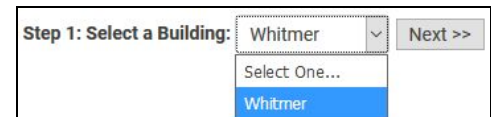


Student 1-to-1: Assign, View, and Return Devices

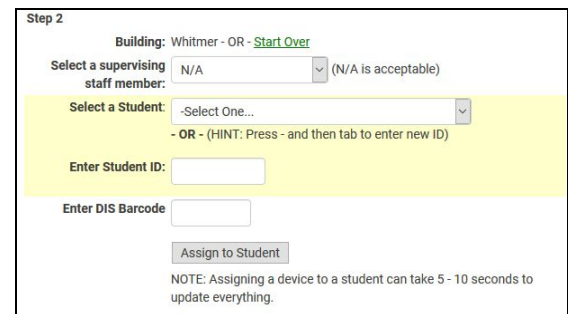
1. Go to <http://web2.wls4kids.org> > Staff Portal > Login using AD username and password
2. Click on “Devices / Devices Mode”
 - a. Teachers of Record have access by default
 - b. Any staff member can be given rights - principal submits a Help Desk requesting that person X needs ability to issue / return 1-to-1 devices
3. Click on “Student 1-to-1” Devices

Assign Devices

1. Click on “Assign 1-to-1 Devices to Students”
2. Select building and click on “Next >>”
3. If you wish to associate a staff member with this device select that staff member from the “Staff Member” drop down - this is optional
4. Identify the student
 - a. Use the name drop down to select a student.
 - i. You can start typing the first few letters of the last name to jump the list
 - ii. If you pause for more than a second or two the jump option resets
 - iii. Press tab to move to the item barcode field
 - b. Enter a student ID number
 - i. Tab into or select the Student ID field
 - ii. Enter the Student ID
 - iii. Press tab to move to the item barcode field
5. Click on Assign to Student
 - a. This process can take up to 10 seconds to update the inventory system and to update Google. Please be patient.
 - b. You will get a blue bar at the top if everything is accepted. You will get a warning bar if there are any problems.
 - c. You will be returned to the student drop down with the same student already selected. You can now either hit tab twice and enter another item barcode or select a different student.
6. Click on any of the menu items at the top when you are done.



Step 1: Select a Building: Whitmer [v] Next >>
Select One...
Whitmer



Step 2
Building: Whitmer - OR - Start Over
Select a supervising staff member: N/A (N/A is acceptable)
Select a Student: -Select One...
-OR - (HINT: Press - and then tab to enter new ID)
Enter Student ID:
Enter DIS Barcode:
Assign to Student
NOTE: Assigning a device to a student can take 5 - 10 seconds to update everything.

View Devices


1. Click on “View What Has Been Assigned To Students”
2. You will only have access to your own building(s) based on either your teacher of record status or if you have been assigning building level / district level access.
3. Use the filter at the top to narrow down the list.

Filter Settings


Building	Grade	Student	Item Type	
Any	Any	Any	Any	Refresh Filter Now

4. You can also use the “Quick Search” bar at the bottom of the list to search by any of the fields in the list.

Quick Search Student Name Search Clear

5. You can sort the list by clicking on the headings.
6. To see all of the details about a device click on the information icon:  for the item.
7. Click on “Done” when you are done looking at the details.

Return Devices

1. Locate the item using the “View Devices” directions above.
2. Click on the return device icon:  in the “Return” column for the item you wish to return.

3. Check mark the “Confirm Return” box.

Confirm Return: Return Now

4. Click on the “Return Now” button
5. It may take up to 10 seconds for the item to be returned in inventory and Google to be updated
6. You will be returned to the list view and the item will no longer be listed.