

# 1:1 Home-to-School Connection Initiative

## Class Manager Overview

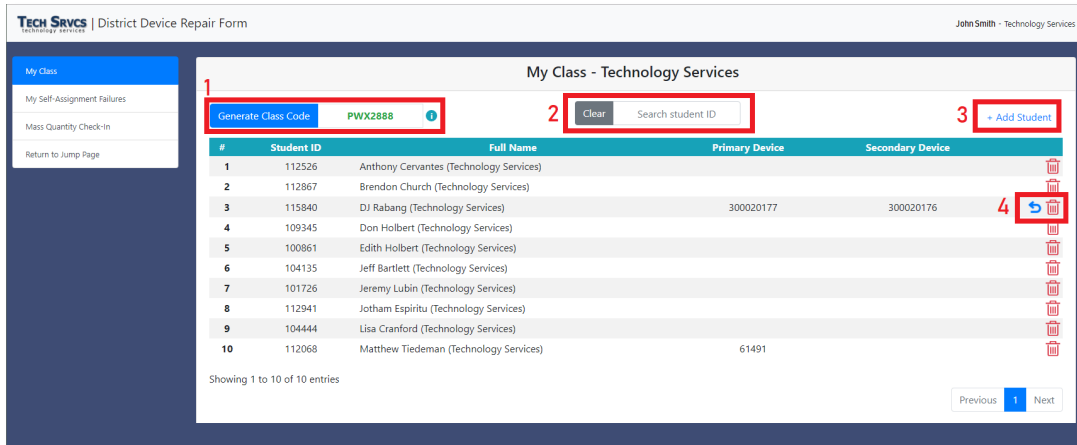
3.26.2019

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## My Class

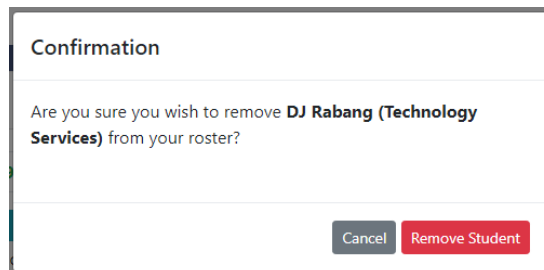
The **My Class** section displays all students enrolled in the class roster for the current site. Students are ordered by first name and are filterable by ID. The table will automatically refresh as students enroll into the class and as device assignments are performed.



Class Manager Interface


### Functionality Overview:

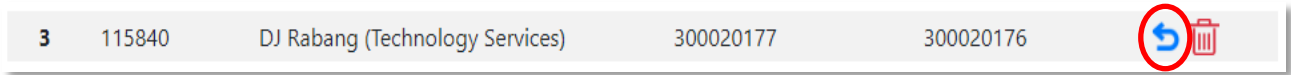
- 1) Class codes for device assignment are generated by clicking **Generate Class Code** and are active until leaving the **My Class** section. Click the class code to expand.
- 2) Filter class roster using student ID number. Click **Clear** to view full current site roster.
- 3) Students can be added manually by clicking **Add Student** and entering student ID.
- 4) There are up to 2 functions available per row on the class roster:
  - a. The  icon appears when a primary device is ready to be checked in and opens the primary device check-in process when clicked.
  - b. Clicking the  icon will remove the student from the current class roster (*See screenshot below*).



Confirm removal of student from class roster.

### Primary Device Check-In

To check a primary device in, click the  icon. This will open the Primary Device Check-In process which is the recommended method for checking primary devices in.



*Icon appears after students have readied their devices for check-in.*

The screenshot shows a window titled "Primary Device Check-In for DJ Rabang (Technology Services)". It contains two main sections: "Device Turn-In Package for Chromebook #300020177" and "Device Hardware Validation".

- Device Turn-In Package:** Under the heading "Item", there is a row for "Power Adapter (verify device compatibility beforehand)". To the right of this row is a checkbox labeled "Turned In" with a checkmark, which is highlighted with a red box and the number "1".
- Device Hardware Validation:** Under the heading "Hardware Check", there are two checkboxes: "Acceptable" (checked) and "Not Acceptable" (unchecked). The "Acceptable" checkbox is highlighted with a red box and the number "2".
- At the bottom right of the form, there are two buttons: "Cancel" and "Release Device". The "Release Device" button is highlighted with a red box and the number "3".

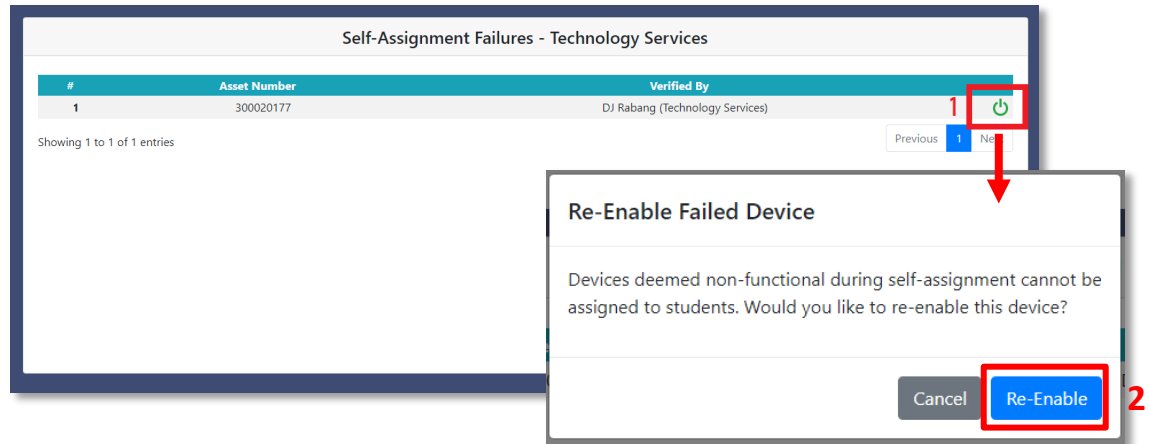
*Primary Device Check-In through Class Manager is the recommended method for checking devices in.*

To check a primary device in:

- 1) Verify that the power adapter being returned is compatible with the device and is functional. Mark the checkbox under **Turned In** accordingly.
- 2) Perform a basic hardware check on the device by verifying that the display and keyboard are not damaged. Mark the checkboxes under **Acceptable** accordingly. If any checkboxes are left unchecked, a repair request will be created upon releasing the device (*see Repair Request Confirmation*).
- 3) Click **Release Device** to release the device from the student.


## Re-Enabling Failed Devices

Devices may be failed during the Hardware Integrity Check portion of the Device Self-Assignment Process. These devices should be set aside and submitted to the district office for repair. If a device was failed unintentionally, the device can be reset using the **My Self-Assignment Failures** section.



*Re-enabling failed devices*

To re-enable a failed device:

- 1) Click the  icon next to the failed device.
- 2) Click **Re-Enable** to reset the failed device and allow it to be assignable through the Device Self-Assignment Process.

*Note: Failed devices will only appear in this section if the student who failed the device is part of the current site class roster.*

## Mass Quantity Device Check-In

In the event that a large quantity of devices is to be checked in by one individual at a central location, use **Mass Quantity Device Check-In**. A disclaimer appears upon opening the page and must be acknowledged before continuing. Devices turned in using Mass Quantity Check-In are processed as complete packages, meaning that the power adapter is assumed turned in.

**Mass Quantity Check-In Disclaimer**

Devices checked in via Mass Quantity Device Check-In will be processed as **complete packages** (i.e. power adapter assumed turned in). This process is designed to be used only for checking in large amounts of devices at a time.

*This disclaimer must be acknowledged before proceeding.*

The screenshot shows the 'Mass Quantity Device Check-In' interface within the 'District Device Repair Form'. It features a sidebar with navigation options: 'My Class', 'My Self-Assignment Failures', 'Mass Quantity Check-In' (highlighted), and 'Return to Jump Page'. The main content area includes a search bar (1) with the device ID '300020177', a table (2) with columns for 'Device' and 'Assigned User', a 'Device Hardware Validation' section (3) with a 'Hardware Check' and 'Acceptable' checkboxes, and a 'Release Device' button (4) at the bottom right.

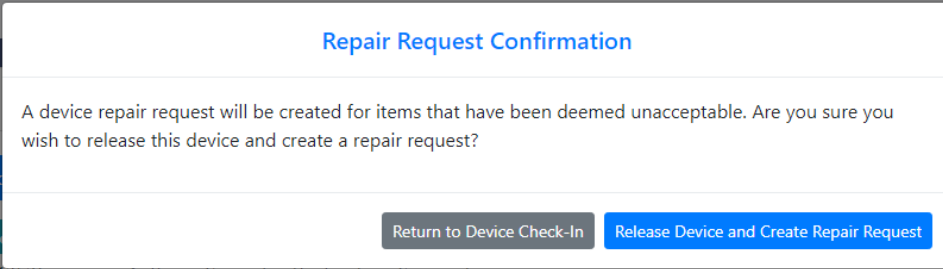
*Mass Quantity Device Check-In interface*

To check a device in using Mass Quantity Check-In:

- 1) Scan the device.
- 2) Perform a basic hardware check on the device by verifying that the display and keyboard are not damaged. Mark the checkboxes under **Acceptable** accordingly. If any checkboxes are left unchecked, a repair request will be created upon releasing the device (*see Repair Request Confirmation*).
- 3) Click **Release Device**.

### Repair Request Confirmation

Releasing a device while any checkboxes are left unchecked will prompt the user for confirmation to create a repair request. In addition to releasing the device from the student, clicking **Release Device and Create Repair Request** will also create a repair request for the device in the DDR Form. After creating the repair request, the device should be set aside and sent in to the district office as soon as possible for repair.



The screenshot shows a dialog box titled "Repair Request Confirmation" in blue text. Below the title, there is a message: "A device repair request will be created for items that have been deemed unacceptable. Are you sure you wish to release this device and create a repair request?". At the bottom of the dialog, there are two buttons: "Return to Device Check-In" (a grey button) and "Release Device and Create Repair Request" (a blue button).

*Repair Request Confirmation Message. Device is submitted to DDR Form upon confirmation.*