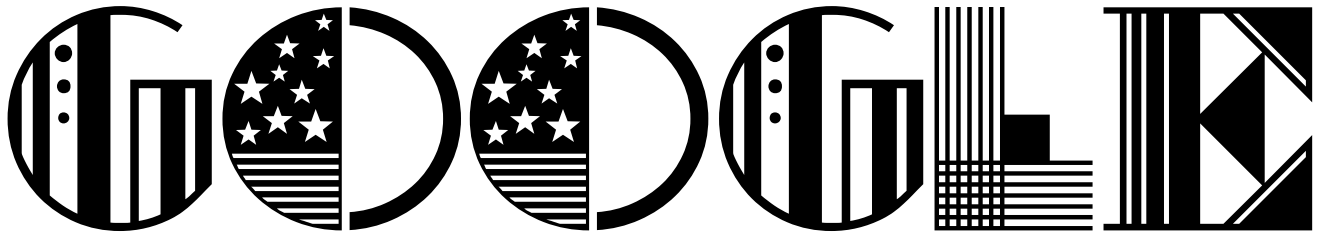
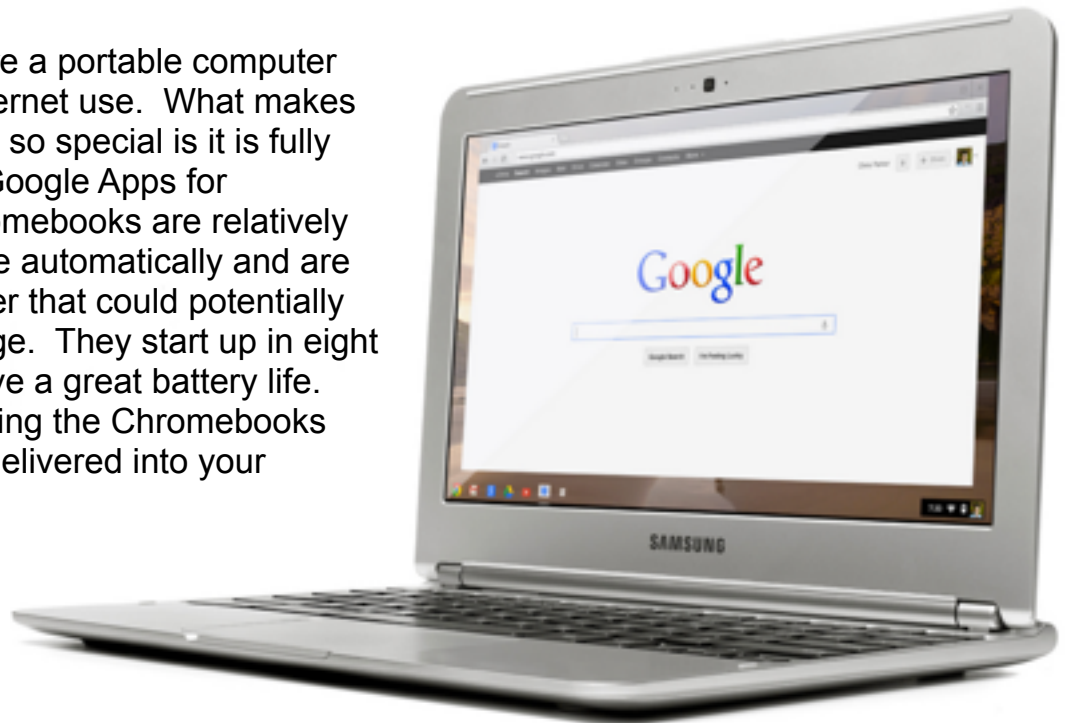


# MASTERING YOUR CHROMEBOOK

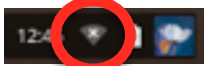



Chromebooks are a portable computer optimized for Internet use. What makes the Chromebook so special is it is fully integrated with Google Apps for Education. Chromebooks are relatively virus free, update automatically and are the only computer that could potentially get faster with age. They start up in eight seconds and have a great battery life. Let's start exploring the Chromebooks that have been delivered into your schools.



## SOLUTIONS TO COMMON PROBLEMS

If you can not log onto your Chromebook, chances are that it has not connected to the wireless signal.

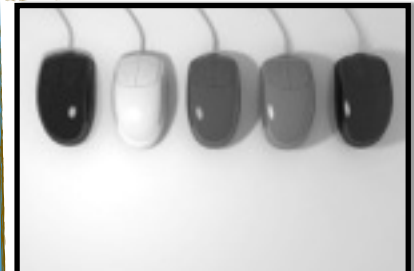


To rectify this issue click on your image and select the power button 



## WEBSITE OF THE MONTH

Need help with anything Chromebook related? Check out this website <https://support.google.com/chromebook/?hl=en#topic=3399709> Learn how to manage and personalize your Chromebook as well as learn basic troubleshooting techniques.



## TECH TIP OF THE MONTH

Staff members can log onto their Chromebooks using their school email address and password. In order for students to log in they need to enter their student id followed by [@flboe.com](mailto:@flboe.com) email me for their passwords.

# MASTERING YOUR CHROMEBOOK

## WHAT'S THE DIFFERENCE?

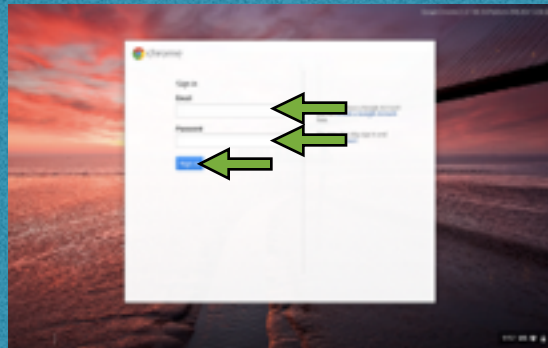
TRADITIONAL LAPTOP	CHROMEBOOK
Can install software	Can install apps and extensions
Can store files on the computer	Can store some files or upload to Google Drive
Can install a printer	Can register a printer on Cloud Print
Have to manual update software	Updates automatically get uploaded
Can connect several external devices via usb	Limited connectivity
Prone to viruses without protection	Limited risk of viruses
Can run sluggish with time	Can become faster with updates in time
Average boot time varies 24 seconds or more	Boot time is 8 seconds
Information on the laptop can potentially be accessed by different users	Information is linked to a username so it can not be accessed by different users

## LET'S GET STARTED!

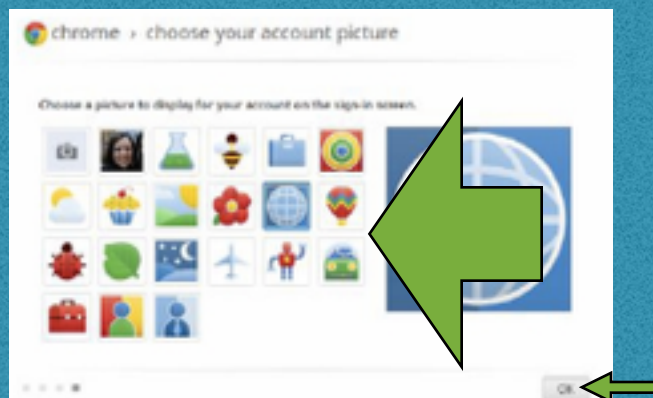
1. Press the power button on the keyboard



2. Enter your School Email and Password and press Sign in

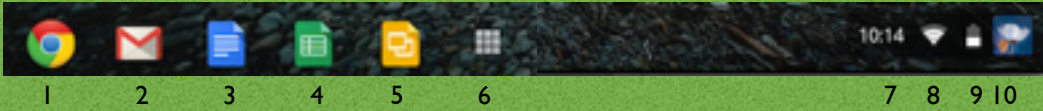


3. Choose a display image and click OK



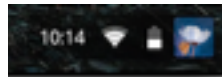
# MASTERING YOUR CHROMEBOOK

## THE LAUNCHER, STATUS AREA AND SETTINGS

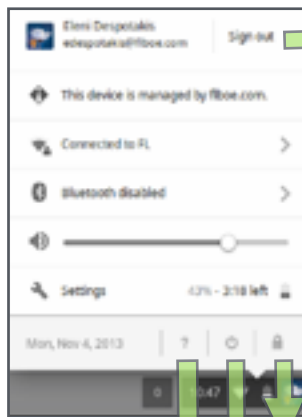


A screenshot of the Chromebook launcher and status area. The launcher bar contains six icons: Google Chrome, Google Mail, Google Docs, Google Sheets, Google Slides, and the Apps icon. The status area on the right shows the time (10:14), wireless signal, battery life, and a display image icon. Below the icons are numbers 1 through 10 corresponding to the list below.

1. Google Chrome (Get on the Internet)
2. Google Mail (School Email)
3. Google Docs (Create a new document)
4. Google Sheet (Create a new spreadsheet)
5. Google Slides (Create a new presentation)
6. Apps (Access all your apps, files, drive)
7. Time
8. Wireless signal
9. Battery life
10. Display image



Click on any of these icons to access your settings



A screenshot of the Chromebook settings menu. The menu items are: Sign out, This device is managed by fBoe.com, Connected to Wi-Fi, Bluetooth disabled, Volume, and Settings. Arrows point from the text labels to the corresponding menu items.

- Sign out
- Click to join other wireless network
- Click to enable Bluetooth
- Click to change volume
- Click to change settings (such as wallpaper, font size and other advanced settings,)
- Lock Chromebook
- Power off


## Tip!! HOW TO RIGHT CLICK



Click on the alt key and click the touchpad

# MASTERING YOUR CHROMEBOOK




## EXPLORING APPS

Click on the apps list  found on the launcher to access your apps and extensions. Adding apps and extension takes mere seconds without a complicated installation process. There are thousands of apps to help you complete your tasks but we will first look at your preinstalled apps and their use.

APP	Use it to....	Comparable to....
 Google Docs	Create a document	Micorosoft Word, Pages
 Google Slides	Create a presentaiton	Micorosoft PowerPoint, Keynote
 Google Spreadsheets	Create a spreadsheet, create a chart	Excel, Numbers
 Google Keep	Take notes	Notepad, Notes
 Google Play	Buy music	Windows Media Player, iTunes,
 Gmail	Read School Email	Outlook, iMail
 Files	Access saved files on your Chromebook	My Computer, Finder
 Google Drive	Access saved files on your Google account	My Computer, Finder
 Google Calendar	Add events to calendar, invite others to events	Outlook, iCal
 Google Chrome	Access the Internet	Internet Explorer, Safari, Firefox
 Google Web Store	Download Apps and Extension	App Store



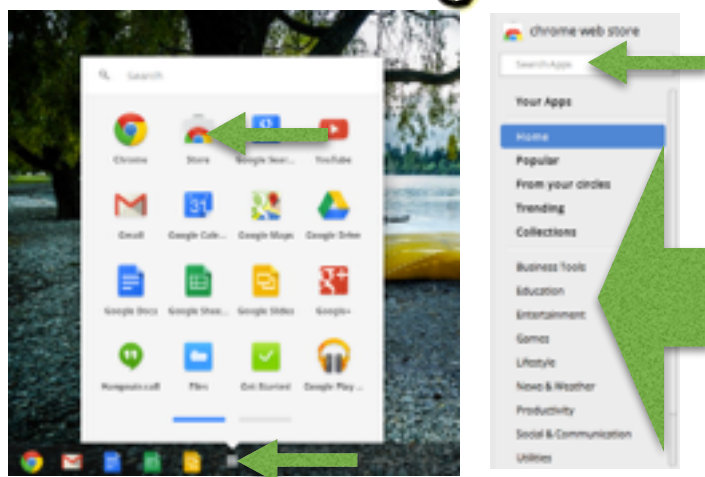
# MASTERING YOUR CHROMEBOOK

Google Apps are links to website on the World Wide Web made available by Google Chrome. Extension are extra features and functionality that you can easily add to Google Chrome to customize your Google Chrome experience. Find productivity extension to enhance your online experience. Download apps and extension by click on the Google Web Store app  located in your Apps list. Enter a SchoolDude to have the App or Extension sent to all your students account.



## HOW TO DOWNLOAD APPS AND EXTENSIONS

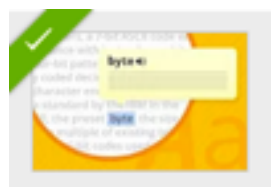
1. Click on the Apps Icon on your Launcher
2. Click on the Store
3. Search for Apps by Name or Category
4. Click on FREE to add your App or Extension to Chrome



## INSTALLED APPS AND EXTENSIONS



All second through 5th grade students have Typing web accounts. TypingWeb features free practice lessons that tracks student progress.



Double click on any word on your computer and see its definition. Click on the bell to hear its pronunciation.

You can also download these on your Chrome Web browser on your desktop classroom computer. Feel free to email me any apps or extension that you find useful in your classroom.

## HOW TO ACCESS SAVED FILES

1. Click on the Apps Icon on your Launcher
2. Click on Files

