Chromebook User Guide for Students, Parents, & Families

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Getting Started

1. **What is a Chromebook?**

Chromebooks are similar to laptops. Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. This means you can use a Chromebook to do just about anything you would normally do online (read websites, check your email, and watch videos). The Chromebook runs web apps instead of software programs used on other computers. For example, instead of using Microsoft Office to create documents, you can use Google Docs (docs.google.com) and Google Drive (drive.google.com) to create and share files online. Chromebooks are easy to use, and everything is saved on the web, so you don't have to worry about losing your files. 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.

Charging port   HDMI   USB port   SD card reader   Headset /mic

USB port   Lock port
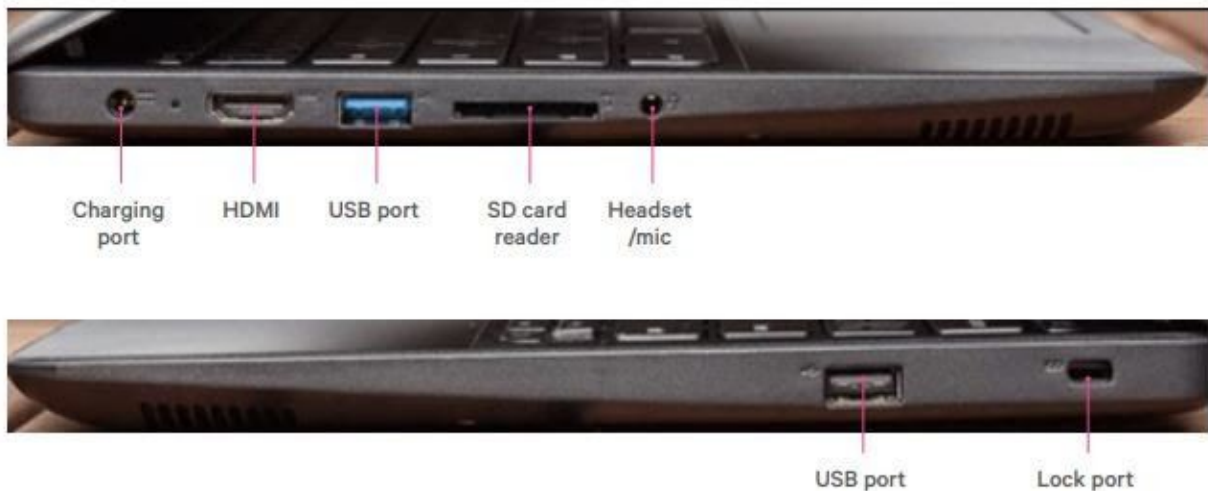
Chromebook keyboard works just like a regular keyboard, with a few small differences:

- 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 is 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 in the upper right-hand corner of the keyboard to shut off the Chromebook at any time. Shutting the lid will log you off. Pressing it once quickly will power it back on.

4. Dashboard

In the lower right-hand corner, there is a small toolbox for accessing WiFi 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 Gaston administrators. It will look like this, but some settings and displays may differ:
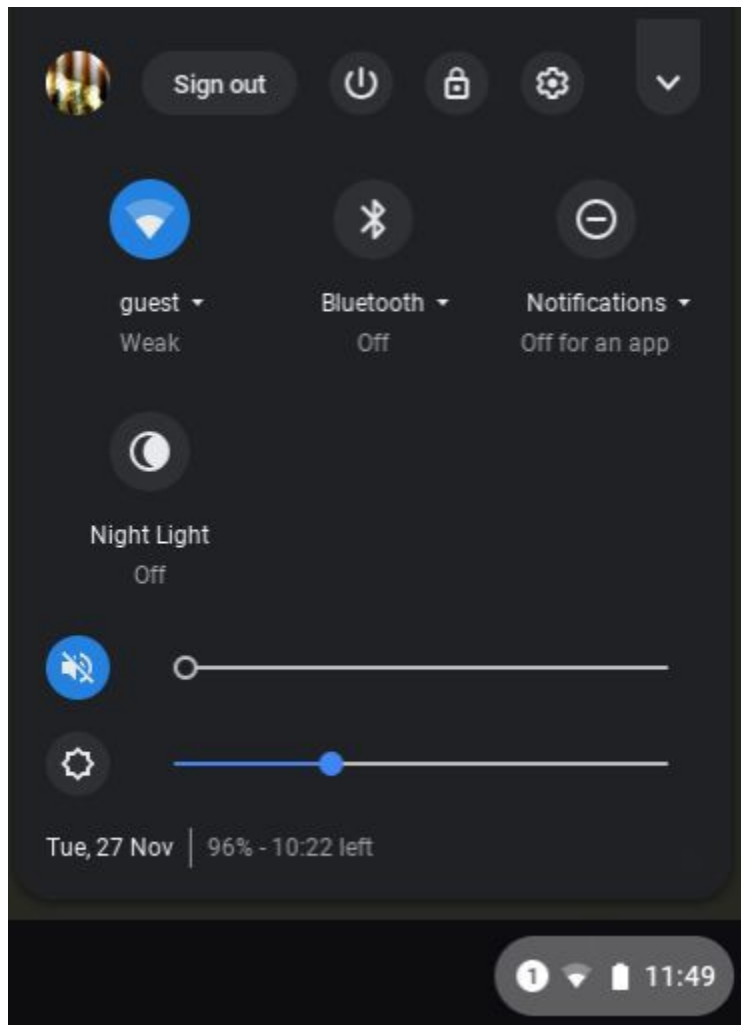
In the lower left hand corner, there are "kiosk" apps that launch apps in secure browsers without a logon, primarily used for testing.
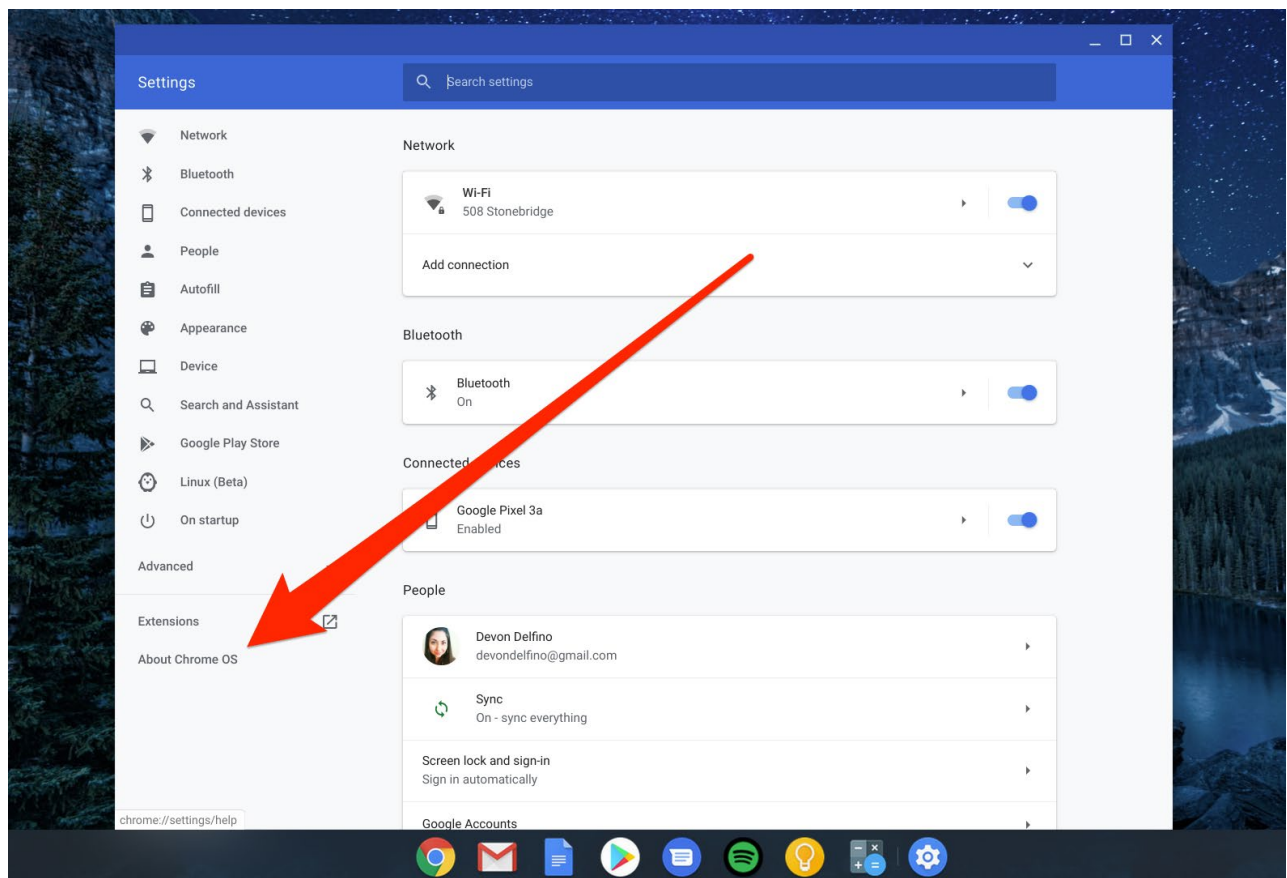
5. **Charging Your Chromebook**

The 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 the

Chromebook with the charger that was loaned with the device.

6. Updates

Chromebooks are updated remotely from our IT department and are pushed out as quickly as Google tests and releases 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.
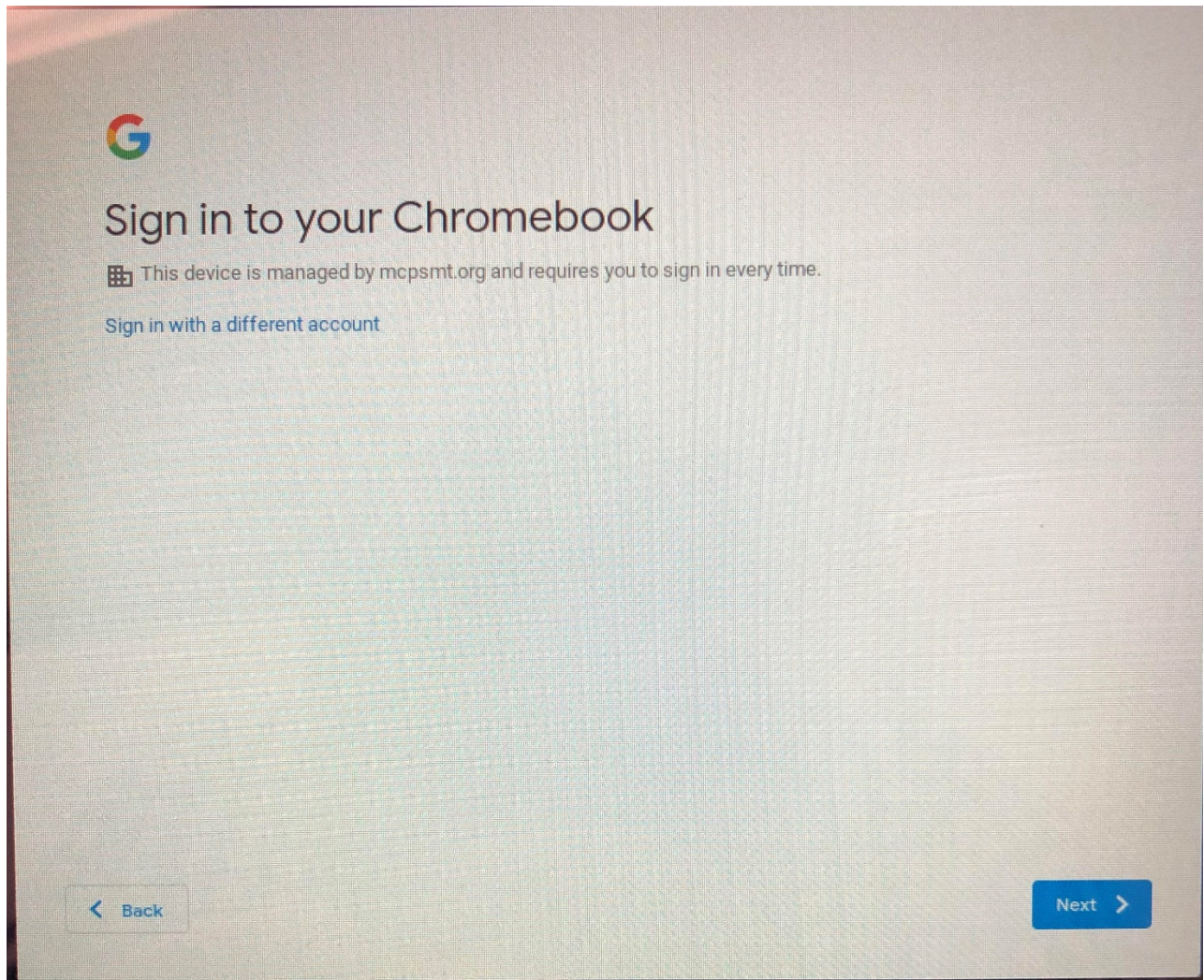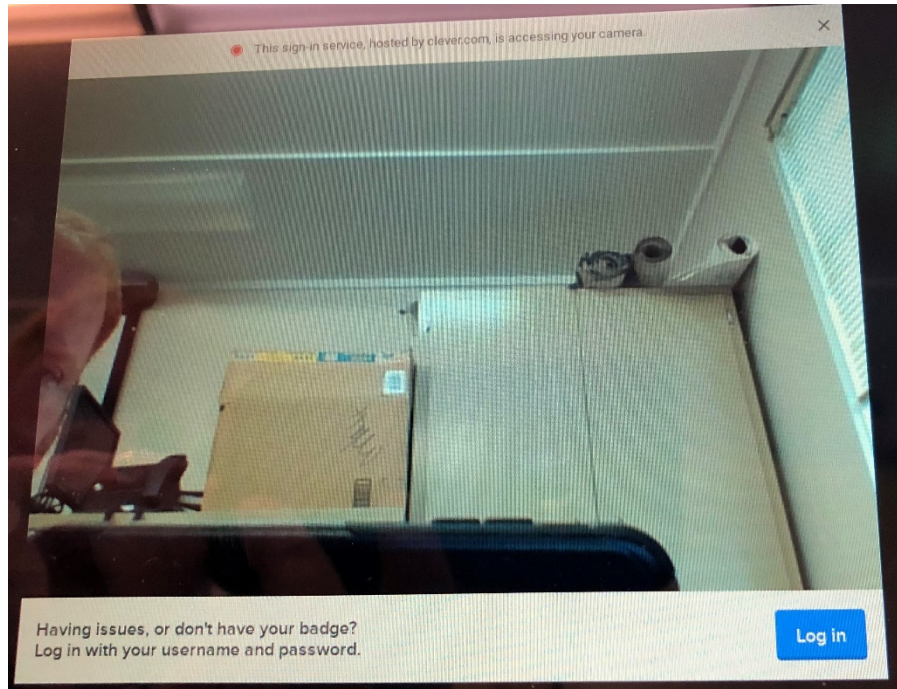
Using Your Chromebook

1. Logging On

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

Note: Pre-K through 2nd Grade students will select "Next" located at the bottom right corner to log in with their Clever Badges. 3rd Through 12 Graders will click on "Sign in with a different account" to sign in with their student email address.

Clever Login Screen

This sign-in service, hosted by clever.com, is accessing your camera.

Having issues, or don't have your badge?
Log in with your username and password.

Log in

Student Email Login Screen

Google

Sign in to your Chromebook

Managed by mcpsmt.org. Learn more

Enter your email   @student.mcpsmt.org

Forgot email?

Next

Back
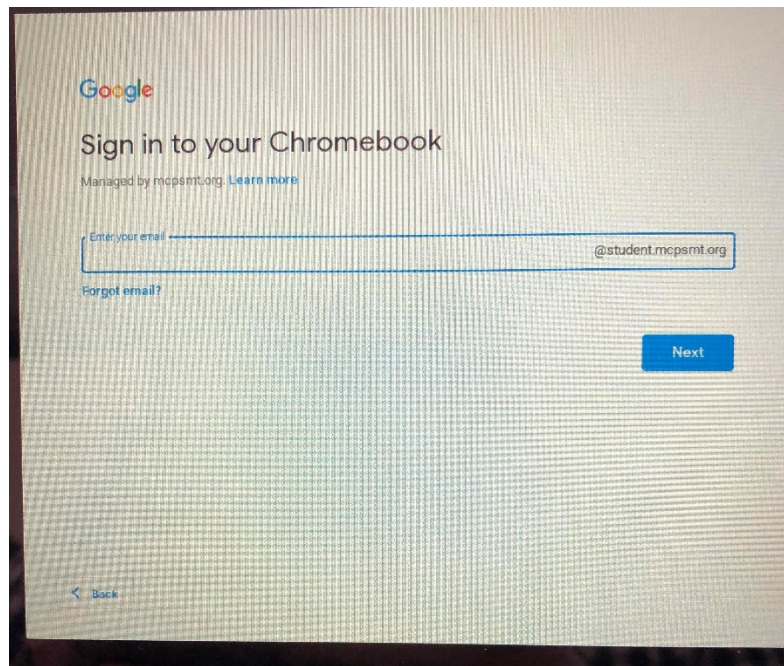
3rd Through 12th Graders will use their student MCPS email address to login. Please contact your teacher or home room teacher if you are having trouble logging in.

It is important that you click **"Sign in with a different account"** to avoid logging in via Clever. Only emails that end in @student.mcpsmt.org domain can sign into Chromebooks. All MCPS students are issued an email.

2. Connecting to WiFi

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 WiFi, 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 - Similar to 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 - Google Cloud storage space that can be accessed anywhere, with any device

Slides - Similar to Microsoft Powerpoint, a place to create and store slide presentations

Sheets - similar to Microsoft Excel, a place to create and store spreadsheets

YouTube - an online website owned and operated by Google for sharing and viewing videos.

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

Once a student logs in, their bookmarks from previous sessions will sync. In a Chrome browser (accessible by clicking the rainbow Chrome button and also opening the Chromebook)

Students can also bookmark new pages and resources as they see fit to access again in the future. You can bookmark a page by clicking the star on the right in the

URL line (where you type www.), or right clicking the bookmark bar (on a Chromebook you use two fingers on the touchpad).

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: Please email helpdesk@mcpsmt.org if you believe there to be a hardware or configuration issue. For any other issues, please contact your student's teacher or home room teacher.

Q: Who do I contact if my student can't log in?
A: Please contact your student's teacher who can provide log in info 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 email. 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 of 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 WiFi 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 Acceptable 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: 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.

A great Guide to cleaning your chromebook can be found at
https://fireflycomputers.com/how-to-sanitize-a-chromebook/

5 Steps to Sanitizing a Chromebook

Step 1: Power off the device. You will be applying liquid solutions to your Chromebook, so powering it off is a must.

Step 2: Remove any accessories or plug-ins such as cases, USBs, and headphones. Once removed, cases can be separately disinfected with sanitizing wipes or spray.

Step 3: Clean the screen with an LCD-safe solution applied to a <u>microfiber cloth</u>. Strong alcohols can eat away the coating on LCD screens. However, LCD-safe solutions such as <u>50% isopropyl alcohol</u> (diluted with distilled water) and <u>dimethyl benzyl ammonium chloride</u> can be used to properly disinfect Chromebook screens. Never use Windex® or similar products, which contain ammonia, and never use any solutions containing acetone, ethyl alcohol (ethanol), ethyl acid, or methyl chloride. Also, while diluted vinegar may be safe for removing dirt and smudges from LCD screens, it's not an effective disinfectant against many types of common germs, including those that cause colds, flus, and viruses.

Never use paper towels, kitchen rags, or any type of cloth other than microfiber. These could damage your screen.

Step 4: Use <u>70% isopropyl alcohol</u> applied to a <u>soft cotton rag</u> to wipe down the keyboard and external chassis. DO NOT spray your device with disinfectant. It is important that the solution is applied to a rag or cloth first so that liquid doesn't seep into the keyboard. This can damage the keyboard itself or important components housed beneath. CAUTION– 70% Isopropyl alcohol is highly flammable, so keep it and anything covered in it away from any sources of ignition.

Step 5: Wait for the alcohol solution to completely evaporate before turning your Chromebook back on.

Good Luck