



SECONDARY DEVICE DEPLOYMENT

SAMPLE DEPLOYMENT PLAN

TABLE 1

- Students approach table one at a time
- Staff member checks the clear (or unclear) list to determine if student is eligible to move to Table 2 for device check out
 - If the student is **NOT** clear, hand them instructions for tasks to complete
 - *Include alternate date(s) and time(s) for student to receive a device after being cleared*

TABLE 2

- Librarian(s) retrieve device and charger from available inventory
- Scan the **CFB barcode** on the back of the Chromebook **and** the **student ID barcode** in **Batch Check-Out on IIQ**.
 - make sure barcodes were read by scanner

TABLE 3

- Place labels on Chromebook and charger brick
- Write student's **first & last name in Sharpie**

TABLE 4

- Student checks device for any **visible damages**:
 - Cracked screen
 - Scratches beyond normal wear and tear
 - Missing keys, etc.
- Student powers on device and logs in
 - **Note:** if device does not power on, plug in and retry
- Students report issues to staff **immediately** for resolution before leaving the library

Designate alternate deployment date(s) and time(s) for students who were absent or not clear