



CHROMEBOOK CHECKLIST

Get ready to properly manage Chromebooks

Large investments in Chromebooks requires a lot of planning. In this document we outline questions to better prepare you to manage Chromebooks. Note, if you have any questions, email VIZOR for Chromebooks at ask@vazor.cloud.

DISTRIBUTION

- How are we distributing them?
- Will our reseller help?
- How will students get their laptops if they are studying from home?
- Who are the new Chromebooks for?
- When are they arriving?
- Does each student get a device? Or which homeroom(s) class gets the first batch?
- How long do we wait until expanding to other classes?
- Do we want to use barcode readers to help distribute them?
- Are the Chromebooks part of a 1:1 program?

CIRCULATION

- Will there be an option to "borrow" a Chromebook for a short period?
- Where are we storing the extra laptops?
- How are we handling repair management?
- How many extra devices should we keep in the inventory?

PROCESSES

- Do we want to use barcode readers to help distribute them?
- How are we tracking costs?
- How are we tracking repairs?
- How are we tracking distribution?

COST

- What is our budget for managing devices?
- how many Chromebooks are we purchasing?
- Do we chargebacks?
- Do you track warranties?
- What are our expected ongoing costs?

POLICIES

- Will students be able to leave the property with their Chromebooks?
- How will students get repairs if they are working from home?
- How will students let us know that they need a repair?
- Will students be able to leave the property with their Chromebooks?

STAKEHOLDERS

- Do teachers know how to react to technical issues?
- Who is involved in these decisions?
- Who is the leader of this project?
- Where do I get my answers if I have questions about Chromebooks?
- Are parents aware of the Chromebooks and how to handle them?
- Is there one person on the team dedicated to managing Chromebooks?

RESOURCES:

[Schedule a product demonstration of VIZOR for Chromebooks to see how we can better prepare your school for Chromebooks.](#)