

Chromebook User Guide

Claiborne County Schools

Chromebooks are similar to laptops but do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. Your Chromebook runs web apps instead of software programs used on other computers. 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.

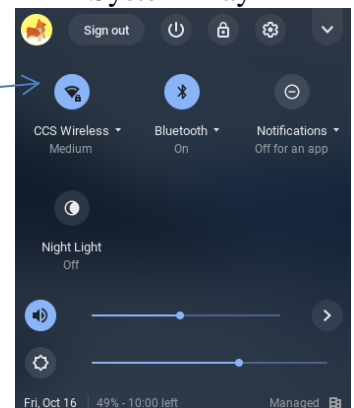


Connecting to WIFI: At school it will automatically connect

Connect to your home WiFi – go to the System tray at the lower right corner and click on WiFi symbol

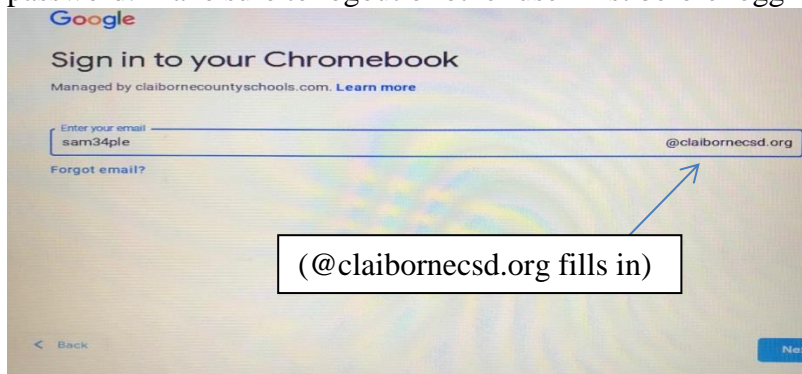
- Choose your home SSID and home wifi password
- **Chromebooks work when connected to WiFi, some apps have Offline Mode but you will not be able to submit work in offline mode**
- If you do not know your email and password, **contact your teacher.**

System Tray



Signing In:

- If multiple students are using the device, click “Add Person” and enter your Google username and password. Make sure to logout of other user first before logging in.



1. Type in your Google Education email address (before the @)
2. Click Next
3. Type in your email password
4. Click Next

Do not personalize the Chromebook or case with any decorations or stickers. The only thing allowable is an attached clip for identification. Do not put your email address and password on or in the case.

DO NOT remove Chromebook from the case

DO NOT leave Chromebook in vehicle

Signing Out: Close all Apps then select **System Tray** in lower right corner, sign out or shut down device

Shelf or task tool bar: at the bottom center of screen gives quick access to apps

move Apps to lower shelf – click on Launcher, click on icon you want to move and drag it to the Shelf

Launcher: white circle in lower left lets you search for Apps on device

click on Launcher then click on UP arrow to see all apps

Find Apps: hit launcher, select up arrow and select files

Dashboard: Click on the lower right corner - Access WIFI networks, adjust brightness, volume, settings and accessibility

Keyboard:

- Chromebook keyboard works like a regular keyboard with a few differences:
- Use the search button to search apps and the web
- Turn CAPS off or on, use Alt +search

Power:

- Magnet in the screen allows the Chromebook to turn on as soon as opened
- Press the power button on the upper right hand corner to turn on or off if it does not turn on
- Shutting the lid logs you off

Charging

- Charge device every evening to ensure battery life during instruction hours
- Do not let the battery completely die
- Only use the charger loaned with the device
- DO NOT leave device charging all the time
- Chromebooks are updated remotely by IT department as needed.
- Can check for Updates by clicking on the 3 dots in upper right hand corner of the browser

TestNav: use with benchmarking

➤ Logout of Chromebook

➤ Go to  Apps

➤ Select TestNav

➤ Select AimsWeb Plus

➤ Adjust sound if necessary

➤ Login with TestNav login information provided by teacher

➤ WHEN FINISHED – press *power button* and *sign out* to return to Chromebook login page

Report a missing, non-working, or damaged Chromebook to your Assistant Principal immediately in person or via email.

Repair Cost for damage to Chromebook

Current replacement cost: \$335.00

LCD/Glass: \$100.00

Power Adapter: \$32.00

Keyboard: \$76.00

Chromebook Soft Cover Case: \$38

All other damage will be priced as needed.

Prices as of March 24, 2022