

Agenda w/ notes  
Site Contact Meeting  
9/13/2010

**Kathryn**

- Opening comments and introductions
- Safari Montage – Training September 23, 2010
- Teacher have home access to Safari Montage the address: <http://montage.norman.k12.ok.us>
- Intelligent classroom division of duties Panasonic vs. DCC
- Kathryn, Bonnie and Doug will come up with a specific list.
- Lee's link to Intelligent Classroom tutorials: <http://www.norman.k12.ok.us/092/tutorials.htm#other>
- You can manually navigate to this address by going to
- NPS home page -- Administration Building – ISC – Intelligent Classroom Tutorials
- Dry Erase markers are okay to use on the Interactive White board but do not use the dry erase spray to clean. Please use a damp soft cloth.
- Kathryn is checking into the possibility of getting batteries for the pens to keep on hand.
- Washington Elementary is next site to receive Intelligent Classroom.
- Dimensions - incomplete we are still waiting for updated software from Rob Davidson.

**Bonnie**

- Site Contact Calendar, list and web page
- Review and discuss
- Calendar: <http://www.norman.k12.ok.us/002/lib/sitevisits.php>
- List: <http://www.norman.k12.ok.us/002/lib/scontacts.php>
- Web page: <http://www.norman.k12.ok.us/002/sc/>

**New Site Contact Training**

- I will contact the new SC and make arrangements for on-site training.
- Bonnie Will contact: Brad Talley, Stacy Ford, Michael Pogue, Zuleyka Flores, Kim Heaton, P.J. Siharath, Jen Forehand and Bobby Howard

**New Internet Filter**

- Lyndon is working on this, let him know regarding items to be blocked or unblocked.

**Profile issues and users who are out of space**

- If users are out of space this can cause problems with the Infinite Campus: Attendance and Grade book programs. Make sure the user has deleted their outlook.pst and archive.pst files. Click on this link for instructions. <http://www.norman.k12.ok.us/002/sc/deletepst.pdf>
- Still not sure what to do contact me and I can assist the user.

### 3.2 newest UDT software

- New software: Komposer, Google Chrome, Virus checker software
- Features: Ability to make a laptop mobile
- I don't have CD's and instructions ready to distribute will work on this for the next meeting. Note it takes over an hour to load this software. There is an option to create a custom image for PC that have same hardware, drivers and software.

### Questions, answers and comments:

#### Comments from Site Contacts

- Problem with UDT 3.2 laptops get stuck on Updating even if laptops are connected to the network.
- Provide directions to expand W drive. I'll add a link on the Site Contact web page.
- UDT 3.2 – to turn protection off Enter your login and password then press ALT and P.