

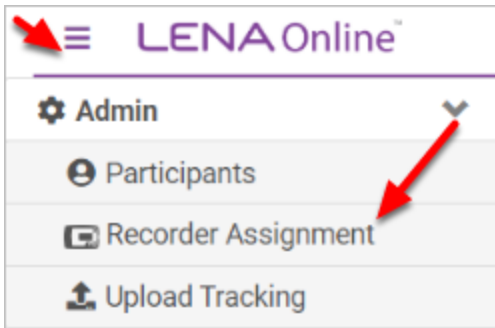
## Assign a device

[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.

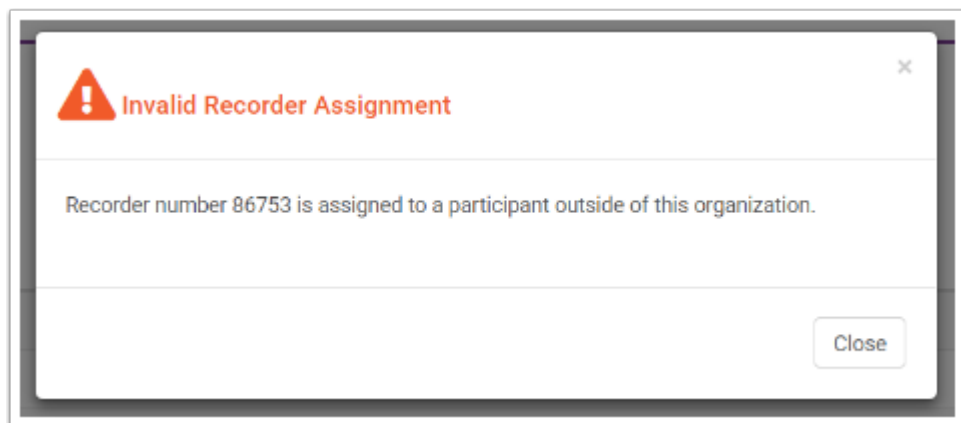
The recorder serial number is located on a silver sticker on the back of the recorder.



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

- A screenshot of a 'Confirm Assignment' dialog box. The title bar is orange with a white exclamation mark icon and the text 'Confirm Assignment'. The main content area is white and contains the text: 'Recorder is already assigned to another participant. Do you want to reassign this recorder?'. At the bottom right, there are two buttons: 'Assign' (white with a grey border) and 'No' (orange). A red arrow points to the 'Assign' button.

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#### 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