How to use ChangeChromebookSchool.gscript

* Scan and save device serial codes into “ChangeOUSerials.gsheet”, with one serial code per line.

**Note:** You will need to delete any old serials/information that is in the file before entering new serials.

* Open ChangeChromebookSchool.gscript.
* Find the line of code that has “**const destinationOU**” (line 14 at the time of writing) and change it to look like one of the following lines, depending on what school you need to change the Chromebooks to be configured for:
* **const destinationOU = ‘/Chromebooks/K4 Chromebooks’;**
* **const destinationOU = ‘/Chromebooks/Elementary Chromebooks’;**
* **const destinationOU = ‘/Chromebooks/MS Chromebooks’;**
* **const destinationOU = ‘/Chromebooks/HS Chromebooks’;**
* Click the “save” icon in the top-left of the window.
* Click the “Run” button in the top-left of the window.
* Let the script run. You will see “Execution completed” in yellow at the bottom of the “Execution log” at the bottom of the window once the script is finished.

**Note:** You may need to scroll to the bottom of the “Execution log” to see if it has finished. In the event a Chromebook is not found and the script stops, you can find the row number of the last successfully-moved Chromebook in the Execution log.

