Chromebook User Guide for Students, Parents, and 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'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 can 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 $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

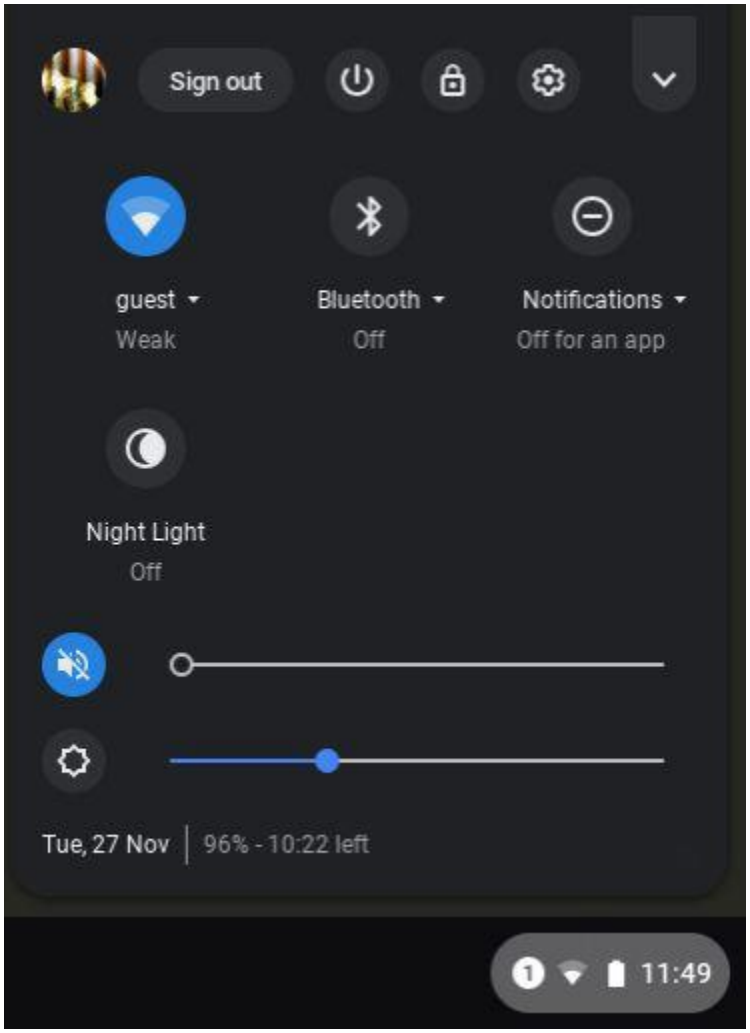
3. Powering on & off

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 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 Adna IT administrator. 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. Secure and DRC are the common testing programs.

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 by placing it into your assigned cart and plugging in the usb connector.

6. **Updates**

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

Using Your Chromebook

1. **Logging On**

When you open your Chromebook, you'll see a logon screen. For Elementary Students, you will adna followed by your lunch number. For example, if your lunch number is 123456, your logon username is adna123456. The @adnaschools.org is already filled in for you. You will then type in your assigned password to gain access to the Chromebook. Middle/High School students will type ASD followed by your Skyward ID minus the first one. For example, if your Skyward ID is 112345, your logon username is ASD12345. Again, the @adnaschools.org is already filled in so go to the next screen and type in your assigned password.
Only emails that end in @adnaschools.org domain can sign into Chromebooks. Your students should know this information. If they don't, please contact your student's teacher or building secretary.

***Note: You cannot change a password from a Chromebook, despite there being a "Forgot Password" option.**

1. **Connecting to WiFi**

All Chromebooks are programmed to automatically connect to the school's WiFi without entering any passwords. If a Chromebook is checked out for home use, you can connect to your home WiFi.

2. **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** - a 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. YouTube through the education suite through ASD is moderately restricted.

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. 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 tech@adnaschools.org if you believe there to be a hardware or configuration issue. For any other issues, please contact your student's 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.

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: 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 through our Skyward parent portal or via the student's email. 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.adnaschools.org or contact tech@adnaschools.org.