

News from the Information Services Team

The Gillberd School

HOW TO CONTACT US:

Extension number 157
support@gilberd.com
mta@gilberd.com

The IS Team Latest news



IS TEAM LEADER
Phil Rowell (PRO)



RESOURCES TECHNICIAN
James Craig (JCR)



INCIDENT/PROBLEM MANAGEMENT TECHNICIAN
Will Hubbard (WHU)



SERVICE DESK
Mei Mei Tang (MTA)



VLE DEVELOPMENT TECHNICIAN
Dex Jezierski (DJE)

Welcome back to the start of a new term!

Hope everyone had a nice summer break. Here's the first installment of the newsletter from the IT team!

New staff

For all ICT enquiries and booking/loaning of ICT equipment, please contact MTA on extension number 157 or via email at mta@gilberd.com.

When sending students to report ICT problems, please also notify us of the room number and give us as much information as possible on the issue so it can be dealt with by the appropriate technician and promptly.

We have a number of ICT equipment and resources available to staff. These include digital cameras, camcorders and mini laptops. If you would like to borrow any equipment please feel free to contact us.

Please contact Mei Mei (MTA) to have your photo taken for your staff badge if you haven't already done so.

If you have any problems just drop by our office and we'll be happy to help you with your ICT issues.

Paper for printers

Please come and collect paper for the printers from the IS department. We only supply printing paper, for all other types of paper please go to reprographics.

Staff handbook

Each member of staff should have received a copy of the staff handbook. If you require a copy it can be found on the X:drive.

Upgrades over the summer

Office 2007

The new version of Microsoft Office has been installed onto the mini laptop trolley, on the laptop trolleys-Galileo, Descartes, Pascal and Picasso, and in all computer rooms.

New computers in classrooms

We've replaced computers in rooms 24, 26 and 70 over the summer so they will be running a lot smoother!

Computer rooms

Maintenance work was done in all computer rooms with Office 2007 installed on all the machines.