



STUDENT EDITION

IT READINESS GUIDE



IT READINESS PACKET

STUDENT TABLE OF CONTENTS

Chromebook Guide	Page 3
Around the Keyboard	Page 3
Login	Page 3
Desktop	Page 5
Apps Settings	Page 7
Connect District Chromebook to your Home WiFi	Page 17
MySDMC SSO Guide	Page 20
How to Clear the Cache in Chrome	Page 22
Install the Microsoft Office Suite at Home	Page 23
My SDMC Focus App	Page 24
Link to Schoology's Website for Schoology for Students	

Chromebook Guide

Around the Keyboard



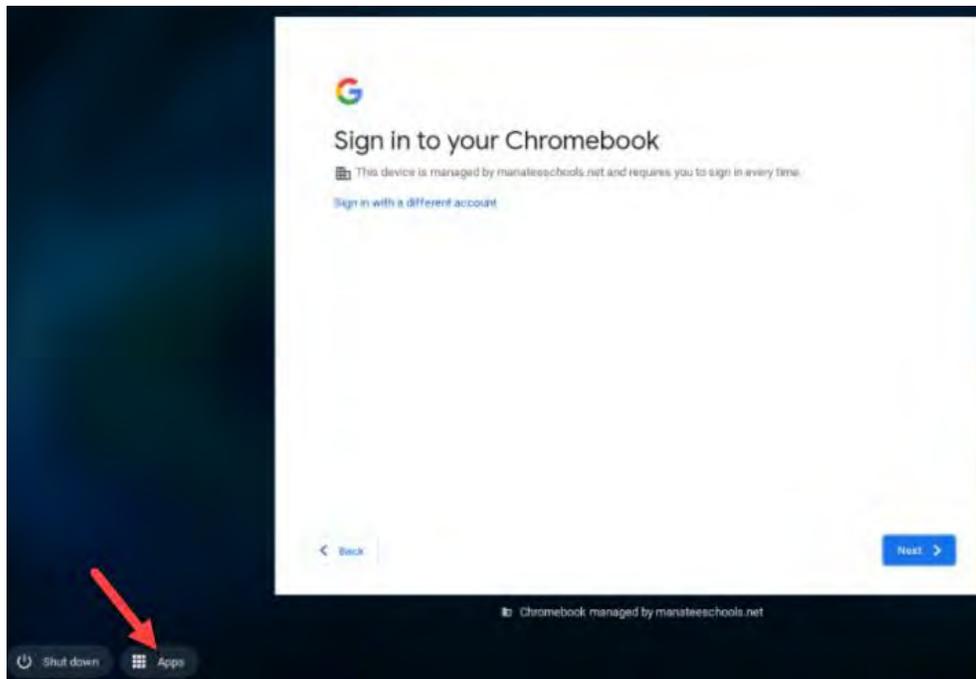
Unique keys on your Chromebook keyboard

-  Go to the previous page (F1)
-  Go to the next page (F2)
-  Refresh your current page (F3)
-  Hides tool bar and Shelf / Page full screen (F4)
-  Switch Window - Shows all open windows/Add additional desktops (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Turn off/mute audio(F8)
-  Lower the volume (F9)
-  Raise the volume (F10)
-  Search your apps and the web
-  Power button

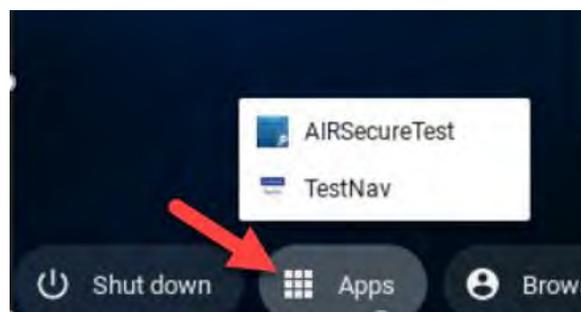
Chromebook Login

Kiosk Mode (use of Apps with no login necessary)

Kiosk mode allows the user access to apps without logging in to the Chromebook with their district credentials.



To access the app list, click on "Apps" to view the applications available in Kiosk mode:

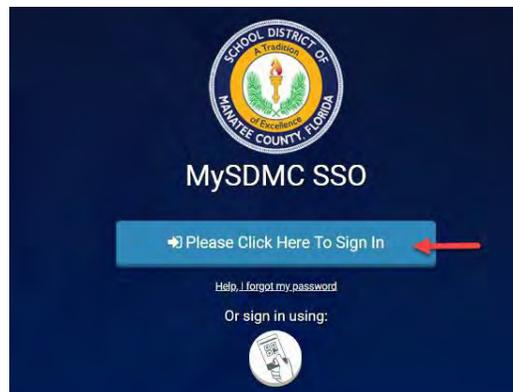


User Mode - Login

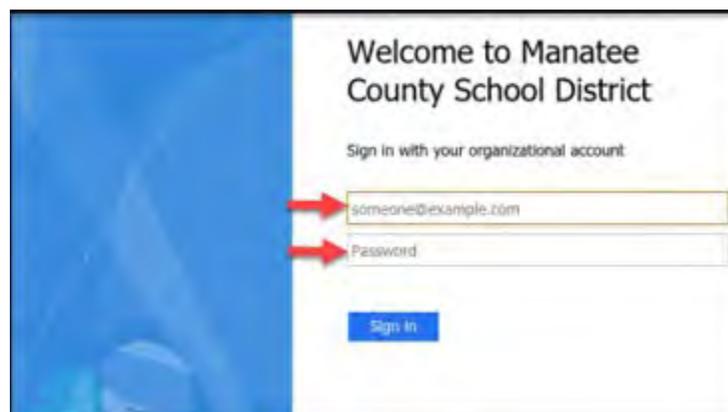
On startup the Chromebook will display the Google sign in prompt. If not using kiosk mode, choose next to continue to the district login prompt:



Choose "Please Click Here to Sign In" to sign in to MYSDMC SSO:



Enter district login credentials using student/staff ID number/password:



Chromebook Desktop

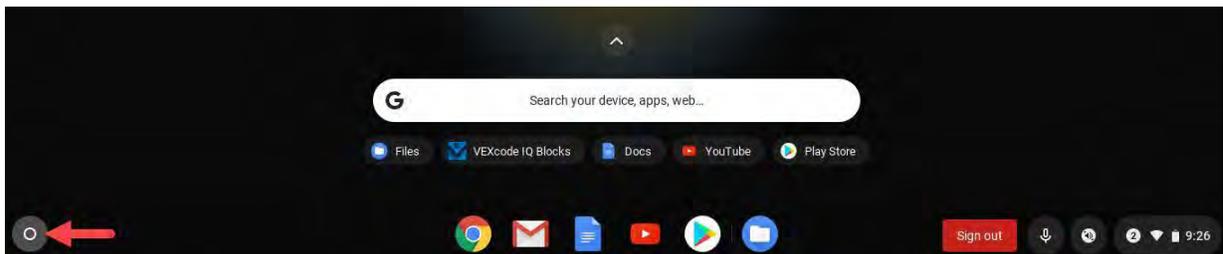
Accessing Apps

To access the Chromebook apps, click on the App Launcher in the lower left of the desktop display. This will display the search bar and “Shelf”.

The Shelf

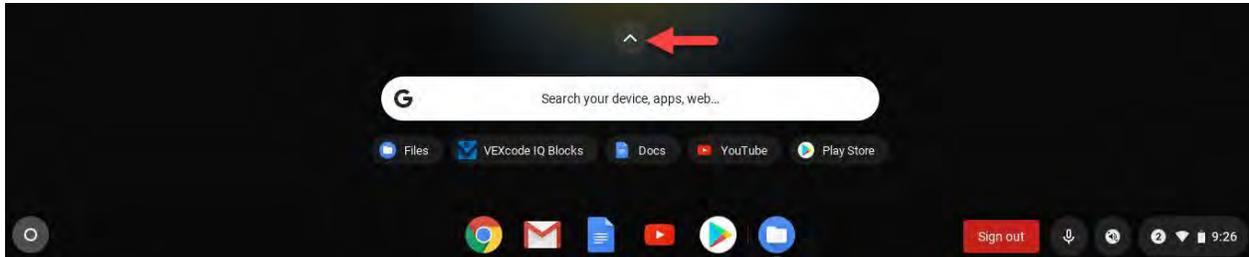
The “Shelf” functions like the windows “task bar” and the Mac “dock”.

1. Apps can be added to the shelf by clicking and dragging to the shelf.
2. Apps can be removed by clicking and dragging the app icon off the shelf.
3. Apps can be rearranged on the shelf by clicking and dragging to the desired location on the shelf.
4. The shelf position can be relocated to the left, right or bottom of the desktop by holding the <Alt> key and right clicking on the shelf to display the position options.

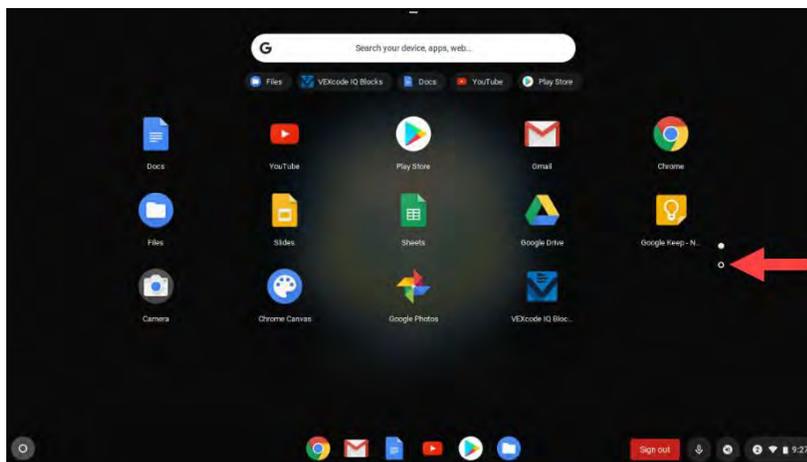


Chromebook Apps

To view the desktop and installed apps, click on the arrow above the search bar:



To page through available apps click on the paging icon on the right side of the desktop:

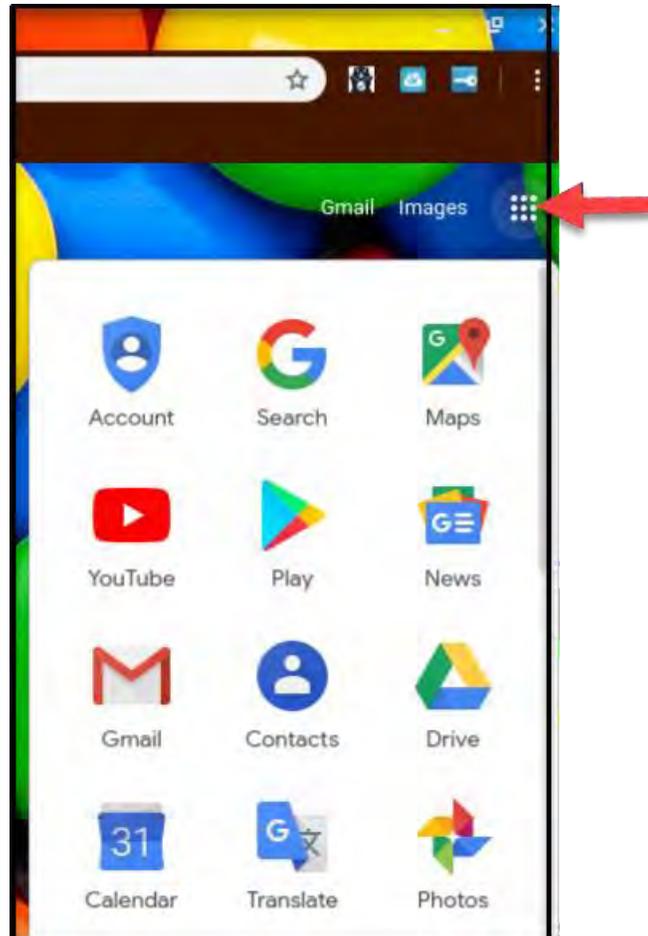


Paging can also be done with a two finger scroll on the track pad.

All apps, whether launched from the app launcher or the shelf, will open in the **Chrome browser**.

Chromebook Apps (cont'd)

Chromebook apps are also available within the Chrome browser. To view, select the waffle icon in the upper right corner of the browser window:

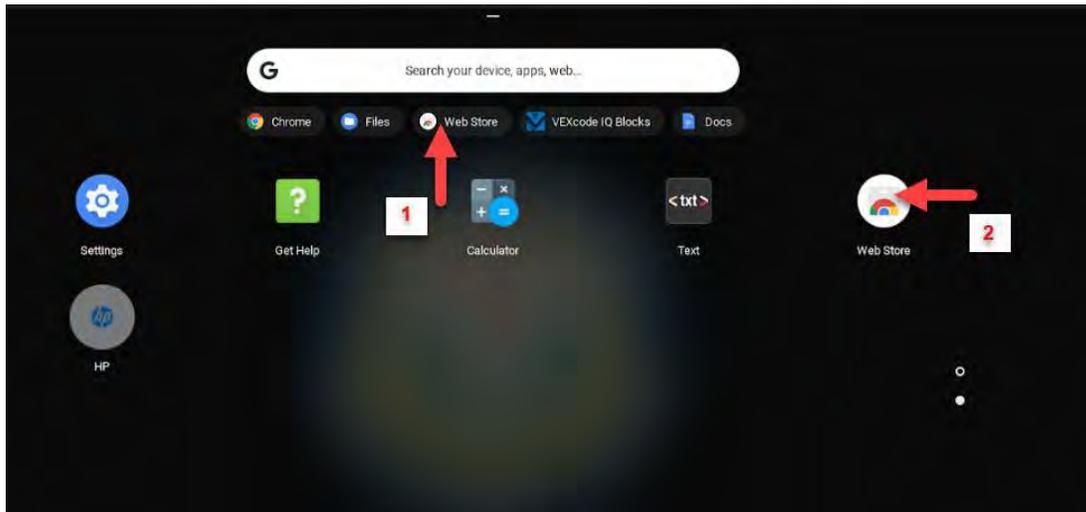


- Note: Not all apps displayed are enabled for district access.
- Enabling apps will be determined by curriculum in conjunction with the IT department.

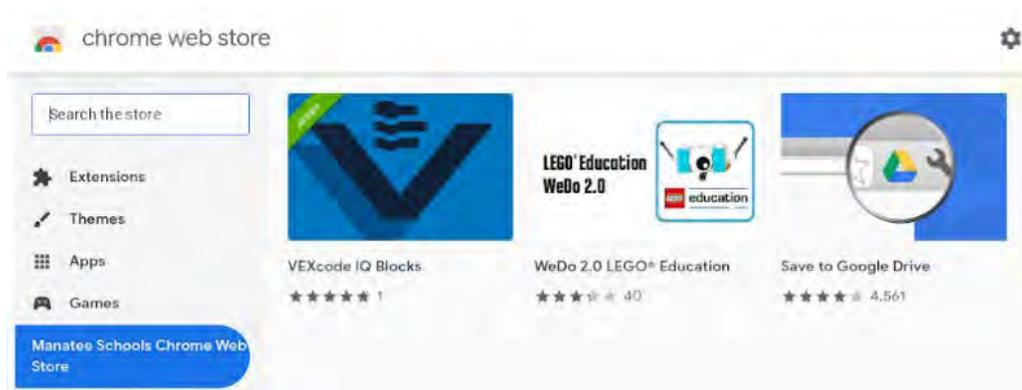
Apps from the Chrome Web Store

Ways to access the Chrome Web Store:

1. Click on the “Web Store” icon in recently used items.
2. Click on the “Web Store” icon on the desktop (keep in mind the desktop may have multiple pages).

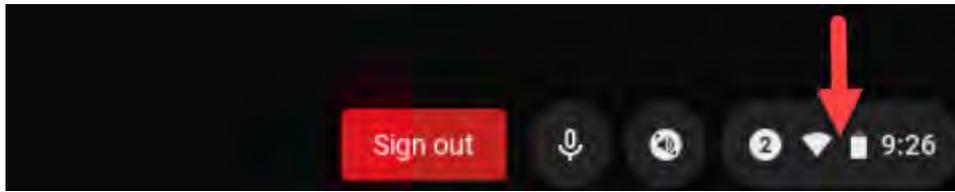


District Approved Apps will be available for download in the *Manatee Schools Web Store*.



Accessing Chromebook Settings

To view Chromebook settings, click in the settings area in the lower right corner or use shortcut keys Alt + Shift + N.

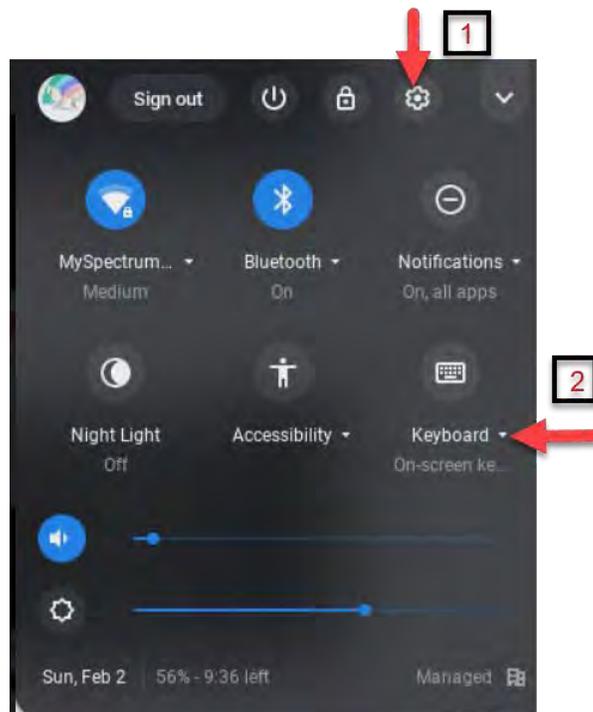


The settings window displays general setting information and allows access to additional settings within the specific categories.

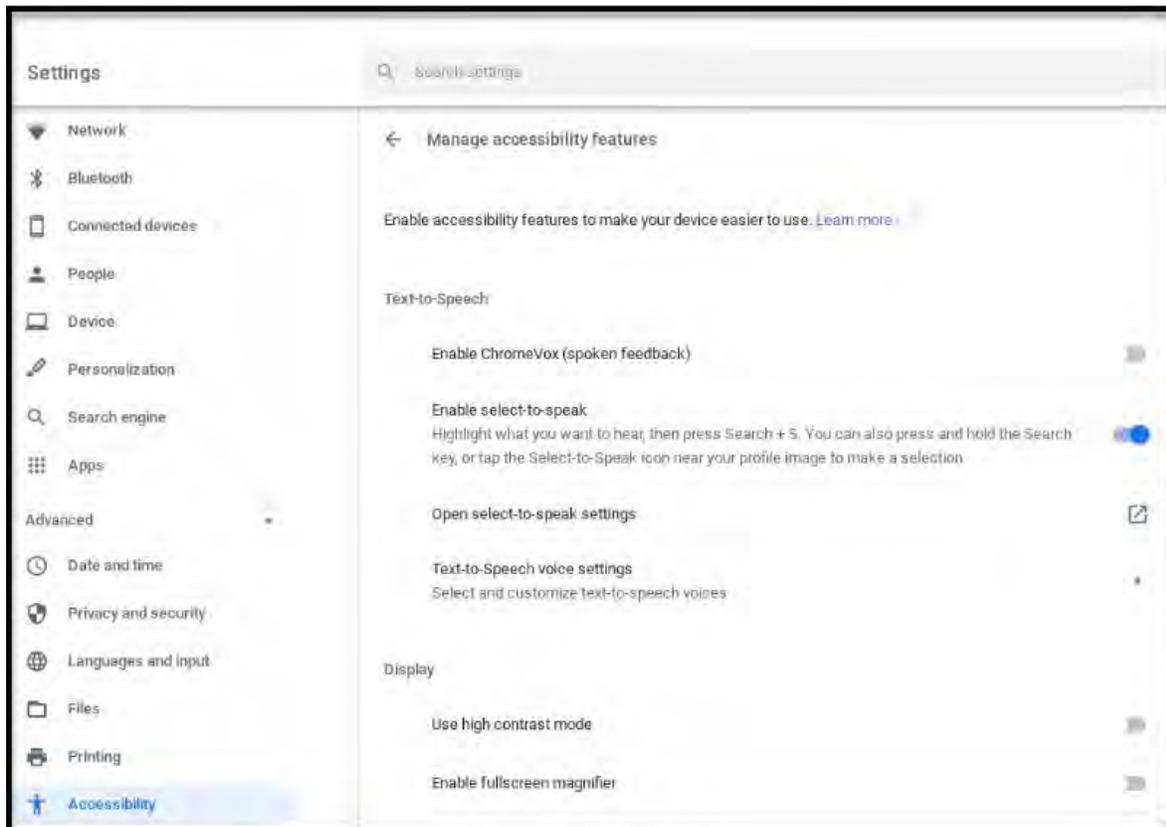
1. Click on the gear icon to enter the full settings menu.
2. Click on the down arrow to display additional settings in a category.

The basic settings window will display basic settings of date and time, battery level, audio and brightness levels and allows access to additional settings within specific categories (keyboard, network, Bluetooth, etc.)

Sign out and/or power off options are also available here.



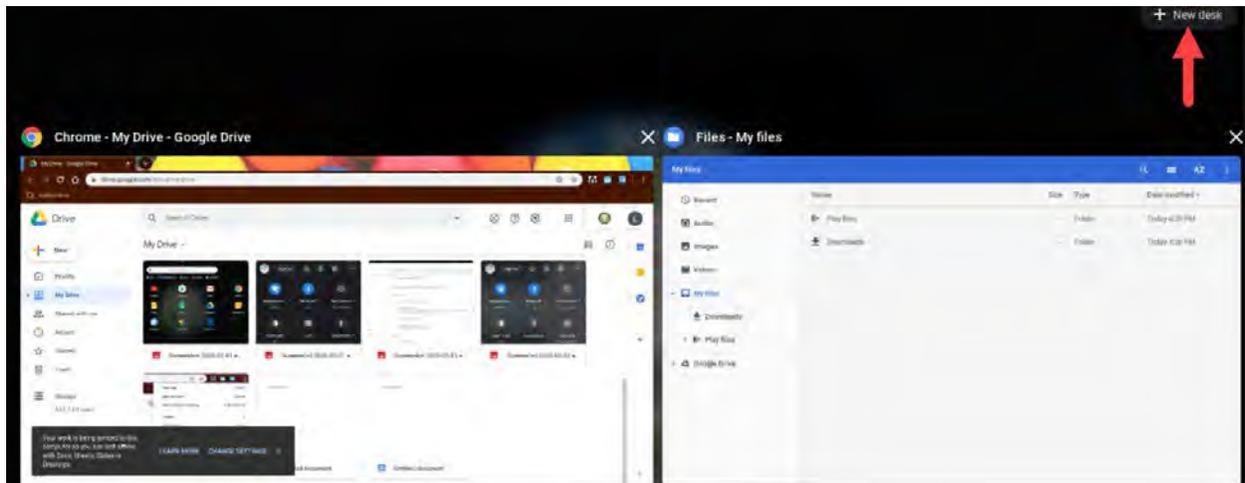
Full Settings Menu allows access to numerous settings:



Accessibility settings provide options for text to speech and dictation as well as enlargement of the mouse cursor, high contrast mode and full screen magnification.

Display multiple windows/Desktops

1. Click on the switch window key  on the keyboard to display open windows.
2. Click on “+ New Desktop” to display and work on an additional desktop.



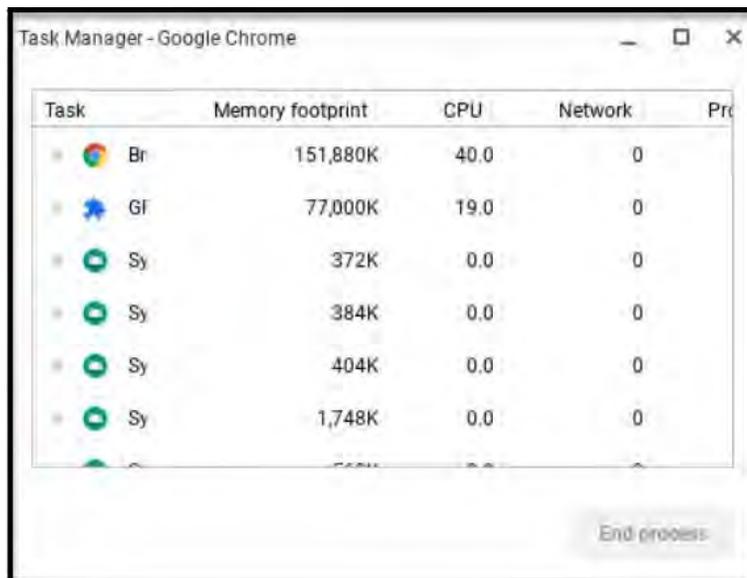
Screen Capture

1. Screen capture the full window displayed: <Ctrl> <Switch Window>.
2. Screen capture a selection: <Ctrl> <Shift> <Switch Window>.

**Screen captures will automatically be saved to Google Drive*

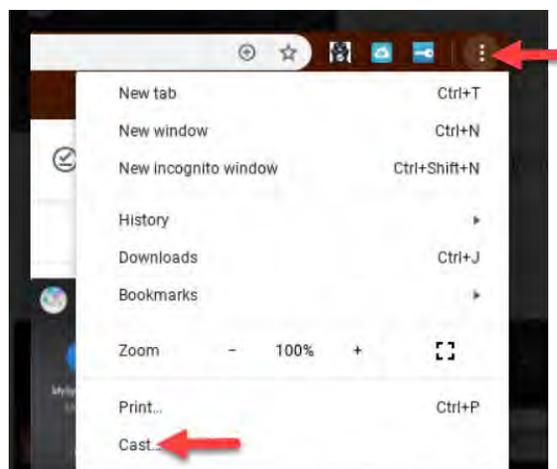
Access the “Task Manager”

1. Click the <Search> + <Esc> keys:



Cast the Chromebook display

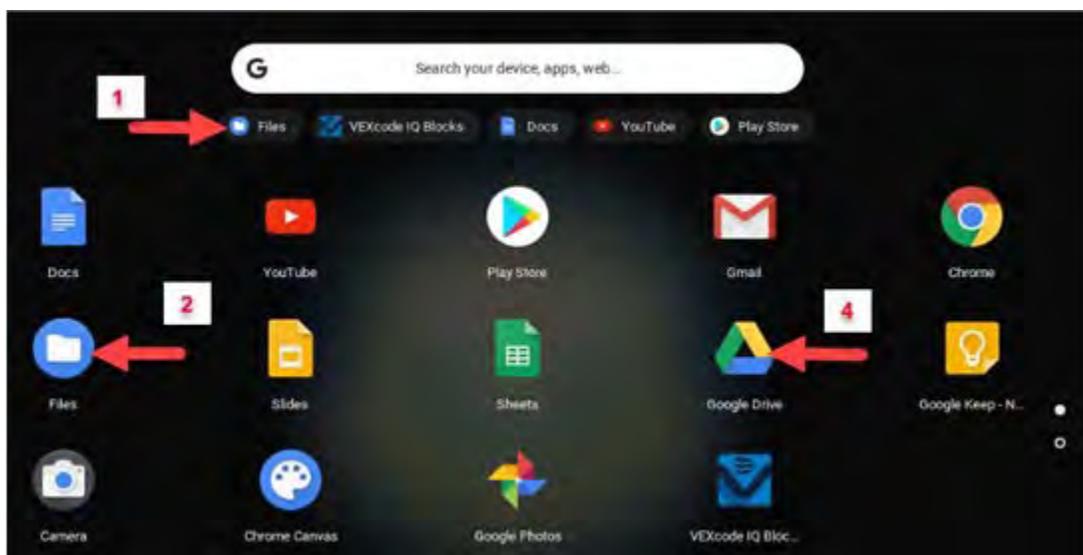
1. Click on the 3 vertical dots near the end of the browser address line.
2. Choose “Cast” to choose from available displays.
3. *The Samsung displays that we have tested within the district are not compatible with the “Cast” (mirroring) feature at this time.*



Access User Files

User files can be accessed from:

1. “Files” app in the recently used items located under the desktop search bar.
2. “Files” app located on the user desktop.
3. Shortcut Keys Alt + Shift + M.
4. “Google Drive” app - Documents created on the Chromebook are automatically saved to Google Drive.
5. Access Google Drive files from any device at drive.google.com with district user name and password.



The “Files” app references files located in “My Files”. Google Drive (“My Drive” files) may be accessed from here as well:



Keyboard Shortcuts

Basic Chrome Functions:

<i>Ctrl + R</i>	<i>Refresh Page</i>
<i>Search + Esc</i>	<i>Open Task Manager</i>
<i>Ctrl + Shift + I</i>	<i>Open Developer Tools</i>

Navigating Windows:

<i>Ctrl + N</i>	<i>Open New Window</i>
<i>Ctrl + Shift + W</i>	<i>Close Current Window</i>

Web Page Navigation:

<i>Ctrl + Plus (+)</i>	<i>Zoom In</i>
<i>Ctrl + Minus (-)</i>	<i>Zoom Out</i>
<i>Ctrl + Zero (0)</i>	<i>Reset Zoom to 100%</i>
<i>Ctrl + T</i>	<i>Open New Tab</i>
<i>Ctrl + W</i>	<i>Close Current Tab</i>
<i>Ctrl + F</i>	<i>Search Current Page</i>
<i>Alt + up (arrow)</i>	<i>Page up</i>
<i>Alt + down (arrow)</i>	<i>Page Down</i>

Chrome OS System:

<i>Ctrl + Alt + /</i>	<i>Show Chrome OS shortcuts reference</i>
<i>Ctrl + Shift + Q (twice)</i>	<i>Sign out of Google Account</i>
<i>Ctrl + Switch window</i>	<i>Screenshot of entire screen</i>
<i>Ctrl + Shift + Switch Window</i>	<i>Take Screenshot selected area</i>

<i>Alt + Search</i>	<i>Toggle Caps Lock</i>
<i>Ctrl + A</i>	<i>Select All</i>
<i>Ctrl + L</i>	<i>Select all text within the address bar</i>
<i>Ctrl + C</i>	<i>Copy</i>
<i>Ctrl + V</i>	<i>Paste</i>
<i>Ctrl + X</i>	<i>Cut</i>
<i>Ctrl + Z</i>	<i>Undo</i>
<i>Ctrl + Y</i>	<i>Redo</i>
<i>Alt + Click</i>	<i>Right Click (also done with two fingers tap on trackpad)</i>

Accessibility /Advanced Navigation:

<i>Search + Ctrl + H</i>	<i>Toggle High Contrast Mode</i>
<i>Search + Ctrl + M</i>	<i>Magnify entire screen Search +</i>
<i>Ctrl + D</i>	<i>Magnify part of the screen</i>
<i>Ctrl + Alt + Z</i>	<i>Toggle ChromeVox built in screen reader</i>

Miscellaneous:

<i>Alt + Shift + M</i>	<i>Open Files App</i>
<i>Ctrl + Shift + L</i>	<i>Lock your screen</i>

Connect District Chromebooks to your Home WiFi

1. Turn on the Chromebook:

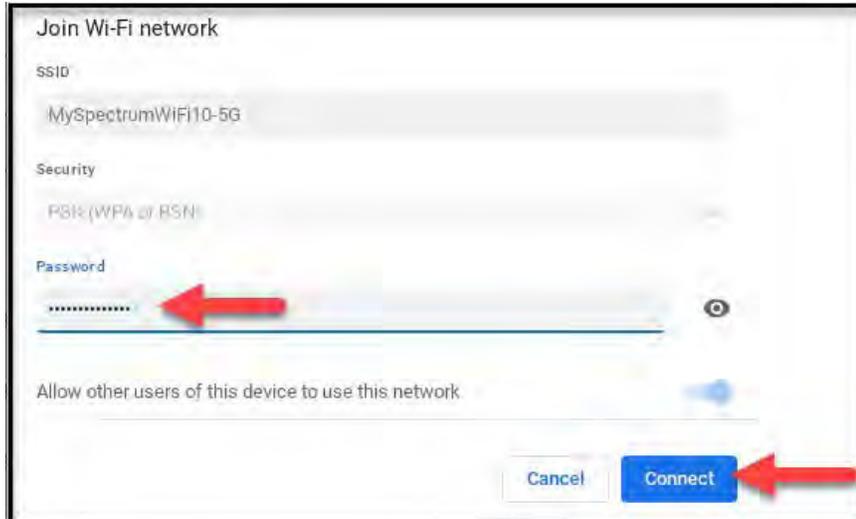


2. When powered on at a non-district location (your home) the following window will be displayed on the Chromebook:

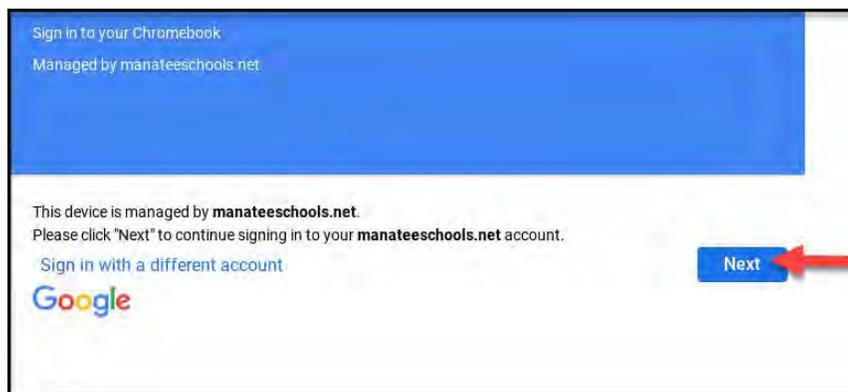
Select your home network:



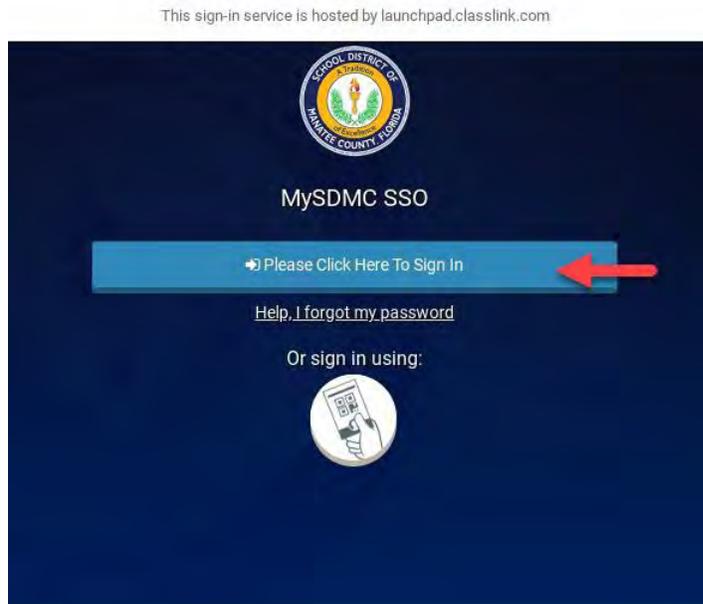
3. Enter the password for the home network chosen in step 2 and select **“Connect”**:



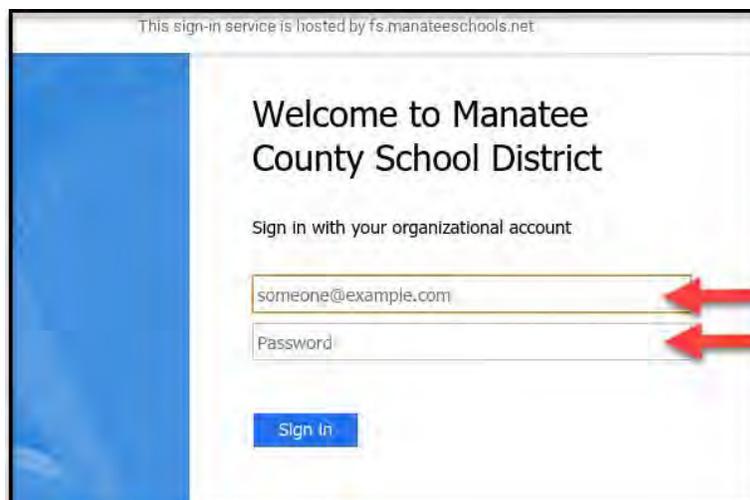
4. Select **“Next”** on the Chromebook login screen:



5. Select **“Please Click Here to Sign In”** on the MySDMC SSO window:



6. Enter your district username and password (***the username and password that you use to login to computers at school***).



7. Your MySDMC SSO landing page will be displayed and ready to use.

5. My Apps

Your online resources are located in the “My Apps” screen based on your school. You can also add Apps from the Apps Library.



6. App Library

To add or remove an App, click the **Plus (+)** on the top left navigation bar. Browse the App Library or use the Search field. Click the “Add” or “Remove” button. Not all apps can be removed. Click the top right “x” to close the Library.



7. Edit Mode

Click the “Pencil” in the upper left navigation bar to customize your “My Apps” page. You can change your colors, themes, icons, font and organize your apps by changing their order or creating folders for them.



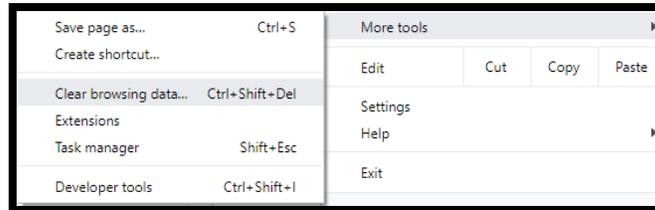
8. Accessibility Tools

Click on the “Person” on the bottom right of your screen to open the Accessibility Tools.



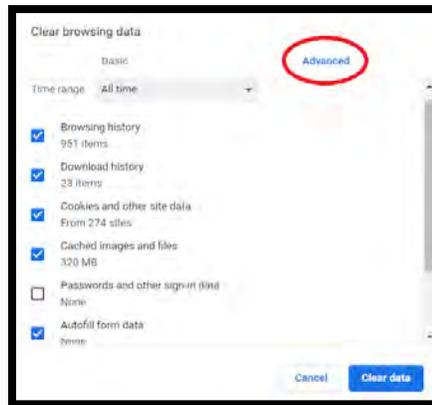
How to Clear the Cache in Chrome

1. Open the Chrome browser and click on the three stacked dots.



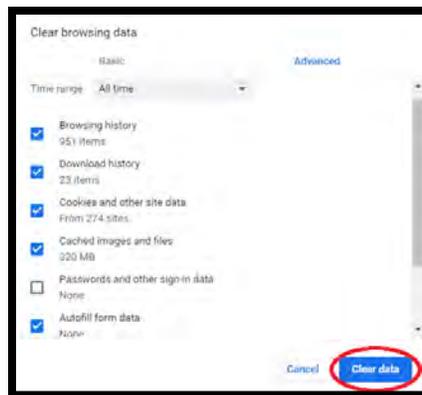
2. Go down the list to 'More tools' and click on 'Clear browsing data'.

3. Click 'Advanced'.



4. Change the 'Time range' to 'All Time'.

5. Put a check mark in all the boxes except 'Passwords and other sign in data', and 'Autofill form data'. Then click 'Clear data'.



6. Close browser, and then reopen.

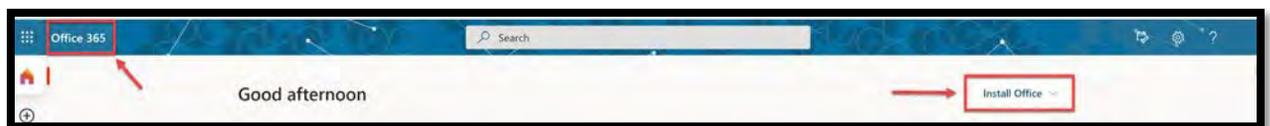
INSTALL THE MICROSOFT OFFICE SUITE AT HOME

School District of Manatee County Students: You can install the Office Suite on up to 5 of your own devices!

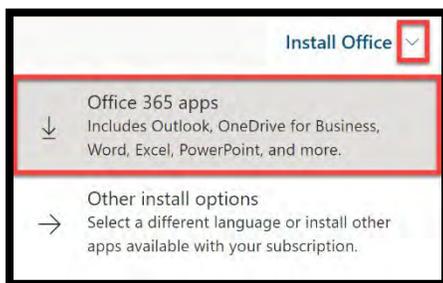
1. Log into MySDMC SSO.
2. Click on the **Office 365** App.



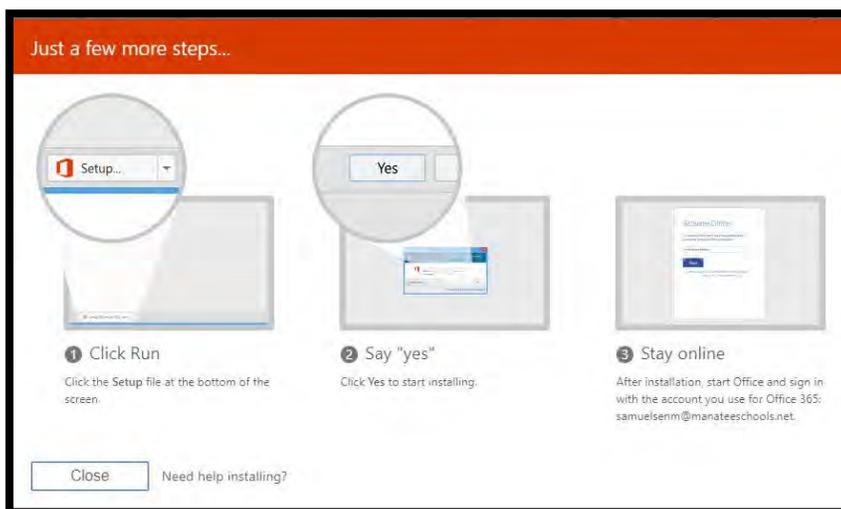
3. From the Office 365 screen click **Install Office**



4. From the drop-down select **Office 365 apps**.



5. Once the file downloads, double click it so it will open. Click **Yes** to install. Once prompted, log in with your district Email address and password.



To access secure student data, users must have an active FOCUS Parent Portal or Single Sign On account issued by the School District of Manatee County. The MySDMC Focus Mobile app provides parent and students a streamlined way to access student information from grades, attendance, school events, and social media.

Available for Download from the Apple App Store and Google Play Store!



Parents Login

- On the login screen enter your Focus Parent Portal username credentials

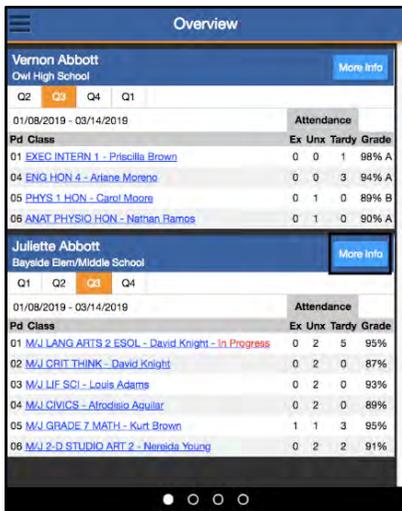
Students

- On the login screen enter your Single Sign On credentials

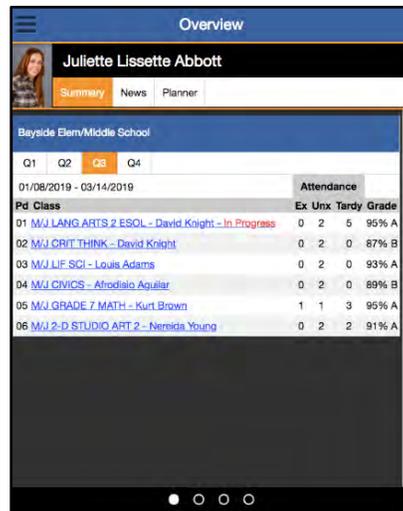
Parent and Student View of the Community App

If a parent is linked to more than one student, all their students will display on the Overview screen. Students will be directed to their Summary screen.

Parents View



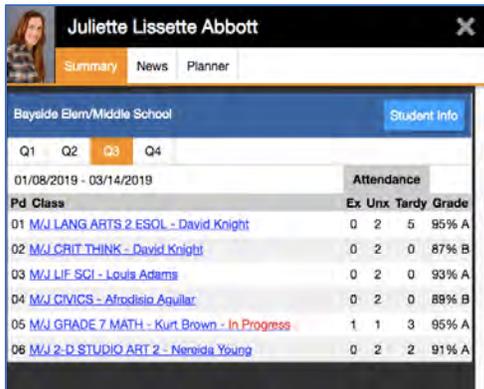
Students View



- By selecting the More Info button, parents will see the Overview of each child individually.

❑ Summary Tab

The **Summary** tab will provide the parent and students with an overview of the student's courses, attendance and grade summary for the current quarter.

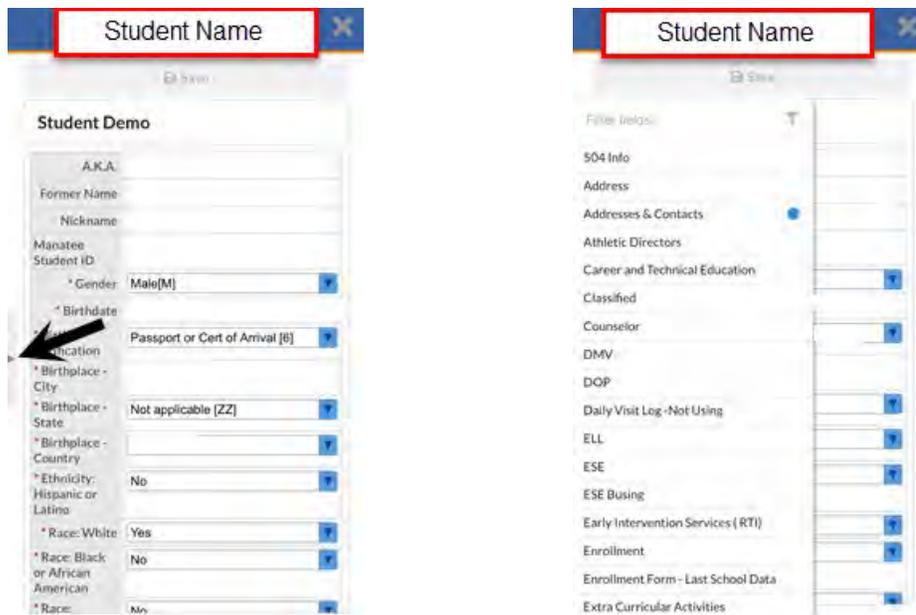


Pd	Class	Ex	Unx	Tardy	Grade
01	M/J LANG ARTS 2 ESOL - David Knight	0	2	5	95% A
02	M/J CRIT THINK - David Knight	0	2	0	87% B
03	M/J LIFE SCI - Louisa Adams	0	2	0	93% A
04	M/J CIVICS - Afrodeiso Aguilar	0	2	0	88% B
05	M/J GRADE 7 MATH - Kurt Brown - In Progress	1	1	3	95% A
06	M/J 2-D STUDIO ART 2 - Nereida Young	0	2	2	91% A

❑ Student Info Button

As a **Parent**, click on the **Student Info** button will take the parent to the student's **Demographic** information.

-
- The **Student Info** screen will reflect the same information that is displayed from the Focus



Student Name

Student Demo

A.K.A.

Former Name

Nickname

Manatee Student ID

* Gender: Male[M]

* Birthdate: Passport or Cert of Arrival [B]

* Birthplace - City: Not applicable [ZZ]

* Birthplace - State: [Y]

* Birthplace - Country: [Y]

* Ethnicity: Hispanic or Latino: No

* Race: White: Yes

* Race: Black or African American: No

* Race: [Y]

Search Options

504 Info

Address

Addresses & Contacts

Athletic Directors

Career and Technical Education

Classified

Counselor

DMV

DOP

Daily Visit Log - Not Using

ELL

ESE

ESE Busing

Early Intervention Services (RTI)

Enrollment

Enrollment Form - Last School Data

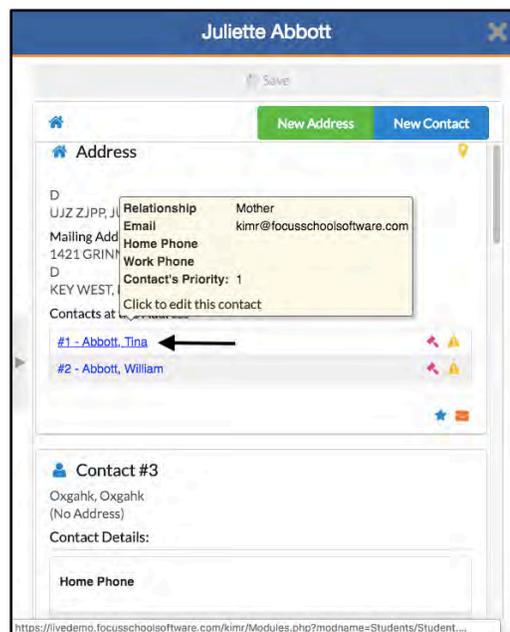
Extra Curricular Activities

Portal. Use the arrow to expand the **Student Fields** bar and **Search Options**.

❑ Addresses and Contacts

On the **Address and Contacts** field, parents and students can click on a contact and be provided with their information.

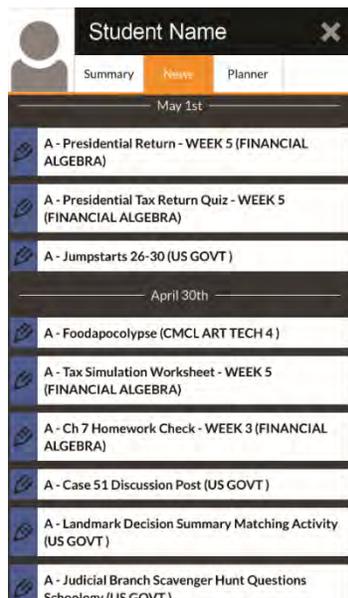
- Click the **gray X** at the top right-hand corner of the screen to return to the **Summary** screen.



❑ News Tab

The **News** tab will provide parents and students with information about the student's **Attendance** and **Assignments news** feed.

- Click the **gray X** at the top right-hand corner of the screen to return to the **Summary**

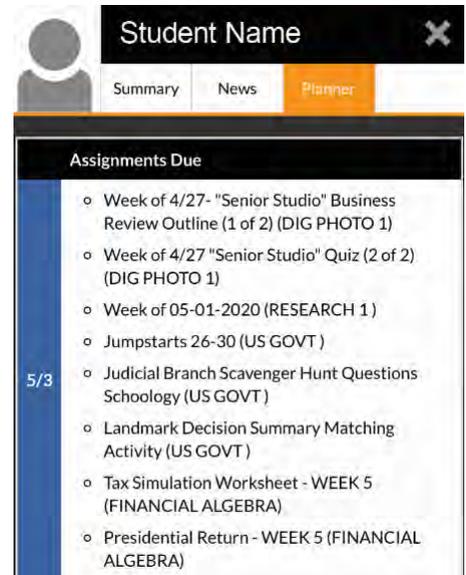


screen.

❑ Planner Tab

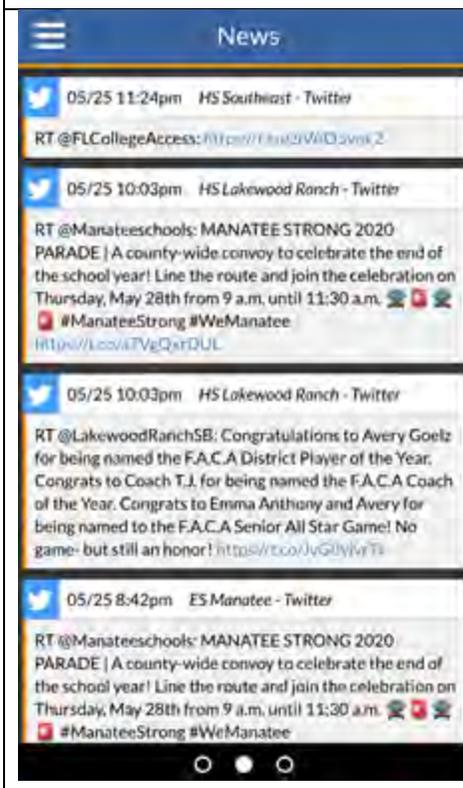
The **Planner** tab provides an overview of the assignments that the student has for the upcoming week and when they are due.

- Click the **gray X** at the top right-hand corner of the screen
- to return to the **Summary** screen.
- As a Parent, click the **gray X** again to return to the **Overview** screen.



❑ Additional Options

Swipe left to view the **School News and Social Media** feeds that are set by the district.



Swipe left again to view any **Links and Folders** that are tied to the parent and student's profile.



Additional User Options

❑ Disabling School News and Social Media feeds

Users have the option to disable **News** feeds and **Social Media** feeds that they are linked to on the Community App.

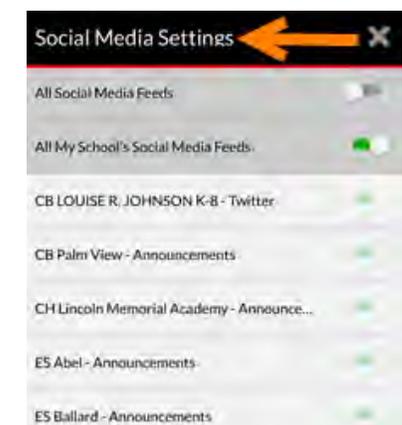
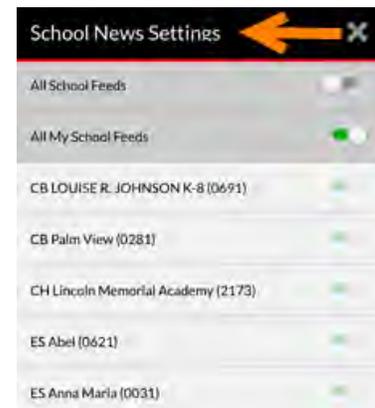
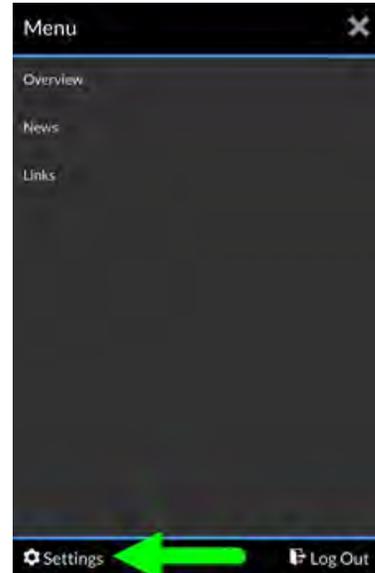
1. Sign into the Community App.
2. Click the **Menu** button  (3 lines in the top left).
3. Click on **Settings**.
4. Click on the **School News** tab or the **Social Media** tab.



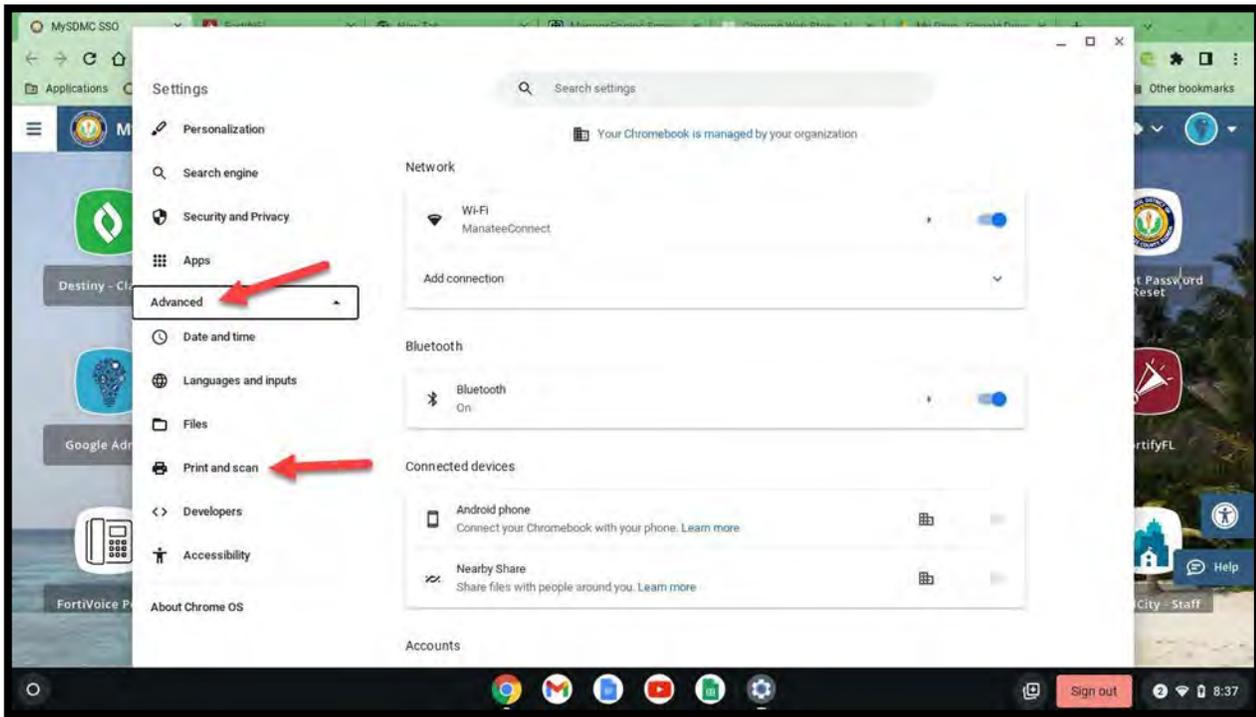
School News - Using the slide bars, parents and students can enable or disable the **School News** of available schools in the list.

Social Media - Using the slide bars, parents and student can enable or disable the available **Social Media** feeds.

5. To log out click on the Log Out button on the bottom of the Screen.



3. Click the dropdown on the left and select **Advanced**. Then click **Print and scan**



4. Click on **Printers**

