

IT Systems Administrator Report September 7, 2011

1. Set up new school year in Infinite Campus – calendars, year end process, free/reduced lunch data, point-of-sale terminal setup
2. Set up, upgraded, and updated business education lab, and added two new terminals
3. Worked on new electronic requisition process
4. Prepared for return of staff and students – set up classroom computers, updated staff and student machines, activated student accounts, set up inventory server
5. I am continuously learning about the scope of my responsibilities, the details and functions of the network, the details of various software services and subscriptions, and the details of the technology budget.

Chris Plansky
IT Systems Administrator