

Old Dominion University Computer Science Department Policies and Procedures

Title: Lab Software Installation

ID: CSL001

Revision: 1.0

Purpose

This procedure provides guidance on how requests for software to be added to labs are handled.

Scope

This procedure pertains to all Computer Science Computing Labs and all Systems Staff involved.

Procedure for Requests

Lab software requests may be submitted from professors via the Rootmail help system. The deadline for requests will be 21 days before the first day of the semester (first session for summer semester). Software requested will be tested for compatibility with all lab machines and must be properly licensed in order to be installed. Requests complying with these requirements will be included in the lab build for the next semester after the request is made.

Testing of Software

In order to maintain a stable and reliable computing lab environment all new software will be tested before being integrated into lab images.

The following steps shall be followed:

- A staff member will gather machines with every hardware/software configuration used in the labs
- The requested program will be installed on each configuration and all programs thoroughly tested for compatibility
- Upon completion, a detailed report will be sent to the full-time Systems Staff. This report will include configurations tested, steps used, and any problems, incompatibilities, or workarounds found.

As long as the software is found to be compatible, it will be included in future lab builds. Should software not be compatible and no workarounds found, then the requesting faculty member will be informed.

Definitions

N/A

Revision History

7/18/08 - Rev 1.0 Approved by Ajay Gupta, Director of Computing Resources