



Procedure for Assessments and Student Registration with Chrome devices

Technology Support (Deployments) Responsibilities

- Chrome devices' serial #s must be enrolled in the management console and identified by campus
- Chrome devices must have the latest Chrome OS updates
- Onsite test of Chrome devices
- Move testing Chrome devices to the appropriate test org before testing begins and return them to the campus org after testing is complete

Campus Responsibilities for using Chrome devices for Assessments

A campus who would like to use their Chrome devices for the purpose of testing is responsible for the following:

- Notify Technology Support (Bryce Johnston, bjohnston@lubbockisd.org) of the intent to use Chrome devices for testing a minimum of 10 business days in advance of testing date and indicate whether you will be locking ALL campus Chrome devices down or are providing an electronic spreadsheet (.pdf files are not accepted - must be an Excel file or Google Sheet) of Chromebook serial #s that will be used for testing. (The serial number is the manufacturer's serial number, not the green LISD barcode number.) Google forms are available for requesting to complete assessments on Chrome devices (links provided below).
 - **MAP** - <https://goo.gl/twby8b>
 - **STAAR** - <https://goo.gl/vyEZyd>
 - **TELPAS** - <https://goo.gl/68cyoq>
- Chrome devices must be kept fully charged, appropriately powered down (not just asleep) and not in Guest Mode.
- At least one week prior to testing, all campus Chrome devices to be used for testing must be powered on, logged into with a lubbockisd.net account (preferably a student login), and allowed to complete any needed ChromeOS updates. Put in a Help Ticket to receive assistance with this procedure.
- Provide Technology Support access to campus Chrome devices prior to testing dates to be sure they are prepared for testing. This will require an onsite visit, at least one week (business days excluding any holidays) prior to the testing date, to complete a field test of the Chrome devices. This is most important the first time Chrome devices are used for assessments.
- Communicate with Technology Support when the campus is ready to have the Chrome devices captured for testing and when they want them released for normal use. This require an email to Bryce Johnston (bjohnston@lubbockisd.org) late on the day before testing begins and one during the last day you plan to test.

- Campus is responsible the actual administration of the test. Technology Services has no experience with the testing environment. Contact Research, Assessment, & Accountability for help with these issues.
- Assessments available for admin on Chrome devices include MAP, TELPAS,, and STAAR

Campus Responsibilities for using Chrome devices for Student Registration

Now that the district has adopted a policy of online student registration, Chromebooks provide an efficient way for parents to accomplish this at a campus. However, principals are encouraged to purchase additional Chromebooks for this purpose. Chromebooks purchased from TRE funds are intended to be for instruction and should not be permanently removed from the instructional environment. It is fine to occasionally use a few of these for very specific, targeted student registration events, but they shouldn't be out of the classroom for no more than a day or two.

A campus who would like to use their Chrome devices for the purpose of Student Registration is responsible for the following:

- To provide the Technology Services department time to coordinate the movement of large numbers of Chromebooks into kiosk mode for student registration, campuses are required to provide 5 business days notice of the intent to use Chromebooks for student registration.
- If you have Chromebooks that were purchased with campus funds, not TRE funds, we will put a few of these into permanent registration mode if we are provided those serial numbers. These would then be only for student registration and not available for instructional uses.
- The campus should email the Technology Services department with a spreadsheet (Google Sheet, Excel, or copy and paste the list from a spreadsheet into an email) with the serial numbers of the Chromebooks that they intend to use for student registration. The serial number is the manufacturer's serial number, not the green LISD barcode number.

If a campus needs additional information, the principal or testing coordinator needs to contact Bryce Johnston, bjohnston@lubbockisd.org, x. 0155.

Note: Chrome devices include Chromebooks, Chromebases, & Chromeboxes