

1:1 Home-to-School Connection Initiative

Device Self-Assignment Process (July 2019)

3.26.2019

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Launching the Technology Services Extension

Log into the Chromebook and launch Google Chrome. Click the icon in the top-right corner then click **Check Out/Check In Chromebook**.

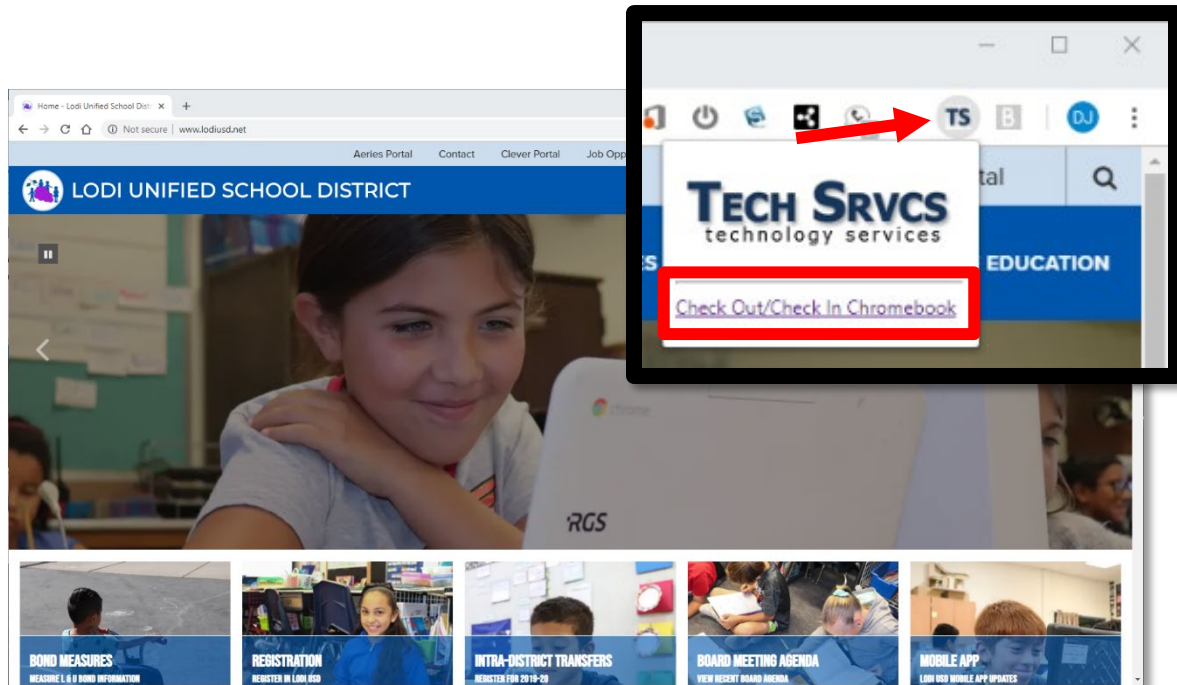
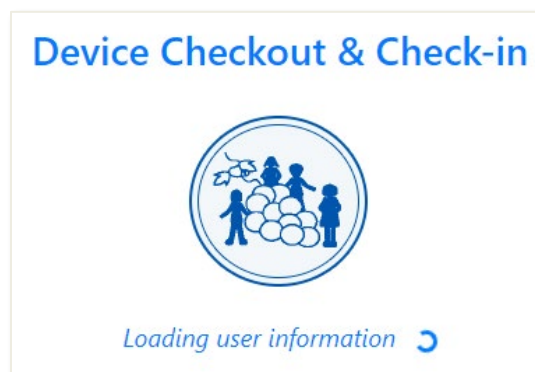


Figure 1 Click the TS icon in the extensions bar to access the Device Self-Assignment Process

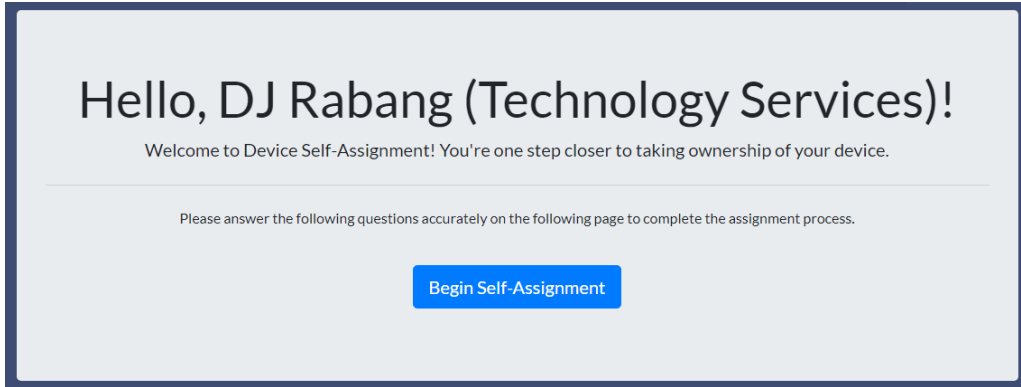
The loading screen will appear in a new tab. The user may encounter different messages after this screen (see *Self-Assignment Messages* section of this document for details).



The loading screen gathers data on the device and the user currently logged in.

Starting the Self-Assignment Process

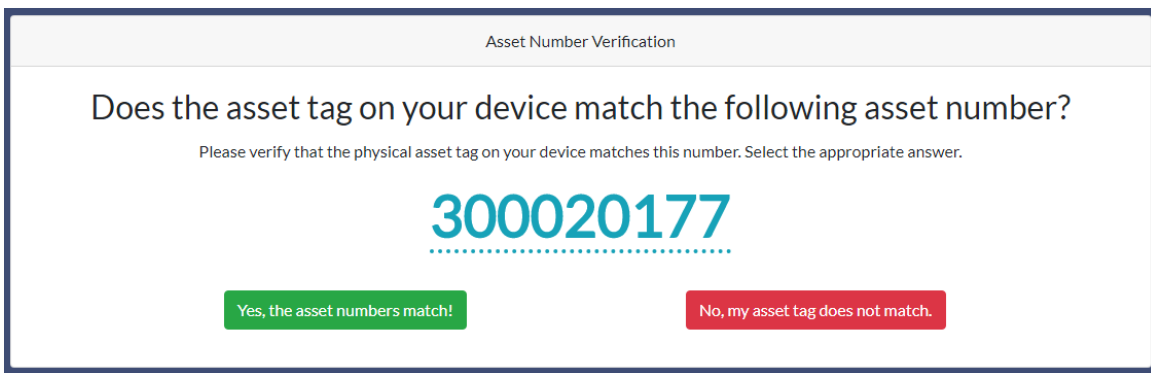
Users are first presented with a greeting page. To begin the Device Self-Assignment Process, click **Begin Self-Assignment**.



Greeting page of Device Self-Assignment Process

Asset Number Verification

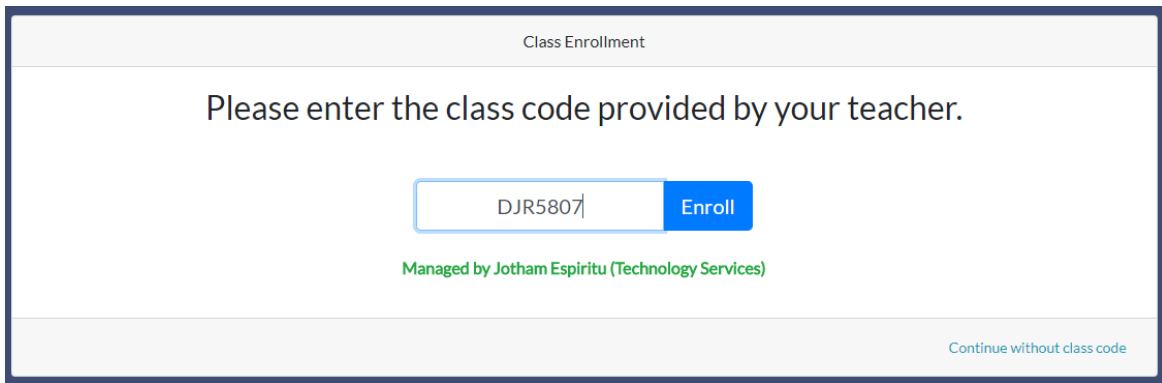
Users are first asked to verify the asset number that is on their device. By clicking “**Yes, the asset numbers match**”, the user continues to the next page. On clicking “**No, my asset tag does not match**”, the device is recorded as requiring an asset number correction and the user proceeds as normal.



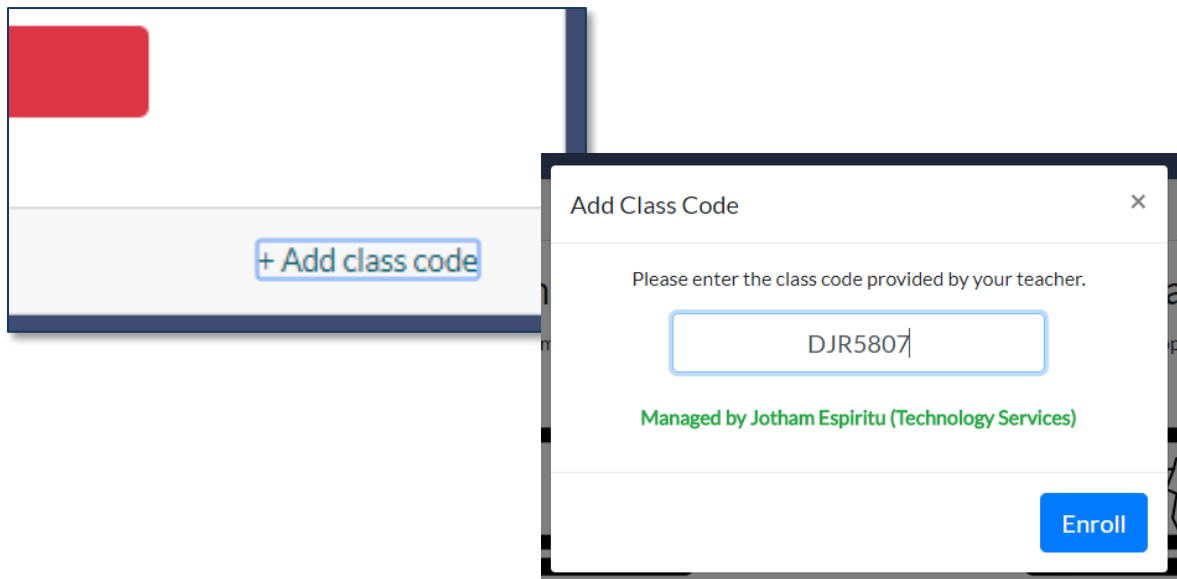
Confirm that the asset number on the device matches what is displayed

Adding a Class Code

In order for teachers in the classroom to have a view of what devices are assigned to their students, it is necessary to create a link between the students and teachers. This is done by entering a teacher-generated **Class Code** at the beginning of the Self-Assignment Process (see *Class Manager Documentation* under *My Class* for details). Class codes can also be entered during the Hardware Integrity Check by clicking **Add class code** on any question displayed on the screen.



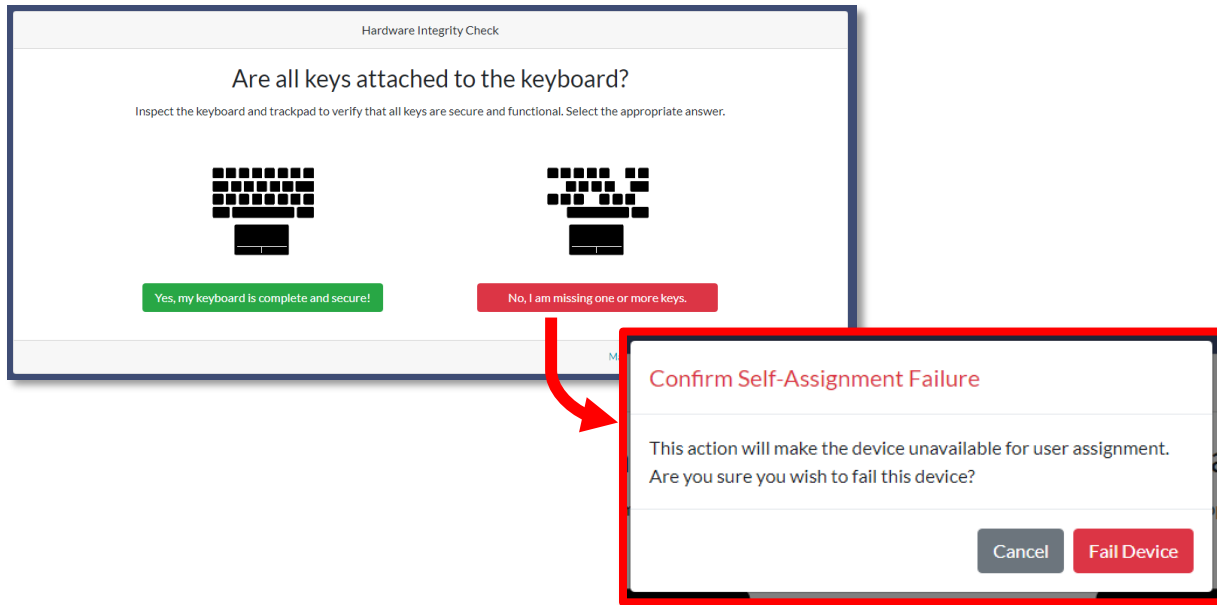
Enter Class Code and click enroll to establish link between student and teacher.



Class codes can also be entered during the Hardware Integrity Check

Hardware Integrity Check

The Hardware Integrity Check portion of the Self-Assignment Process presents a series of questions to the user regarding the physical functionality of their device. Upon clicking the affirmative answer, the user proceeds to the next question of the series. When a user clicks the negative answer, they are presented with a confirmation screen where the device can then be failed. Once failed, the device cannot be assigned to a user.



Clicking affirmative answer continues process. Clicking negative answer opens a confirmation window to fail the device.

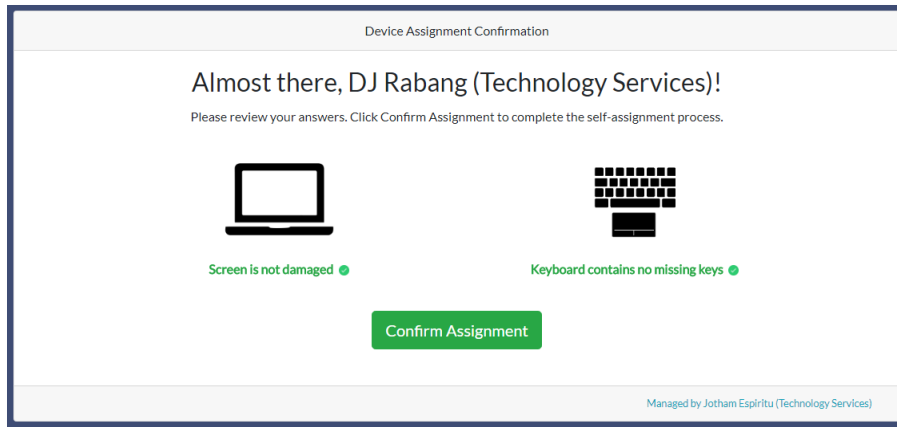
In the event that a device is failed during self-assignment:

- 1) Set the failed device aside.
- 2) Issue another device to the student.
- 3) Restart the Device Self-Assignment Process.

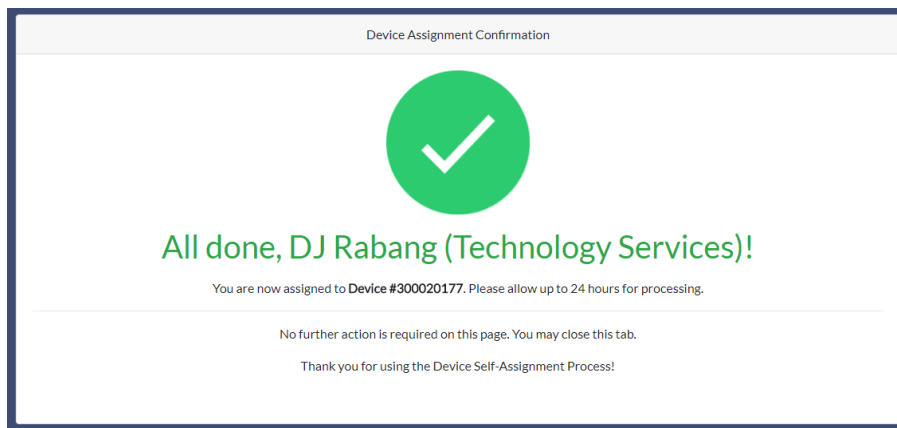
For handling devices that were unintentionally failed during the Device Self-Assignment Process, see *Failed Devices Figure 4* under the *Self-Assignment Messages* section of this document.

Assignment Confirmation

At the end of the Hardware Integrity Check, users are presented with a confirmation screen. Upon clicking **Confirm Assignment**, the device is assigned to the user and a confirmation message is displayed. No further action is required by the user at this point and the page can be closed. The Device Self-Assignment Process is complete. Allow up to 24 hours for device adjustments to complete (i.e. printers, homepages, etc).



Device Assignment Confirmation screen appears after completing Hardware Integrity Check.



Message displayed after completing Device Self-Assignment Process. No further action is required and tab may be closed.

Self-Assignment Messages

During the Device Self-Assignment Process, users may receive different messages based on the scenario encountered during the process.

Self-Assignment Unavailable

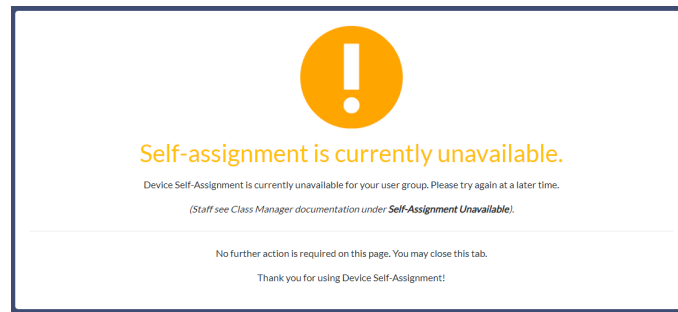


Figure 1 – Message displayed when self-assignment is unavailable.

Reason: User attempts to access Device Self-Assignment Process while assignment is closed.

Recommended Actions:

- **User** – Close the tab and try accessing the extension again at a later time.
- **Staff** – If this is a mistake, have site administrator notify Technology Services to enable the Device Self-Assignment Process.

Device Checkout

The possible messages users can receive during the Device Checkout Process are as follows:

Non-Participating Grade Level

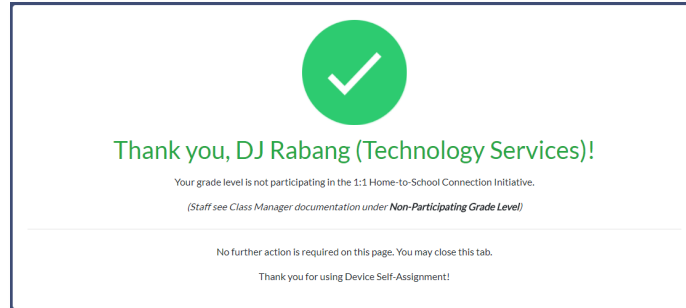


Figure 5 – Message shown to students of non-participating grade levels who attempt to perform self-assignment.

Reason: Student of a non-participating grade level attempts to access Device Self-Assignment Process.

Recommended Actions:

- **User** – Close the tab.
- **Staff** – No action required.

Existing Primary Device

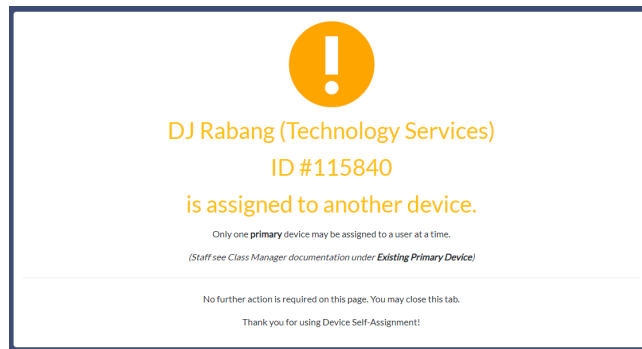


Figure 3 – Information on the user's existing primary device assignment is displayed.

Reason: Student attempts to access Device Self-Assignment Process while already assigned to another device.

Recommended Actions:

- **User** – No action required.
- **Staff** – Use the **My Class** section to keep track of students and their assigned devices (See *Class Manager Documentation* under *My Class* for details).

Existing Assigned User

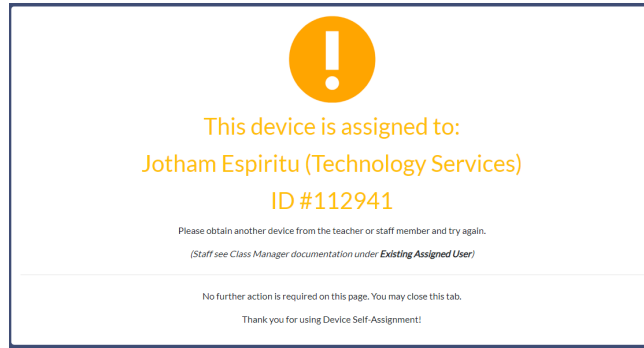


Figure 2 – Information on the device's assigned user are displayed.

Reason: Student attempts to access Device Self-Assignment Process from a device that is assigned to another user.

Recommended Actions:

- **User** – Obtain another device from staff and retry Device Self-Assignment Process.
- **Staff** – If the device needs to be released from the assigned user (i.e. assigned user transferred to another site), use **Mass Quantity Device Check-In**.

Open Repair Request

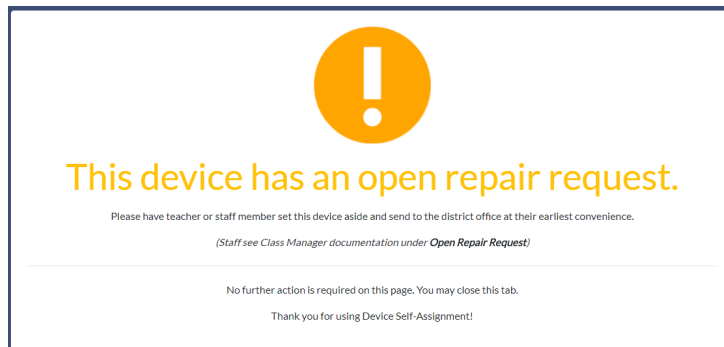


Figure 6 – Message displayed when attempting to assign a device with an open repair request.

Reason: Student attempts to access the Device Self-Assignment Process with a device that has been submitted through the DDR Form for repair.

Recommended Actions:

- **User** – Obtain another device from staff and retry Device Self-Assignment Process.
- **Staff** – Set damaged device aside. Send damaged device in to district office as soon as possible for repair.

Failed Devices

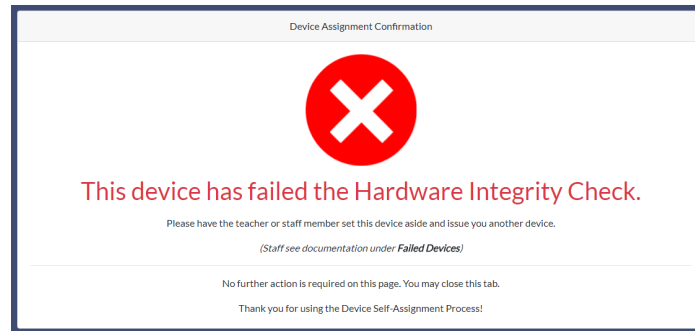



Figure 4 – Message displayed when a device has failed the Hardware Integrity Check

Reason: Student fails device during the Device Self-Assignment Process.

Recommended Actions:

- **User** – Obtain another device from staff and retry Device Self-Assignment Process.
- **Staff** – Set failed device aside. If the device was failed unintentionally, re-enable the device by clicking the  icon in the **My Self-Assignment Failures** section (see *Class Manager Documentation* under *Re-Enabling Failed Devices* for details).

Device Check-In

The possible messages users can receive during the Device Check-In Process are as follows:

Check-In Confirmation

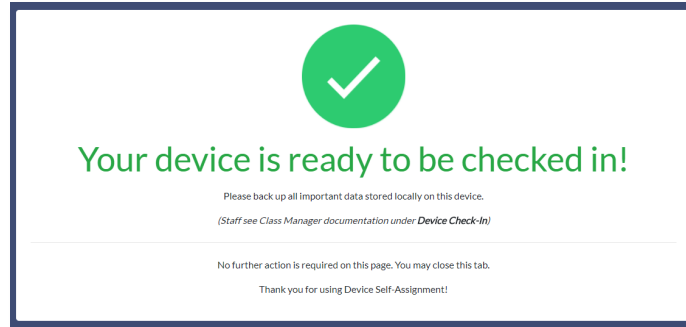


Figure 7 – Message displayed during device check-in confirmation.

Reason: Student accesses Device Self-Assignment Process from their assigned primary device and clicks **Check In**.

Recommended Actions:

- **User** – Close the tab.
- **Staff** – Device can be checked in through Class Manager (see *Class Manager Documentation* under *My Class* for details).

Check-In Cancellation

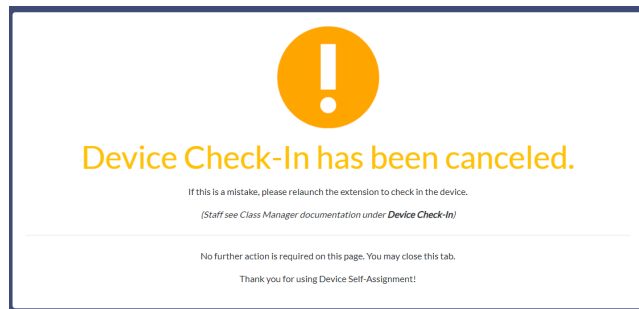


Figure 8 – Message displayed during device check-in cancellation.

Reason: Student accesses Device Self-Assignment Process from their assigned primary device and clicks **Cancel**.

Recommended Actions:

- **User** – Close the tab. If received unintentionally, relaunch extension and click **Check In**.
- **Staff** – No action required.