I LOOSE TOO MANY MARKS - MUST RESEARCH TO HELP WITH TASK.

Situation, **the big picture including general description and location:**

GUIDANCE RECEIVED TWO OFFICE COMPUTERS WHICH THEY WOULD LIKE TO USE WITH EXISTING NETWORK, COMPUTER, PRINTER FOR CAREER STUDENT ASSISTANCE.

Problem, **the task to accomplish (the challenge):**   **Category:** UPGRADE & NETWORK

SET-UP TWO COMPUTERS WITH WINDOWS 2K PRO, OFFICE, CAREER AND STANDARD SOFTWARE NETWORKED WITH INTERNET AND PRINTER ACCESS.

Investigation, **possible topics to research, brainstorming ideas, and planning:**

Research, attach papers and/or related web links:	_Planning (# your major steps):_
- WINDOWS 2K PRO INSTALL STEPS	① FORMAT HARD DRIVES
- NETWORK SET UP PROCEDURES	② WIN 2K INSTALL
- ATTACHING NETWORK PRINTER	③ INSTALL UPDATES/DRIVERS
Ideas:	④ INSTALL APPLICATIONS REQ.
CHECK # OF NETWORK JACKS AVAILABLE	– OFFICE, ZONE ALARM, AVAST,
AIR & WIPE COMPUTER TO CLEAN	ACROBAT, CAREER FINDER
GET PATCH CORDS WITH RJ45's	⑥ TABLE, POWER BAR, NETWORK SET-UP
REQUIRE POWER BAR	⑧ CREATE IMAGE → 2ND COMP.
SOFTWARE APPLICATIONS, SYSTEM, ETC.	⑨ TEST NETWORK, PRINTER, ETC.
INSTALL NETWORK CARDS	

Do not start practical, until this first page is initialed by the Teacher!

Note: You have a total of two days to research a topic and get this page initialed by the teacher otherwise you will loose 1 mark off of the final task mark.

The **S**ituation, **P**roblem & **I**nvestigation _must all be_ completed **before** continuing with **C**reate and **E**valuation.

Related research topic must be attached with key points highlighted and include a source or reference. One topic (about a page) for every two days (2 marks) of your practical work completed. Web portfolio links are acceptable also, reference in research section.

Task Process Report

Name: STUDENT X ✓

Course: COMP. SERVICE.

Date: OCT 30, 20XX

Create and construct a general summary of what your major steps were[1]:

SPOKE TO GUIDANCE FOR DETAILS, FORMAT HARD DRIVES, AIR CLEANED BOTH SYSTEMS, INSTALLED WIN 2K, UPDATES, DRIVERS, APPLICATIONS, AND PRINTER. SET-UP TABLE AREA, NETWORK CABLES, POWER, CLEANED OUTSIDE, RE-IMAGE & TEST. ✓

Evaluation, conclusion (in the form of NEW skills, knowledge and values, i.e. learning?), "problem" resolved ?

BOTH COMPUTERS WORKING, PRINT TEST, NETWORK ACCESS, INTERNET AND APPLICATION SOFTWARE WORKING. LEARNED HOW TO INSTALL WIN 2K, HOW TO FORMAT A HARD DRIVE, AND PROPERLY SET-UP A NETWORK PRINTER. ALSO LEARNED TO ORGANIZE A COMPUTER STATION AREA, AND ACT AS A LEADER. ✓

"Customer" Feedback: _Student X & Y were great - happy with results_

Customer name printed: _Customer G._ ✓

Detailed Daily Task Mark Breakdown Table:

Date: _Example:_ Monday Nov 18	Daily Point rating	Specific Student Daily Tasks Details: (Must be filled in and initialed by the teacher for every day at the end of the period). NOTE: Failure to get signed will result in 1 mark loss for each missed day	Task verified	Over-time (in min.)	Over-time verified	Mark assigned
Monday Oct 30	5	TALKED TO GUIDANCE - WHAT THEY WANT, CHECK OUT. ✓	✓	min. /5 =		5/5
Tuesday Oct 31	15	FORMAT & INSTALL WIN 2K, AIR CLEAN, SET-UP TABLE, POWER, AND NETWORK WIRES ✓	✓	min. /5 =		15/15
Wednesday Nov 1	10	INSTALL APPLICATIONS - OFFICE, CLEAN OUTSIDE OF INSTALL ZONE ALARM, AVAST, CAREER SOFT. +SHOP CLEAN	✓	60 min. /5 = 12	✓	22/10
Thursday Nov 2	15	FINISH INSTALLS, CREATE IMAGE → 2ND COMPUTER ✓	✓	min. /5 =		15/15
Friday Nov 3	10	LOCATE BOTH COMPUTERS, NETWORK SET-UP. ✓	✓	min. /5 =		10/10

All **over-time** _must be initialed and verified the same day_ by the teacher or overtime will not be added or included in daily mark!

General Overall Completed Task Mark Table:

Peer marked by: STUDENT Y ✓

Breakdown with quick explanations of each:	Self Eval.	Peer Eval.	Teacher Eval.
Group Work: How well did you work/co-operate _with_ your partner(s)? Who was the **_team leader:_** STUDENT X	1/1	1/1	1/1
Design Process: Is the SPICE sheet filled out properly- research 1 topic per 2 days of work with highlights & reference?	4/4	4/4	4/4
Process/Product: Was the task done, using your ideas, research and planning and is the customer happy?	5/5	5/5	5/5
Total Mark: Used to apply to each individual day mark in the above table, dependant on the current daily point rating.	10/10	10/10	10/10

*Remember to keep your Task Chart Summary Sheet up-to-date for overall tracking of all of your practical work done.

---

[1] **C**reate, **C**onstruct, & **E**valuation are filled in at the end of the week (after you have researched and planned your task to be done).

📁 **HomeNetHelp.com Home**
   📁 **Home Networking How To's**
     🏠 **Home networking tutorial**

Configuring Windows 2000 and XP

I don't know how microsoft did it, but configurting your network in Windows 2000 and Windows XP is FAR easier than in Windows 98. There are more features available to you, but the interface is simpler.

Windows XP Note: *NetBEUI is no longer installed on your hard drive by default. To proceed with this tutorial, you will need to copy the following files from your XP CD on to your hard drive*
#1) copy nbf.sys into the %SYSTEMROOT%\SYSTEM32\DRIVERS\ directory
*#2) copy netnbf.inf into the %SYSTEMROOT%\INF\ directory*
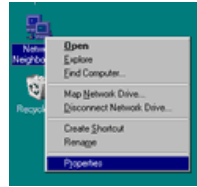
Everything we do on this page will take place in your network properties, also known as your 'Network and Dialup connections'. This is where we will tell windows how to communicate with your new network. One way to get to your network properties is to go to your desktop, right click on 'network neighborhood' and click properties (Network Neighborhood is in your start Menu for Windows XP). You can also reach it from the Start Menu. Select 'Settings' and then 'Network and Dialup Connections'.
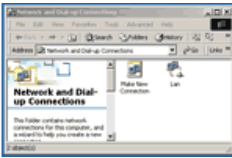
Right click on the network connection for your local area network. The following three items should be present. Make sure each one is check.   This is called 'binding' software to your network card.
    1) Client for Microsoft Windows
2) File and Printer sharing for Microsoft Windows
3) NetBEUI
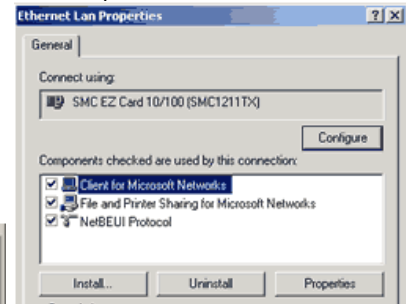
If you do not have these components, use the 'install' button to add them.

You are finished configuring your network! Now you need to configure your computer name and workgroup.

Computer Name and Workgroup
The 'computer name' is the name that computers on your network will see your computer as. A workgroup 'groups' your computers together and helps them find each other. _ Right click on the 'my computer' icon on your desktop and click 'properties'. Select the **(enlarge)**
Network Identification tab. This screen shows your current computer name and workgroup. If you need to change it, click the properties button. Make sure you are part of a WORKGROUP and not a domain.

Enabling shares on Windows 2000 and XP
To get the network neighborhood (network browser) working, you MUST enable at least one file or printer share on your computers. (see Network Browsing explained)

Create a new folder on your hard drive and call it 'shared'. Right click on this folder and select 'Sharing' from the menu that appears. Select "Shared as" and give the share a name or leave it as it is. This share defaults to full control for the user group 'everyone'. This means that anyone that can log into this computer will have access to this share.
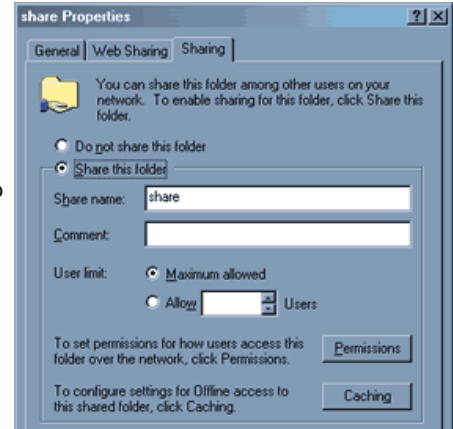
Security
To let others reach your new network share, you must give them access to it. Follow the instructions on this link to add a Windows 2000 user

Next→ **Check your network and troubleshoot**

Search HomeNetHelp

Google™

[Search]
○ Web
● HomeNetHelp

Add to Favorites

Need some online coupons and merchant discounts? Check CouponClock.com!

No Poll Today

HomeNetHelp: the home computer networking and Internet connection sharing resource