**Let’s make sure that your technology is ready for a smooth transition into next year!**

**Do your devices work properly?**

**DEVICE FUNCTIONALITY:** Canthe device start up, log-in, connect to the network/internet, and charge properly? Do you have a Chromebook, iPad, or PC that has been giving you trouble all year long? Contact the **Help Desk (244-1215)** to report any issues.

The summer is a great time to get after these nagging issues.

**Don’t forget to turn it off.**

**MAKE SURE ALL TECHNOLOGY IS POWERED OFF**: Shut down all desktop’s, laptop’s, Chromebook’s, and iPads. Turn off the document camera, microphones, projector, and sound system.

***Please leave your Chromebook and iPad carts plugged in and charging.***

**Back up any data saved locally to your computer.**

**SAVE ALL FILES FROM YOUR DESKTOP TO ONEDRIVE.** Need help with that process? Please let us know at **244-1215**.

**Did you share a device or cart of devices?**

**PLEASE BE SURE THAT ALL DEVICES AND CARTS ARE RETURNED TO THEIR ORIGINAL LOCATION.**

Inventory tracking is a very critical process for the district. Your help to ensure that everything is where it belongs help us all in the long run.

**Have any questions?**

 **PLEASE ALWAYS FEEL WELCOME TO GIVE US A CALL.**

Help is just a call away ☺ **244-1215**.