

# One2One Manager Training - Staff Assignments

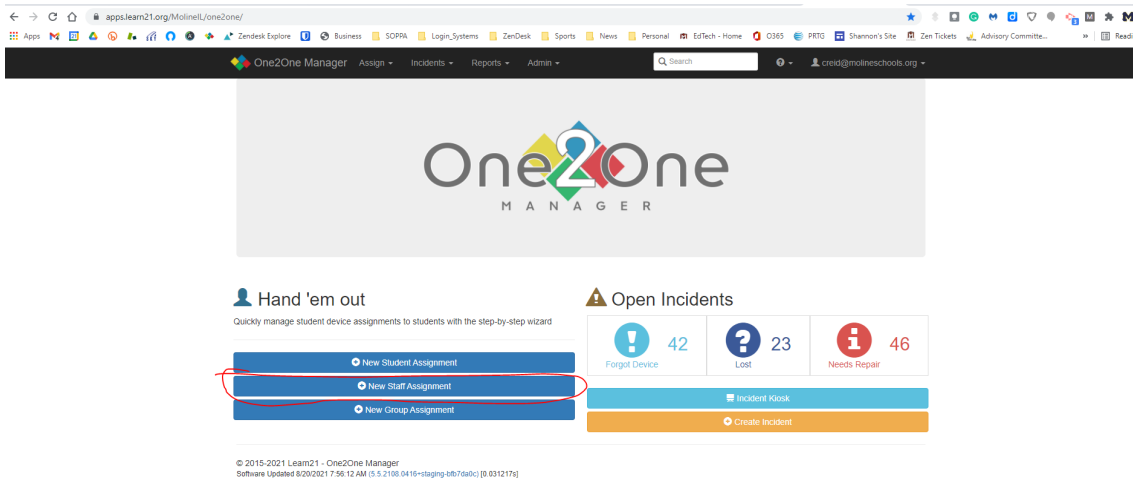
One2One Manager is our new system to track all Chromebook assignments. This year, we will be utilizing it to track support staff assignments AND sub teacher device assignments.

All Support Staff AND Subs have been entered into the system manually as of August, 2021. **Please note:** if you are searching for a staff member that is not in the system, see the bottom of these instructions for adding that person first.

1. <https://one2one.learn21.org/>
  - a. Sign in with Google

## **Assigning Staff Devices:**

1. Click "New Staff Assignment"



2. Search for the Staff Member by last name (email [edtech@molineschools.org](mailto:edtech@molineschools.org) if the name does not appear).



# Create Assignment

Bulk Assignment CSV

## Assignment Type:

Student

**Staff**

Group

## Search Staff:

No student/staff data found.

Hull

Abigail Hull (ahull)

Wilson Middle School

Elizabeth Hull (eahull)

Hamilton Elementary School

Elneta Hull (ehull)

Logan Elementary School

Danielle Shull (dshull)

Willard Elementary School


☐ Multiple Assignments (check this box to return back to add more)

☐ Assign Device as a Daily Loaner

Save

3. Insert the Asset Tag of the device that will be assigned to the staff member.
  - Note that once the tag is entered, the device information will appear on the right.

## Create Assignment

 Bulk Assignment CSV

### Assignment Type:

[Student](#) **[Staff](#)** [Group](#)

### Search Staff:

Hull

### Asset Tag or Serial Number:

63040

### Assign Protection Policy

21-22 MSD 2 Repair

☐ Multiple Assignments (check this box to return back to add more)

☐ Assign Device as a Daily Loaner

Save

No student/staff data found.



Unassigned

Dell 3100

AssetTag: [63040](#)

S/N: D699J93

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4. Click Save and that assignment is now active.

## To Check-In (Collect) a Support Staff Device:

1. In the Search field (upper right), search for the full or last name of the staff member and select that user from the list.

## Search [How can I search](#)

Owners 1



**Elneta Hull**


Staff Id: ehull

School: Logan Elementary School

 [63040](#)

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- Click the **silhouette icon to select that user (see above)**. Information about the user and assignment will be displayed.
- Click the Unassign Device button.



## Elneta Hull


Staff Id: ehull      Email: [ehull@molineschools.org](mailto:ehull@molineschools.org)

School: Logan Elementary School

⚡ Quick Assign


This School Year's History

Full History




0

Forgot Device



0

Lost



0

Needs Repair


Warranty Repair Cost: \$0.00

Non-Warranty Repair Cost: \$0.00

Fees Assessed: \$0.00

Current Devices


1



**Dell 3100**

AssetTag: [63040](#)

S/N: D699J93

 Elneta Hull (ehull)

Create Incident

Unassign Device

Open Incidents

0

No Incidents Found

▼ Past Assignment:

0

▼ Closed Incident:

0

Students

Notes

Staff

Active

Date

8/25/2021

2:23:38 PM

- Confirm by clicking the “Unassign” Button.

One2One Manager


Assign

Incidents

Reports

Admin


Search



creid@molineschools.org

Unassign Device


Are you sure you want to unassign this device?




**Dell 3100**

AssetTag: [63040](#)

S/N: D699J93


 Elneta Hull (ehull)



**Elneta Hull**

Staff Id: ehull

School: Logan Elementary School

 63040

Unassign

Back to List

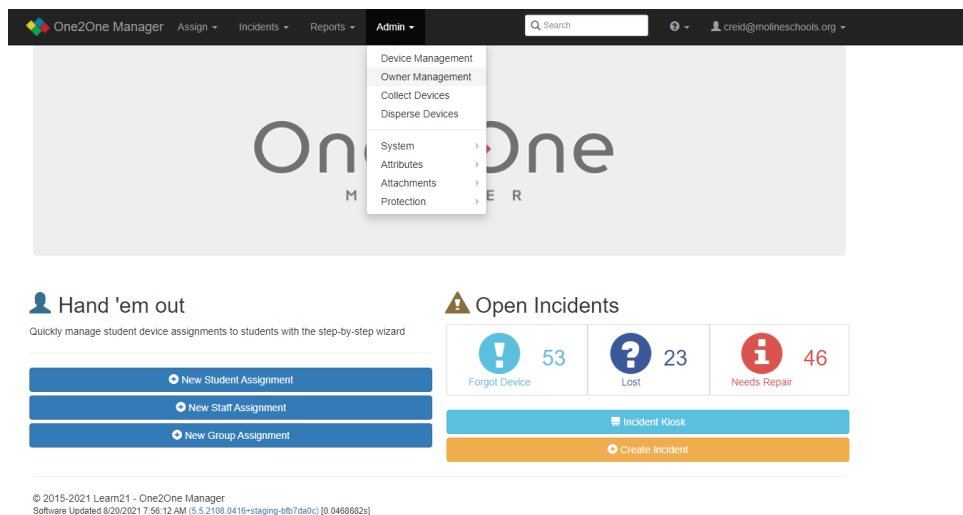
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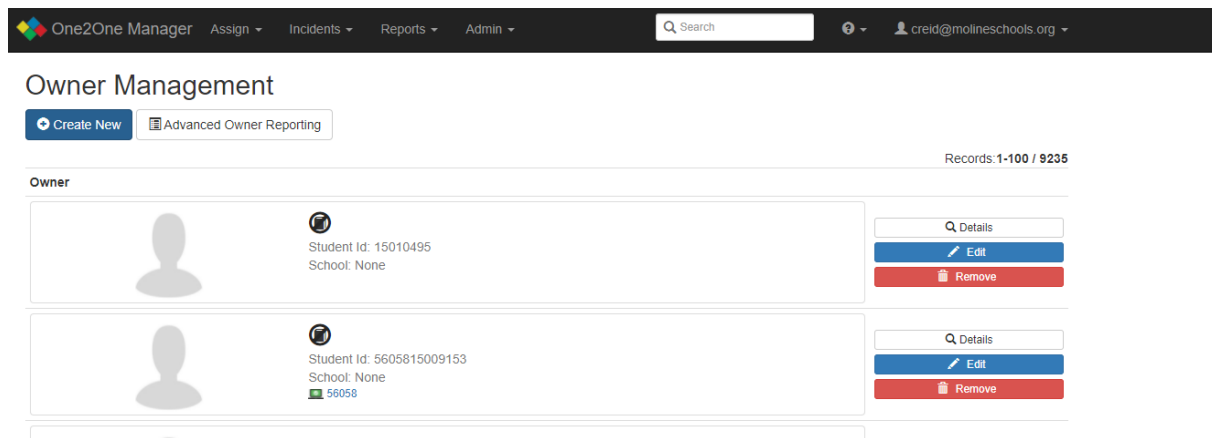
This process will unassign a device, leaving the device in the system, but open to being assigned again. If that device is to be transferred to another staff member, go through the assign device procedures above.

## To Create a New Staff Member in the System:

1. Click the “Admin” menu item at the type and choose “Owner Management”



2. Click the blue “Create New” button toward the upper left.



3. Make sure the following fields are correct:
  - a. “Owner Type” should be “Staff”
  - b. “Building” for Paras should be your building.
  - c. Subs are NOT assigned a building. Please leave blank
  - d. “Identifier” is the first part of their email address (i.e. creid)
  - e. “Email Address” is the full email address. Contact EdTech if you are not sure.
  - f. “First Name” and “Last Name” should be entered
  - g. “Grade Level” should either be “Para” or “Substitute”.
4. Click “Create” and then start the process of finding that staff member and assigning a device.