

FIRST DAY WITH CHROMEBOOKS-- WELCOME BACK!

TEACHER DIRECTIONS -Homeroom Teachers -PLEASE READ and Facilitate ALL STEPS.

START THURSDAY-GIVE OUT DEVICES

- A) Out of the box-CHECK that BOTH cord and device ID matches and
- B) TELL ALL STUDENTS-"CHARGE and return with CHROMEBOOKS and cables on FRIDAY for Chromebook and PASSWORD RETRIEVAL set up directions!"

FRIDAY-POWERWASH, AND TIPS for CHROMEBOOK,

Go to CLASSLINK to Set up STUDENT PW Retrieval

- A) **FRIDAY -TELL ALL STUDENTS -START with *POWERWASH***- A factory reset that **erases all the information on your Chromebook's hard drive, including all the files in the Downloads folder. It is ok if the computer shows another user as this step will correct the issue.**

Factory reset your Chromebook

- ✓ Sign out of your Chromebook if you have logged on. OR start at next step.
- ✓ Press and hold Ctrl + Alt + Shift + Letter r key.
- ✓ Click **Restart**
- ✓ When Prompted, select **Powerwash > Continue**
- ✓ Follow the on-screen steps to create a new user account and log in

- B) Show VIDEO from CHS WEB-

TEACHER RESOURCES <https://www.youtube.com/watch?v=mKKRrvD0OAg>

- C) **PREVIEW VIDEO BEFORE STUDENTS** so you can help them.

- D) **STUDENTS will be digitally agreeing to use and acceptance of CHROMEBOOK by signing in to FOCUS from CLASSLINK.**

- E) REVIEW TIPS in STUDENT DIRECTIONS STEP 4.

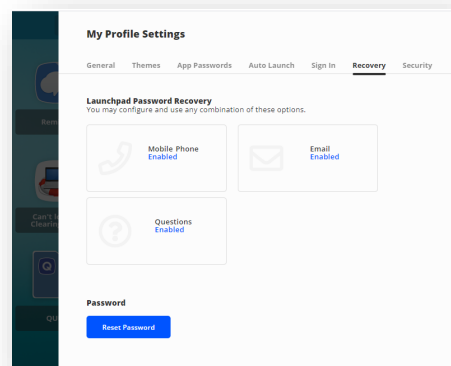
- F) **LASTLY- IMPORTANT! ALL STUDENTS SHOULD SET UP PASSWORD RECOVERY**

FROM the ROUND USER ICON in upper right of screen -click and select SETTINGS

NEXT click the word on top of new screen -RECOVERY

To see My Profile Settings and complete the

EMAIL, PHONE, and Questions



STUDENT DIRECTIONS

THURSDAY: GET DEVICE - CHARGE AND BRING BACK TO USE IN

HOMEROOM FRIDAY.

1) EVERY STUDENT will get a **CHROMEBOOK** on loan for the school year.

Yes, you must officially receive and manage it for at the very least-**TESTING will not allow ANY privately-owned devices.**

2) MANAGE= be responsible and keep your device charged.

3) READ USER AGREEMENT and **ACKNOWLEDGE** in **FOCUS**.

Why you need a Chromebook on campus and for classwork:

- **ALL** online testing by Florida Dept. of Education must be on a Chromebook
- Classroom Assessment Security
- Textbook Content, Resources
- A Consistent educational experience for all students to access CLASSLINK, CANVAS, FOCUS, Office 365 and other web-based learning tool

4) FRIDAY–The care and feeding of your Chromebooks

FIRST- watch the video <https://youtu.be/mKKRrvDOOAg>

- ✓ 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.)
- ✓ **Double tap** = right click Screenshots save to computer itself in Downloads folder
- ✓ Personal student documents located in **Play files > Documents**
- ✓ Students prefer using external mice *-not provided by school*
- ✓ **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)
- ✓ TAKE GOOD CARE *-Carry your device via BOOKBAG or PROTECTIVE CASE!*

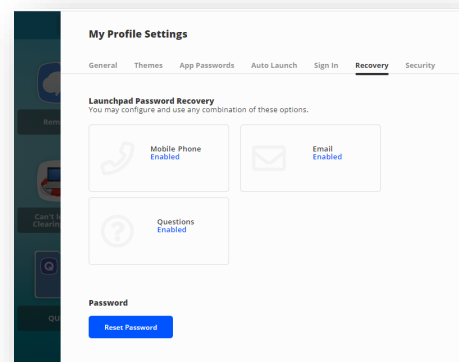
5) IN CLASSLINK----SET UP YOUR PASSWORD RECOVERY!

FROM the ROUND USER ICON in upper right of screen -click and select SETTINGS

NEXT click the word on top of new screen -RECOVERY




















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*IF done correctly, you should see **ENABLED** for each*





Chromebook Shortcuts

 CTRL + C copy	 CTRL + V paste	 CTRL + X cut	 CTRL + A select all	 CTRL + F find	 CTRL + N new window	 CTRL + T new tab	 CTRL +  caps lock
 CTRL + SHIFT + V paste without formatting	 ALT + BACKSPACE delete	 CTRL + Z undo CTRL + Y redo	 ALT + [ALT +] split screen <small>*works when you have 2 windows open</small>	 CTRL + SHIFT + T open last tab	 CTRL +  screenshot	 CTRL + SHIFT +  partial screenshot	 CTRL + D bookmark