

Developmental Math Computer Problem Report Form

To the person filling out this form: Please fill in as much information as you can. Then turn this form in to the Math Office.

Name of person reporting problem _____

Current date and time _____

Date and time when the problem occurred _____

Classroom where the problem occurred _____

Number of the computer with the problem (look on the back of the monitor for the computer number) _____

Login name of the person using the computer when the problem occurred _____

What was the problem? _____

What was the user doing when the problem occurred? _____

Did the user try more than once and get the same problem each time? _____

If there was an error message, what did it say? _____

To the office staff member receiving this form: Please call x3-2087 to report the problem; when you do so, please fill in as many of the items below as you can. Then place this form in Mike Krebs' mailbox.

Name of person you spoke to _____

Estimated date/time when the problem will be addressed _____

Other information _____
