



# Hints, Tips & Updates from the I.T. Team November 2012



There are several ways to contact I.T support if you need assistance in the classroom or workspace:

- Email [computerservices@burnside.school.nz](mailto:computerservices@burnside.school.nz)  
(This is by far the best method as all five of us will receive your help request.)
- Telephone ext 878. (Please don't leave messages)
- Through Janis. (If it's an urgent matter and neither of the above methods of contact have received a response)

If you have any hints/tips you want to share (we don't know it all) please feel free to send an email to [scottp@burnside.school.nz](mailto:scottp@burnside.school.nz) with the subject: "hints and tips".

## **IMPORTANT**

### **PLEASE READ THE FOLLOWING**

**Recently some staff members have lost valuable teaching resources because of harddrive failure and not doing regular backups.**

**A backup should be done at least once a week**

### **Recommended method of backing up Laptops :- recent email to staff from Dael**



The replacement application for backing up your school folder is now ready for use. In your Zenworks Application Launcher Window is this new icon  
If you launch this icon your 'My Documents', 'Favourites' and 'Desktop' will get backed up to a network location. The first time you run this it may take some time, subsequent launches will just update the network backup to reflect what has

changed since the last time you ran it and therefore should take less time to run.

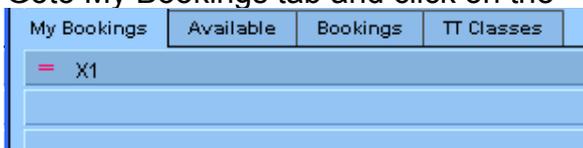
The backup application will advise you if there are any problems with it's operation and if you need to contact computer services to get something sorted for you.

If you use Chrome or Firefox as your main browser of choice you may want to export your favourites into your My Documents somewhere so that they get picked up by this as well.

Personal data such as IRD records, emails or family photos stored on your laptop should be backed up by yourself to a USB portable drive or other suitable backup media.

### **Remove a Resource Booking In Kamar**

Goto My Bookings tab and click on the "=" that is positioned to the left of your booking



## Use of Email Lists within Gmail

### To send an email to Form Classes

type into the "to" field

Form\_{staff kamar code} ie Form\_TrB will find Form\_TrB\_9NTR

### To send an email to Study Classes

type into the "to" field

Study\_{staff kamar code} ie Study\_BKC will find Study\_BKC\_11BK

Other groups of students aside from normal classes that can be emailed currently are;

LRNSUPP\_SvR

GUITAR\_

JAZZ\_

CBAND\_

CHOIR\_

We are working on the sports groups and other assorted groups slowly - we need to wait for the needed functionality to be incorporated into KAMAR before we can produce the right information to make email groups out of.

# Spell Checker

I have a spelling checker, It came with my pea see. It plainly marks four my revue Mistakes I  
dew knot sea.

Eye strike a key and type a word And weight four it two say Weather eye am wrong oar write It  
shows me strait aweigh.

As soon as a mist ache is maid It nose bee fore two long And eye can put the era rite Its rarely  
ever wrong.

I've scent this massage threw it, And I'm shore your pleased too no Its letter prefect in every  
weigh; My checker tolled me sew.