Summer Chromecart Workflow

This document will walk you through the process of setting up Chromecarts during the summer to be ready for the school year. There are a few scripts that can be used throughout this process to make the work significantly more efficient.

Physical Setup

* Gather all the Chromecarts from each room and put them into a single room.
* Perform the following steps for each cart:
* Check each Chromebook to make sure it is up-to-date and fully functional.
* Re-wire the cabinets as needed.

File Setup

* Go to Chromecart Assignments in Google Drive and open the folder for the school you are setting up.

**Note:** You will want to put any non-numbered room cart lists in a separate folder (i.e. “Media Center” and “Chorus” should be in a separate folder than “101” and “102” for Parker Campus).

* Inside the school’s folder will be a list of files with room numbers as their name. Scan and save device serial codes into a file, 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.

* Label the cart with the room number so you can keep track of which cart goes to what room.

Room Assignment

* Go to the Assign Chromebooks folder and consult the documentation there to assign the Chromecarts to their rooms.
* Assign any non-numbered Chromecarts manually in IMS.

Chromebook OU Assignment

* Go to the Combine Lists folder and consult the documentation there to combine the lists of Chromecarts into a single list for the school.
* Take the single list of devices and go to the Change Chromebook OU folder and consult the documentation there to assign the list of Chromebooks to the appropriate school.