THE CHROMEBOOK USERS GUIDE

This Chromebook Users Guide has been developed to take you through the basics of using a Chromebook. Topics include connecting to WiFi, logging into an account, using and changing various settings such as volume and brightness, using the microphone, and using the web camera.

The steps are easy to understand and will give you an extra edge when beginning to use of Chromebook.

In the event that you have issues that you can't resolve, the Caliber IT Department is here to help you.

Chromebooks are inexpensive laptops that are easy to use. With less storage space than a regular laptop, users work with G-Suite (Google Apps) and save much of their work in the cloud. This ensures that you can access the work anywhere AND this gives added security.

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GETTING STARTED WITH A CHROMEBOOK IS INCREDIBLY EASY

CHARGING

Before you do anything else with the Chromebook, you must make sure that it's plugged into an outlet or already has its battery charged.

NOW OPEN THE CHROMEBOOK AND TURN IT ON

The first thing you'll see on the screen is the Chromebook Logo.
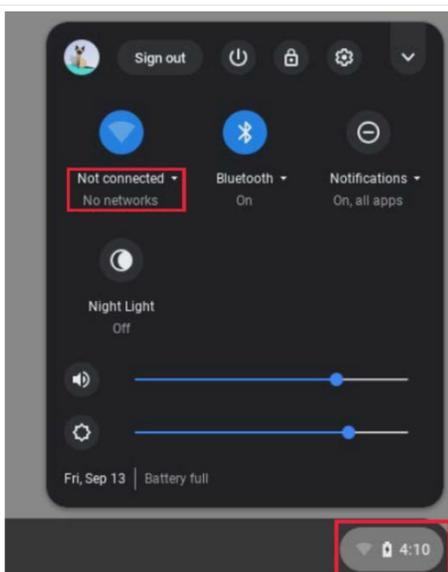
chromebook

This tells you that all the things you need on the Chromebook are getting ready behind the scenes.

Connecting to WiFi

Once the Chromebook is finished setting up inside, you'll need to connect to WiFi so you can use the internet. This will allow you to access classes, YouTube, research sites, and more.

To connect, a white or black box will pop up asking for the home's WiFi name; you'll then be asked for the WiFi password.

Once the password has been entered into the box, you'll be connected to WiFi.

SIGNING INTO THE CHROMEBOOK

EVERY student (and teacher and staff member) at Caliber is given their own email address and a password. These allow you to access the Chromebook. You're going to use the email address and password to log into the Chromebook.

To sign in a box will pop-up asking for the email address. After that's been entered, a box that *looks almost exactly the same* will ask for the password.
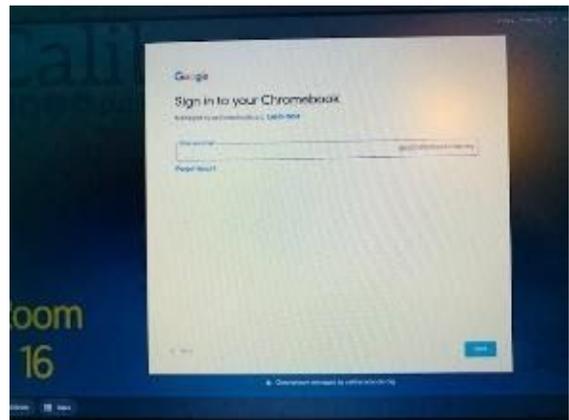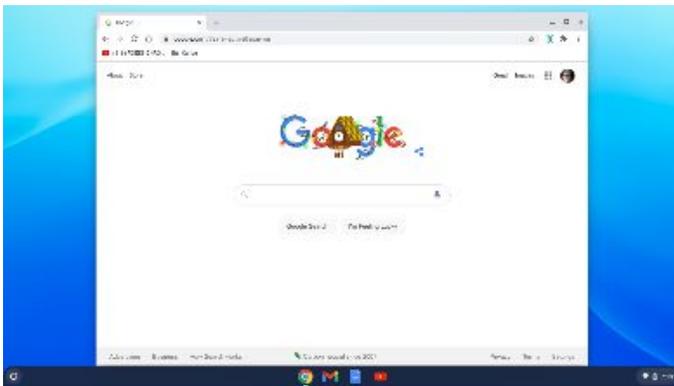

Enter those and you're logged in!

Be careful that you are adding the information correctly, or you won't be able to log into the Chromebook.

I'M LOGGED IN NOW, BUT WHERE AM I?

Once you've logged in, you're on the desktop. The Google search engine automatically pops-up. Most things can be done from the Chromebook desktop.


This includes allowing students to attend classes, watch (school-appropriate) videos, communicate with teachers, and access important tools like Google Docs, Google Sheets, Gmail, and Google Drive.

Google is one of the most important things you'll use on the Chromebook. But Chromebook comes with much more than merely Google. It also has apps that you can use to do various activities. Most of the apps that will be used are for schoolwork and classes. In addition to having Google Classroom, Google Docs, Google Sheets, Gmail, and YouTube, Chromebooks can take photos and make videos, and participate on Zoom and other apps requiring a webcam.

Apps Are Easy to ACCESS ON a Chromebook

At the bottom of the desktop screen, you will see different icons. This area is called the "shelf", and it shows you some of the apps you can use.
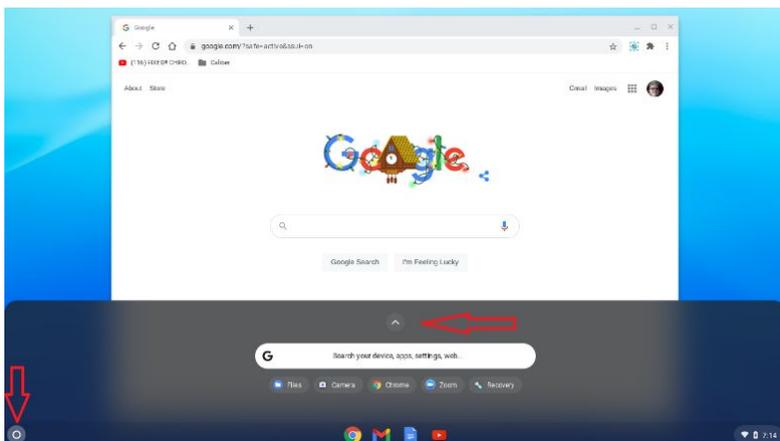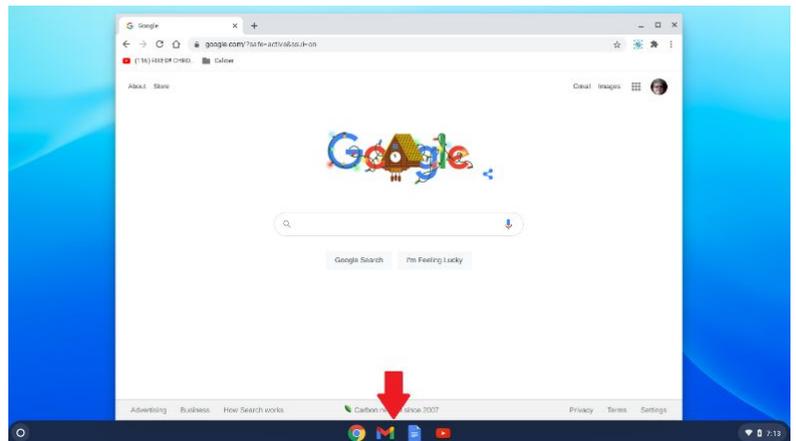
You can click on the app icons to access them. You can also access more apps by going to the bottom left corner, clicking on the circle, and clicking on the upside-down "v".

After clicking on the upside-down "v", you'll find a page that shows the camera, Zoom, YouTube, and the Files folder, among other icons.

(If there's a particular app that you use frequently, you can right click on its icon, and it will show up on the shelf for easy access.)

HOW TO USE THE MOST IMPORTANT APPS

The camera is an important part of the Chromebook. Using the camera is like using a camera on a smart phone. You can take photos, make videos, and edit both; you'll also use the camera when you're in class and on Zoom.

In the apps area, click the camera icon to bring up the camera app. You will see a video button, a camera button and an edit button.
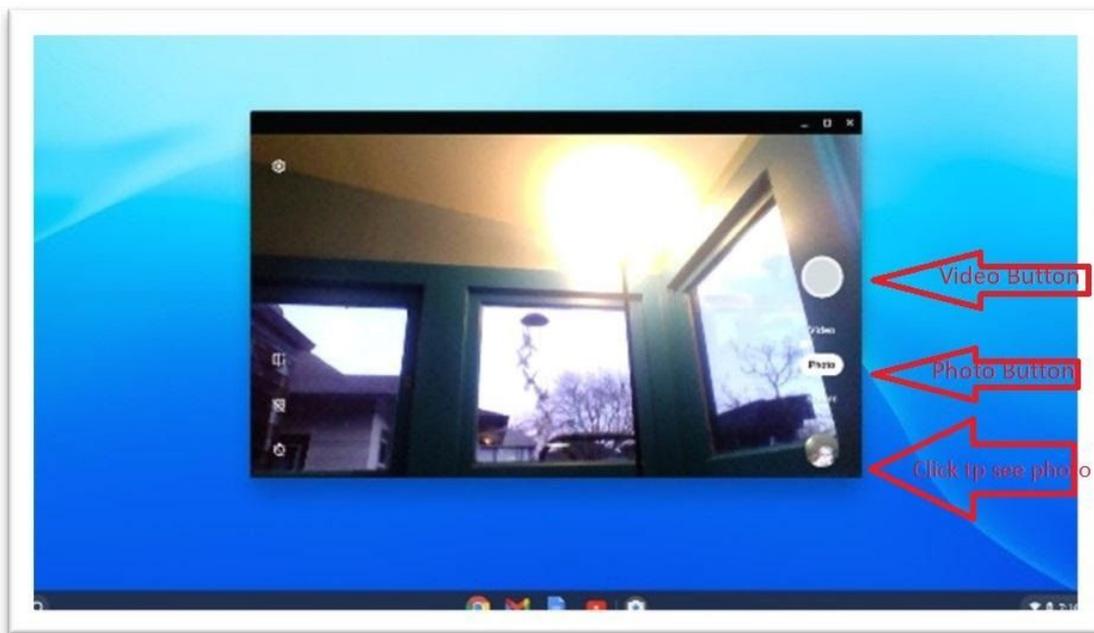
Just as you

would on a smart phone, select the video or camera button to take a photo or make a video. When finished, you can click on the edit button should you choose to edit. This will bring up various editing tools that are easy to use. Here are a few things you can do.

*E*DIT, DELETE, OR PRINT THE PHOTOS

1. Select the photo you want to edit – you can select the most recent photo or video in the Camera app ⊙ on the bottom right,
2. Choose an option:
   - **Rename a photo**: At the top left, select the file name. To save the new name, press Enter.
   - **Crop or rotate the photo**: At the top, select **Crop & rotate** ⟳.
   - **Change the photo's width and height**: At the top, select **Rescale** ⌞⌝.
   - **Adjust contrast or brightness**: At the top, select **Lighting filters** ⇌.
   - **Undo or redo changes:** Select Undo ↶ or **Redo** ↷.
   - **Delete a photo**: At the top, select **Delete** 🗑.
   - **Print a photo:** At the top right, select *More* ⋮ > *Print.*

After you take and/or edit the videos or photos, they will be saved in the Files folder for access at any time. However, Chromebooks have limited space. The best place to store the photos, videos, and documents is in the Google Drive (see how to do that on the next page.)

Once you have documents and images in the File folder this is what the folder will look like.
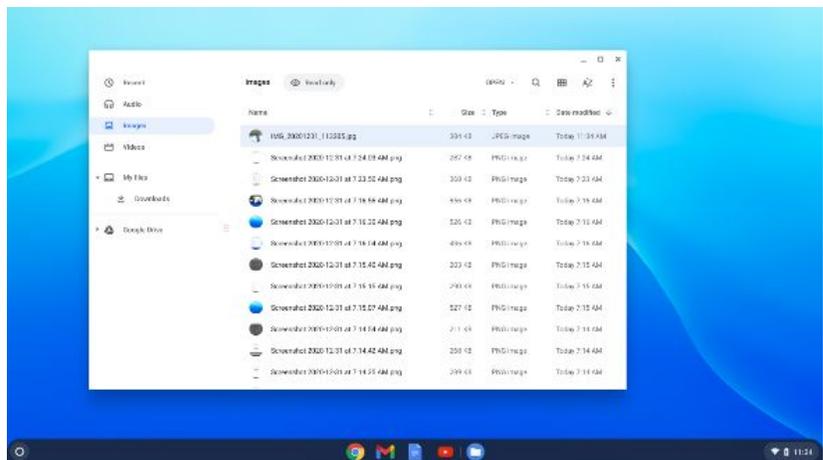
The File folder is handy but saving the files to the Google Drive is easy and also safer.
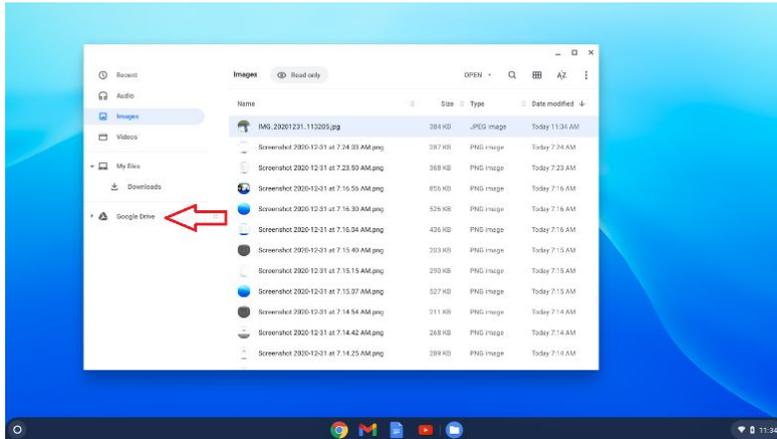
To save, open the File folder and drag and drop the files into the "Google Drive" in the menu on the left side of the screen.

OTHER WAYS TO USE THE CHROMEBOOK

There are many other things you can do with the Chromebook. Here are a few that you might use most often:

1. **How to take a screenshot** – possibly the teacher would like you to submit a screen shot of the work. This is easy to do.

    If you want to take a screenshot of the entire screen on a Chromebook, press **Ctrl** + the **Show** windows button (**Ctrl + F5)**. To capture a partial screenshot, press **Shift + Ctrl + Show** windows **(Shift + Ctrl + F5),** then click and drag the cursor over the exact area you want to capture.

2. **How to increase the volume** - click on the clock on the

 desktop. You will see the icon that looks like a
speaker. You can slide the button to the right to make
the Chromebook louder or to the left to make it quieter.

3. **How to increase the brightness** - you can make the screen
brighter or dimmer in the same area with the brightness button.
Just like with volume, you can slide the
button to the right to make the screen
brighter or to the left to make the screen
dimmer.

4. **How to make the screen larger** – you can easily make the
words and images on the desktop larger by pressing Ctrl, Shift,
and +. To make the words and images smaller, merely press
Ctrl, Shift and -.

5. **How to check the battery power** – watch the battery icon to see when it's time to charge your Chromebook. Again, click on the time, and you'll see the battery icon. If the battery is fully lit, it means it's completely charged. The less light showing, the less charge.
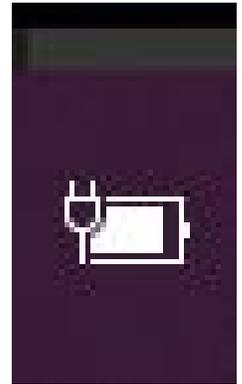
These instructions provide basics that will help you learn to use the Chromebook. If you have any issues with the Chromebook, check with the teacher first. If the teacher can't give you a solution, they will let the IT department know, and we can help with problems.