How to give a Student a Third Device

Overview

- This Quick Reference Guide shows how to give a Student a Third Device in RMU

Work Instructions

To give third device to student please follow the process below:

1. Click the Student tab in the Device Management menu

   NOTE: If the school default needs to be changed, click the magnifying glass next to the School field and follow the prompts to change, search and select the new location.

2. Expand the Screen Options and select the Pool Device to a Student Override button

3. This will bring up a list of all students who have more than 2 inoperable devices. Select the student by clicking the check box, then click the ‘Pool Override’ option on the Actions button
4. A Pop up message will appear to confirm the action. Please click on the OK button. After completion of this process student can be given third device by following next steps.

5. Click on Device tab and select the Device Status as ‘POOL’ then click Search.

6. All the Devices in the **POOL** status will be shown. Select the device by clicking on the checkbox and click the ‘Set Student Custodian’ option.
7. It will open new pop up screen as shown below. Search for the desired student to bring up their details.

8. Click on the student to make them the custodian of the device.
9. Now the student is selected. Please click on the ‘Set Custodian’ button in front of the student name.

10. After successful completion of the process, student will be given third device. Now student name will appear in front of device as shown below.
Device Custodian has been successfully updated.

Search Criteria

School: Wiltoughby Girls High School
Device Status: Pool - Pool
Model Name: All
Model Type: All
Purchase Reason: All

Device List (Number of devices displayed: 1):

<table>
<thead>
<tr>
<th>Model Name</th>
<th>Model Type</th>
<th>Serial No</th>
<th>Status</th>
<th>Name</th>
<th>Vin</th>
<th>Build (SOE)</th>
<th>Purchase Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>4333</td>
<td>A16</td>
<td>RB-T1044</td>
<td>Pool</td>
<td></td>
<td></td>
<td></td>
<td>Program Purchase</td>
</tr>
</tbody>
</table>

Set Staff custodian for Pooled: [Enter Name]

Set Student custodian for Pooled: [Enter Name]

Transfer Devices to school: [Enter Name]

Clear