

THE CARE AND FEEDING OF THE CHROMEBOOKS



- Restart the computer daily!
- Download Office apps from the Play store
- Set the default app to open Word instead of Google Docs (and PowerPoint instead of slideshows, etc.)

- Students prefer using external mice
- Split a screen by dragging a window by the toolbar to the left or right
- Screenshot by holding down CTRL and tapping windows switch key (above 6 key)
- Double tap = right click
- Screenshots save to computer itself in Downloads folder
- Personal student documents located in Play files > Documents

- Require ALL students to have a Chromebook - teachers don't have time to troubleshoot multiple device types and operating systems
- Avoid PDFs - transform those into assignments/quizzes
- NO CARRYING LAPTOPS BY HAND! Have all students put laptops in backpacks as a part of the end of class routine

