

TECH ROOM PROCEDURES

HOURS:

2ND & 3RD PERIOD

(A-DAYS)

6TH & 7TH PERIODS

(B-DAYS)

Reasons to leave class

ONLY if you see these
problems:

- Cracked Screens
- Lost Laptops *Only after it's been lost for 24hrs!*
- Charger not working (Try a different plug or charger first!)
- Keyboard not working

Reasons **NOT** to leave class if you see these problems:

- New Enrollments
 1. Need gradespeed account ***if needed***
- Contracts
- HUB Issues
- Connection Issues ***Restart computer first***
- Camera Issues
- Software issues

