

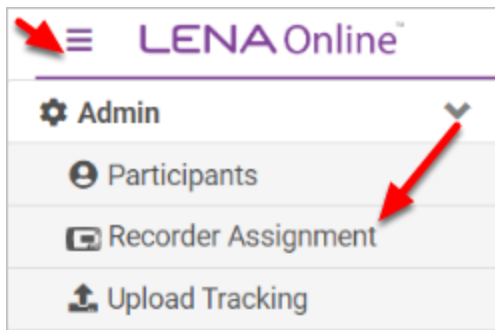
Assign a device

[Recorder Assignment](#) associates a device to a participant.

A user can assign a device to any participant whose name that user can see.

These instructions apply to first time assignment, and to [fixed \(long-term\) recorder assignments](#). If children in your program share recorder - that is, the recorder assignment alternates back and forth - please see [Reassign a shared recorder via the Previous Recorder feature](#).

1. From the Main Menu, under Admin, select Recorder Assignment.



The [Recorder Assignment screen is searchable and sortable](#). It lists all children in the selected group or organization, and shows the recorders that are currently assigned to each child.

2. Locate the child you want to assign the recorder to.

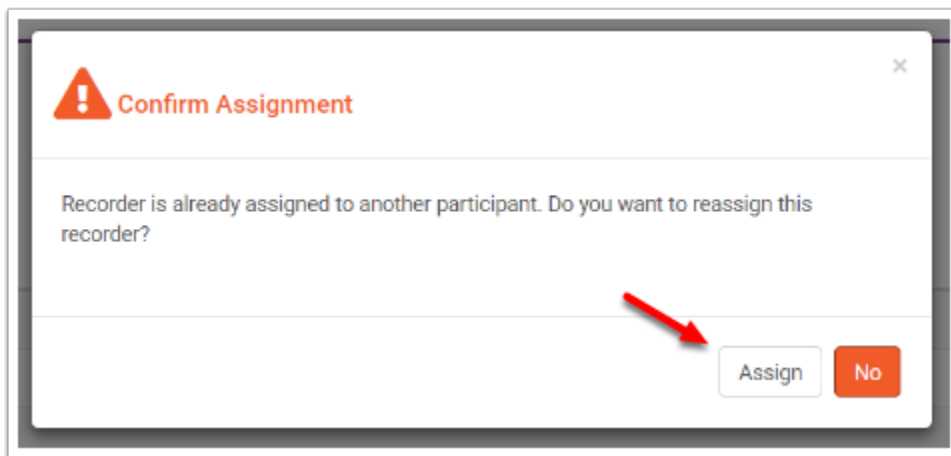
💡 Long list of participants? Quickly filter the list by typing a name in the page search field.

3. Under Assigned Recorders, type the recorder number you want to assign and hit Enter.

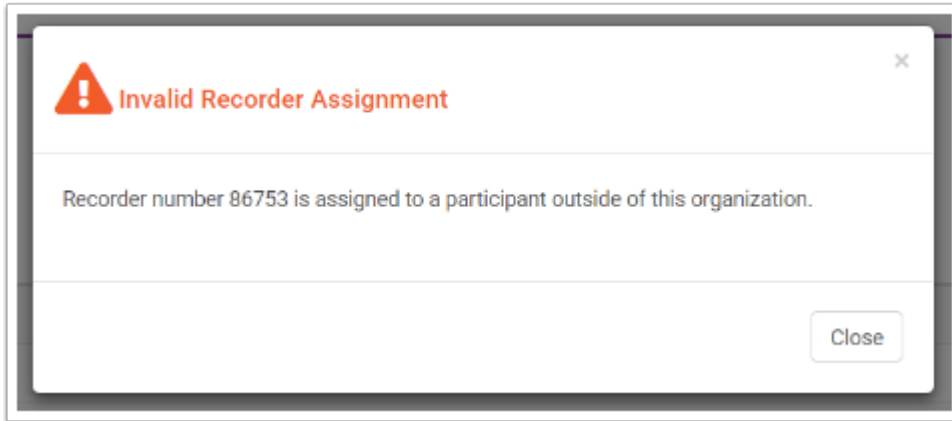
The recorder serial number is located on a silver sticker on the back of the recorder.

The **Confirm Assignment** prompt appears if other child is in the same organization and in a group you can view.

- Click **Assign** to remove the existing assignment and move the recorder to the new child.
- Click **No** if you're unsure. You can investigate and come back later.



Assign a device



4. Mark the back of the recorder with assignment information.

Use a removable label or masking tape and a sharpie to mark the back of the recorder with the child's first name (or initials, or a code). This will help you to:

- cross-check the assignment during data transfer
- readily resolve reassignment questions for "per recording" assignments