

West End Elementary Technology Procedures

During this time of extended Digital Learning Days below will be the procedures to follow for technology repairs and questions.

1. Chromebooks that need repair will need to be entered into the form by the student or parent. Click on the link below to fill out the form. If you are unable to do so, skip to number 2 on this document. Once you fill out the form, someone will contact you via phone, email, or Dojo message about how to proceed.

Chromebook Repair Form: <https://forms.gle/C122NQpKo8mJ1ksS8>

2. You may call the numbers below for technology help between 9:00-10:30am.

Mondays-Kela Simpson 864-671-0151

Tuesday and Thursday's- Tracey Matthews 864-397-5250

Wednesday and Friday's- Stephanie Mann 864-777-0049

You may also enter a WebEx meeting with any of us on the above days. Our meeting rooms are:

Monday's: <https://pickens.webex.com/meet/kelasimpson>

Tuesday and Thursday's: <https://pickens.webex.com/meet/traceymatthews>

Wednesday and Friday's: <https://pickens.webex.com/meet/stephaniemann>

*Please Dojo message, email or call any of us and leave a message if you need assistance during other hours. We will return those calls as quickly as possible.

3. If you need further assistance, please contact your child's teacher.

Digital Learning Day Technical Support is available at the district level 7:30 a.m. to 3p.m. by calling 864-397-1185 or visiting

<https://pickens.webex.com/meet/studenttech>

**All information subject to change based on federal mandates.*