

Chromebook User Guide for Students, Parents, and Families



Table of Contents

1. Getting Started
 - 1.1. What is a Chromebook?
 - 1.2. Chromebook Hardware
 - 1.3. Powering On & Off
 - 1.4. Dashboard
 - 1.5. Charging Your Chromebook
 - 1.6. Updates
2. Using Your Chromebook
 - 2.1. Logging On
 - 2.2. Connecting to Wi-Fi
 - 2.3. Accessing Apps
 - 2.3.1. Bookmarks
 - 2.3.2. Shortcuts
3. FAQs

Getting Started

1. What is a Chromebook?

Chromebooks are like laptops. Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is like the Google Chrome web browser. This means you can use a Chromebook to do just about anything you'd normally do online: read websites, check your email, and watch videos. Your Chromebook runs web apps instead of software programs used on other computers. For example, instead of using Microsoft Office to create documents, you will use Google Docs (docs.google.com) and Google Drive (drive.google.com) to create and share files online. Chromebooks are inexpensive, easy to use, and everything is saved on the web, so you don't have to worry about losing your files. They are worth approximately \$200-350. Since Chrome is run entirely through the web, you don't have to worry about viruses either!

2. Chromebook Hardware

Chromebook hardware may differ depending on Chromebook models. Please refer to the photos below regarding ports and the keyboard.



Your Chromebook keyboard works just like a regular keyboard, with a few small differences:

- Use the Search button to search your apps and the web
- To turn Caps Lock on or off, press Alt + Search



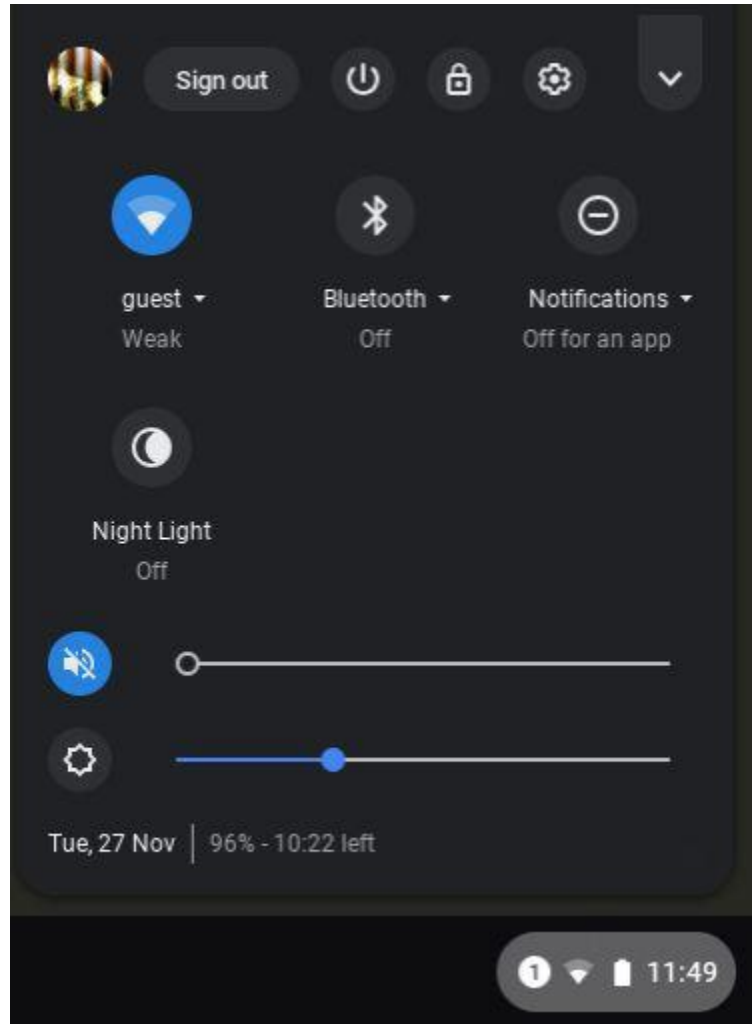
3. Powering on & off

Your Chromebook has a magnet in the screen which allows it to turn on right as it's opened! If after several seconds it does not turn on, you can press the power button on the keyboard. You can press and hold the power button to shut off the Chromebook at any time. Shutting the lid will log you off. Pressing the power button once quickly will power it back on.

4. Dashboard

In the lower right-hand corner, there is a small toolbox for accessing Wi-Fi networks, adjusting brightness, sound, settings, and setting accessibility settings such as enlarged cursors or high contrast screens. Feel free to access this at any time, though some settings are restricted by the GLS Google account administrators.

It will look like this, but some settings and displays may differ:



5. Charging Your Chromebook

Your Chromebook should be charged every evening. While the battery life varies, your Chromebook should last for the entirety of instructional hours. Make sure that the Chromebook does not completely die as this can damage the battery. Only charge your Chromebook with the GLS charger loaned with the device! Your charger may look different depending on the device.

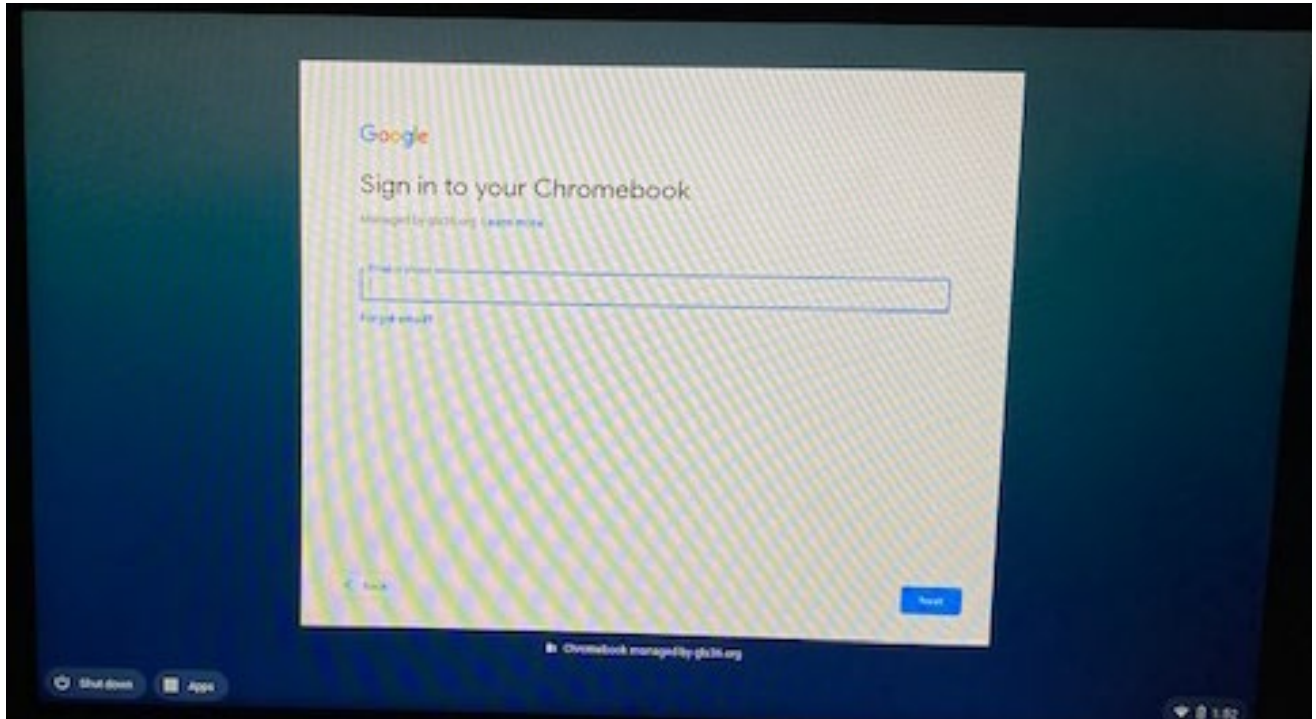
6. Updates

Chromebooks do need to be updated periodically. The IT department will notify Chromebook users when there are updates. If you'd like to check for updates, you can click on the three dots in the upper right-hand corner of a Chrome browser > Help > About Google Chrome > Check for Updates.

Using Your Chromebook

1. Logging On

When you open your Chromebook, you'll see a screen that looks like this:



Enter your student's GLS Google Account credentials to proceed.







Only Google Account usernames that end in @k8gls36.org may log into GLS issued devices. All students receive their Google Account username and password when they receive their Chromebook. If your student does not have this information, please contact the student's classroom (PreK-4) or homeroom (5-8) teacher.


2. Connecting to Wi-Fi

Before you log in, you may be asked to connect to a wireless network. Please connect to your home network. Chromebooks only work when they are connected to Wi-Fi, though some apps may have an offline mode.

3. Accessing Apps

Your students will be using apps that they are familiar with. Here are a list of apps and icons one can access on a Chromebook

-  **Chrome** - your internet browser to access the internet, similar to Internet Explorer and Mozilla Firefox. You can access Google Chrome from any device, not just a Chromebook!
-  **Docs** - like Microsoft Word, a place to create and store documents
-  **Classroom** - a learning system from Google, where your student's teacher will assign and grade work
-  **Drive** - a Google Cloud storage space that can be accessed anywhere, with any device
-  **Slides** - like Microsoft PowerPoint, a place to create and store slide presentations
-  **Sheets** - like Microsoft Excel, a place to create and store spreadsheets

At any time, once logged in, you can click on the nine dots  in the upper right-hand corner to quickly access a variety of Google apps while remaining logged in.

You can also click on the gray circle on the bottom left of your Chromebook and select the “Up” arrow to bring up a tray with an assortment of apps. This screen is often referred to as a “Launcher”.



Bookmarks

Chromebook Shortcuts

- Ctrl+C - Copy
- Ctrl+V - Paste
- Ctrl+X - Cut
- Ctrl+A - Select all text
- Ctrl+Z - Undo
- Ctrl+T - Open a new tab
- Ctrl+Tab - Move between tabs
- Ctrl+ +/- - Zoom in and out. You can also use two fingers on the touch pad.

There are many more shortcuts. Feel free to explore and use your Google device to your advantage!

FAQs

Q: Who do I contact if my Chromebook is having technical problems?

A: For Chromebook Help, the ticket can be put into IT using the link on the Technology page of the GLS website. This page can be found by clicking **Administration then Technology**.

Q: Who do I contact if my student can't log in?

A: Please contact your student's teacher who can provide log in information or walk through the log in process with you. Please refer to "Logging In" above.

Q: Can you print from the devices?

A: Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink, and toner use, thereby saving money. There are ways to print from the Chromebooks, but it's not encouraged or particularly easy.

Q: Can the Chromebooks be used with another username or personal Gmail account?

A: No. Students and staff cannot access a district-owned Chromebook with any other login other than their district-assigned Google Account. Students should not login to any web-based service with a personal account; the Chromebook is for educational purposes only.

Q: Can documents and bookmarks created on the Chromebook be accessed on another device?

A: If a student logs into another device with their school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

Q: Will unsafe or inappropriate websites be filtered on the devices?

A: Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another Wi-Fi router that is providing the Internet connection. Our web filters are programmed to block inappropriate content as much as possible, but the Internet is an ever-evolving network, and some things will get through. We encourage supervision and conversations with your student.

Q: Can the district track web history?

A: Yes. The district can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Responsible Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

Q: Will devices be kept by students over summer?

A: No. Devices will be turned in at the end of the school year so the district can do maintenance on them.

Q: Can parents use the Chromebooks?

A: When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers. The Chromebooks are not intended for personal use by the student or their parents.

Q: How can I clean or sanitize my Chromebook?

A: A gentle sanitizer wipe, like Clorox, on the keyboard is sufficient. Anything with at least 60% alcohol and no excess liquid.

If you have any further questions, please refer to www.gls36.org or put a Chromebook Help Desk ticket in via the Technology webpage under the Administration tab on the gls36 website.