

CHROMEBOOK BASICS FOR PARENTS



chromebook

What is a Chromebook?

A Chromebook is different from a traditional laptop. Chromebooks use Google's operating system, **Chrome OS**, instead of using the Windows or macOS operating systems. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the "cloud." Files can be downloaded and store on the Chromebook, but storage is minimal (16 GB for Dell and 32 GB for Acer Chromebooks). The Chromebooks have 4 GB of RAM.

Why Chromebooks for Students?

- Instant On
- No Software Updates
- No Viruses
- Long Batter Life (9-10 hours)
- Light Weight
- Available Apps
- Integrated with Google tools

Manage vs Non-Managed Chromebooks

A **managed** Chromebook is set up and maintained centrally by the school District. Managed Chromebooks have features and restrictions set up by the District. For instance, District 205 has web filtering enabled and has Wi-Fi Information configured. The District can also push or restrict certain apps or extensions.

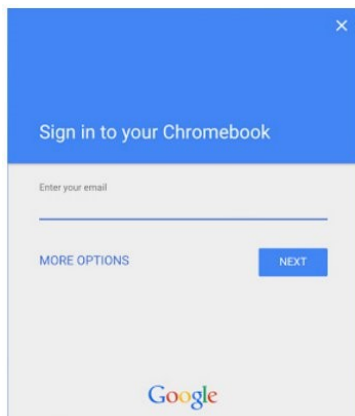
A **non-managed** Chromebook is not controlled in any way. It is a personal device with no pre-set restrictions.

Note: District 205 will "release" the Chromebooks to students who leave the District (i.e. graduation) to keep it as a non-managed Chromebook. **Files stored on the Google Account will be deleted.**

GETTING STARTED

Signing In

Just like a normal laptop, once you turn on your Chromebook, it will ask you to sign into an account. Unlike a normal laptop, the account username and password to sign in will be the same as your Google Account.














Chromebook vs Chrome vs Google Tools

- ◆ *Chromebook*: a device similar to a laptop that is running the Chrome OS
- ◆ *Chrome*: Internet browser, similar to Internet Explorer and Firefox, that lets you access the internet
- ◆ *Google Tools*: Web apps, such as Google Docs, available using a Google Account

You can use them all independently.

Unique Keys on your Chromebook Keyboard

-  Search your apps and the web
To turn Caps Lock on or off, press **Alt + Search**.
-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Hide the tabs and launcher in full-screen Immersive mode (F4)
-  Show all windows in Overview mode (F5)
-  Dim the screen (F6)
-  Make the screen brighter (F7)
-  Mute (F8)
-  Lower the volume (F9)
-  Raise the volume (F10)

On the top of the keyboard, above the number keys, is a set of keys that offer special functions. These are referred to as “Function Keys,” or “F-Keys.” To the left is a list of function keys that are unique to Chromebooks.

NAVIGATION

Navigation

Once signed in, your desktop image should be organized similar to this. You will notice that Chromebooks tend to be less cluttered, and will only have icons for the basic functions.



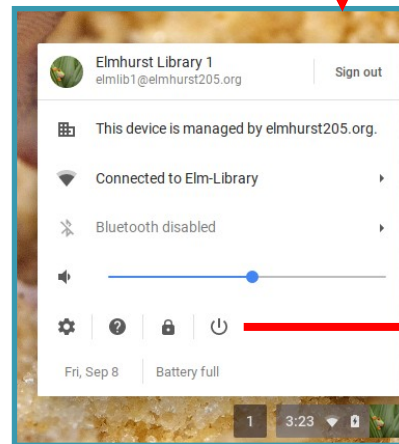
These icons are for your settings and clock. Click on them to expand the menu.

- Notification Icon
- Wi-Fi Icon
- Battery Life Icon

Bottom right is the profile image for the account.

Shortcuts to Apps (Programs). Shortcuts are customized and will be different for each Google Account.

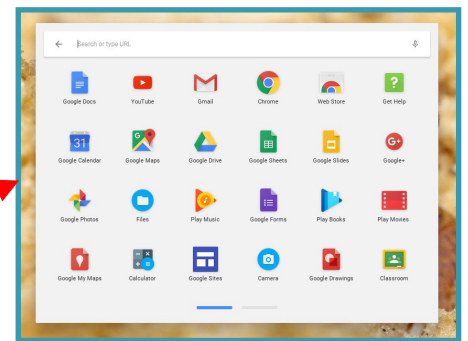
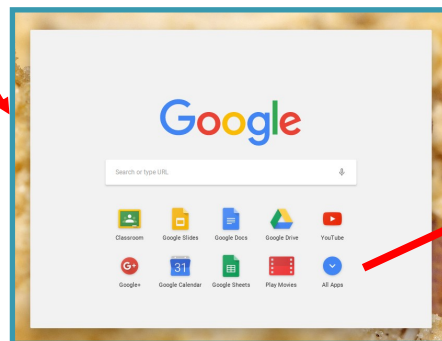
- Google Chrome: Internet Browser
- Gmail: Email
- Google Docs: Web-based word processor
- YouTube: Video streaming and sharing
- Files: File explorer for files stored on device



- Sign out of Account
- Wi-Fi Options
- Bluetooth Menu
- Volume
- Power Off Icon


Launcher

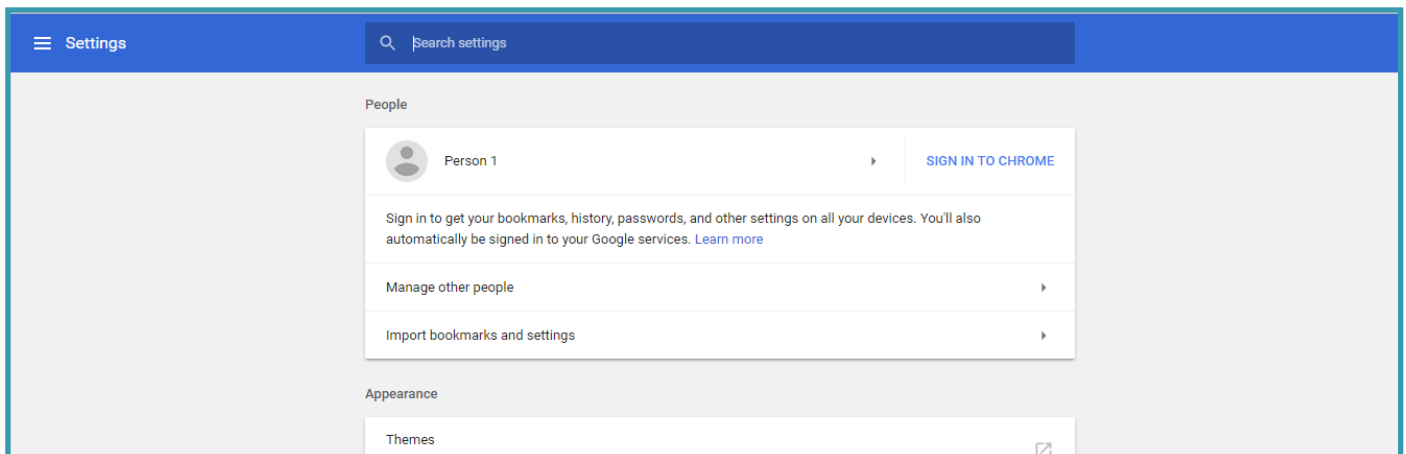
This is the icon for the Launcher. The Launcher icon is similar to the Start Menu on a Windows PC. Once clicked, it will give you a menu of apps to choose from (pictured right).



GOOGLE CHROME

Google Chrome

Google Chrome, the Internet Browser for Chromebooks, can be customized for each Google Account. Users can access these customized settings, including extensions, by signing into Google Chrome—even on a home computer. To sign into Chrome, click  in the upper right and select **Settings** from the menu. Once at the **Settings** page, select **SIGN IN TO CHROME** and use the desired Google username and password.



Chrome Extensions vs Chrome Apps

Extensions are small software programs that can enhance the functionality of Chrome. For instance, the extension *Grammarly* will proofread text (like an email or Google Doc) that is typed within Google Chrome.

Apps are web-based programs. These *Apps* often can be accessed like a normal website. For instance, *Google Classroom* is both a *Chrome App* and a website.

Extensions and Apps can be installed from the Chrome Web Store:

chrome.google.com/webstore.

Touchpad Gestures for ChromeOS


Chrome OS supports a variety of touchpad gestures. Once you get a hold of these gestures, work starts to seem a lot faster with some of the most convenient gesture functions. Here is a list:

Scrolling: To scroll vertically on a page, move up or down on the touchpad with two fingers. To scroll horizontally, move left or right in the same manner.

Open link in a new tab: Click the link by tapping the touchpad with three fingers.


Switch between tabs: To change tabs inside Chrome, swipe left or right on the touchpad with three fingers.

Go back or forward in Chrome: You can go back to the previous page or forward to the next page in a tab by simply swiping left or right respectively on the touchpad with two fingers.

Screenshot: Shift + CTRL + . Use + to outline what you want to copy. File will automatically save to your downloads directory.

GOOGLE TOOLS

What is Google Drive?

 *Google Drive* is Google's cloud storage service. Google Drive works similar to a hard drive, except that all the files are stored on the internet with Google's servers. This means that a person's Google Drive can be accessed at any time from any device that has an internet connection. On a Chromebook, Google Drive is automatically synced and updated. Standard Google Accounts get 15 GB of free storage, but District 205 students have access to additional storage space. To access Google Drive, visit drive.google.com.

For further information, please review the Library's *Google Drive Handout* at tinyurl.com/ycwyttua.

Google Docs, Sheets, and Slides

Another tool Google offers as part of the Google Account is access to *Google Docs, Sheets, and Slides*. These are web-based apps that are free, online versions of *Microsoft Word, Excel, and PowerPoint*. Documents created with these tools will automatically be stored on *Google Drive*. On a Chromebook, files can be created while offline. The files will sync once connected to Wi-Fi. These tools can be accessed at docs.google.com.



For further information, please review the Library's *Google Docs, Sheets, and Slides Handout* at tinyurl.com/y8q6von3.

Printing

Student Chromebooks can't currently print using District 205 printers, but there are many ways to print from home if needed.

- If the printer has a USB cord, just plug it in
- Install an app to assist with printing—Google Cloud Print, HP Print for Chrome, Wi-Fi Printer Driver for Chrome—available from the Chrome Web Store (chrome.google.com/webstore)
- Bluetooth Printing using Bluetooth enabled printers. Bluetooth is enabled and disabled within the same Settings Menu as Wi-Fi

For more resources, visit tinyurl.com/mv376fr.



Google Cloud Print

DISTRICT 205 INFO

Finding a Lost Chromebook

If a Chromebook is stolen, contact the police to file a report. Save a copy of the Chromebook serial number to provide to the police. Also inform District 205, who can disable the device and publish a message to display if the Chromebook is powered up and connected to the Internet. The message is along the lines of "This device is reported stolen; please return it to Elmhurst CUSD 205 ...". Managed Chromebooks that are stolen cannot be wiped or repurposed until the District "releases" it as a non-managed Chromebook.

Repair and/or Replace Your District 205 Chromebook

Chromebooks are repaired by Technology Services Internship (TSI) students at York High School. TSI charges only for the cost of parts plus IL sales tax; there is no charge for labor and no mark-up on parts.

A new Chromebook Protection Plan (CPP) is in place for students in grades 6-12. CPP limits the financial risk to families for unexpected Chromebook repairs by covering the cost of repair for one accidental damage incident per year ("drop and spill protection") and an unlimited number of out-of-warranty hardware defect repairs.

More information on CPP is available at tinyurl.com/ycbq8wh5

Helpful District 205 Parent Information

- ◆ For information about District 205's Mobile Learning Implementation, visit tinyurl.com/yccmyfvz
- ◆ For information about Student Data Privacy, visit tinyurl.com/ybudyuh9
- ◆ For information about Google Drive, Email, and Site Sharing Settings for Students, visit tinyurl.com/ya6znxmx
- ◆ York Technology Services Internship Schedule: tinyurl.com/y7qq49zv
Website: yorktsi.com

Drop In Tech Help

Second Floor Info Desk
Thursdays 5-8:30 PM
Saturdays 1-4:30 PM

Additional Resources Available to EPL Card Holders

Accessed through elmlib.org/databases

- ◆ **ArtistWorks**—on online music and art lesson service
- ◆ **Gale Courses**—online courses including ACT/SAT test prep
- ◆ **Transparent Language**—Online instruction in 148 Languages
- ◆ **Tutor.com**—5 online tutor sessions a week
- ◆ **Zinio**—read over 190 magazines online
- ◆ Electronic libraries—**OverDrive, Hoopla, and Cloud Library**—at elmlib.org/ebooks
- ◆ Book a **study room** at elmlib.org/studyrooms
- ◆ **Lynda**—online technology classes and learning paths



lynda.com