

# GOVS Chromebook Usage INSTRUCTIONS

## I. Important Information

To sign-in to your Chromebook, you need **access to the Internet**. Since you are using your own home network, make sure you have the network name and password.

You need your username (which is also your GOVS email address) and your password:

Username: \_\_\_\_\_ . \_\_\_\_\_ @mygovs.com  
  first name  last name

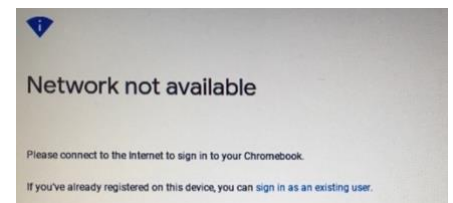
Temporary password: govS1234

**Note:** Once you sign-in with the temporary password, you will be asked to create a new password. Please write this password in the box above. If you lose/forget the password you created, GOVS will have to reset your password for you. Please email [email@mygovs.com](mailto:email@mygovs.com) to have your password reset back to the default govS1234.

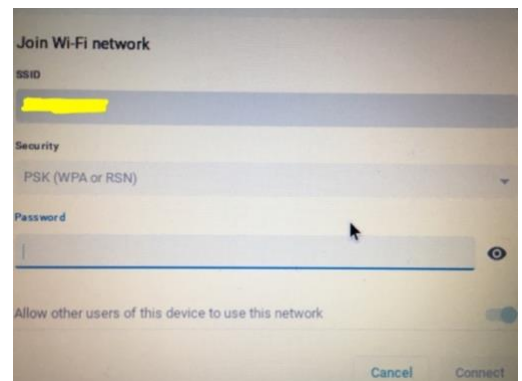
## II. Signing-in to your Chromebook

1. Connect the Chromebook to power. Plug the AC adapter into the wall and into your Chromebook. Be very careful attaching the cable to the Chromebook. Allow at least 30 minutes for computer to start charging.
2. Turn-on the Chromebook. It will automatically start when you open the lid. If it does not turn on, the power button is located at the top right on the keyboard (above the backspace key). You might have to hold-down the power button for a bit.
  - i. If the battery is very low, the system may not turn on until the battery charges up to approximately 10%. It's always good to charge your Chromebook nightly.
3. Before you sign-in using the information above, the Chromebook will make sure you are connected to the Internet.

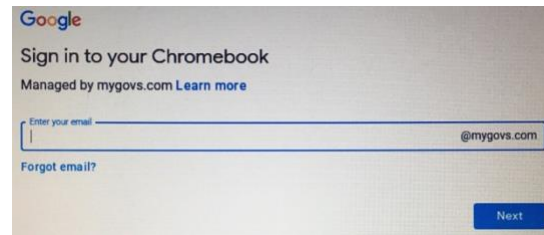
- i. At first, the Chromebook will tell you say *Network not available*. This is because you haven't "told" the Chromebook which network to use.



- ii. A list of WiFi networks will appear. Find your network name in the list and select it.
- iii. The Chromebook will ask you to join your Wi-Fi network. Enter the network password in the box and click Connect.

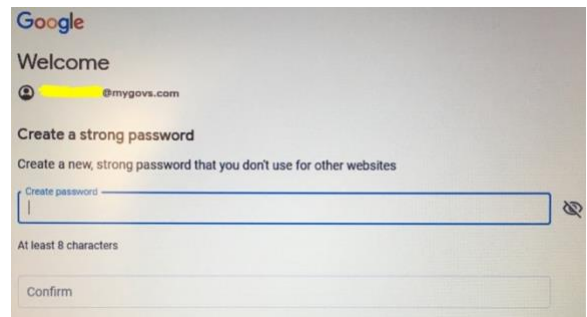


4. You are now ready to sign-in with your @mygovs.com account. In the sign-in box that appears, enter your username exactly as written at the top of this document. When using a GOVS Chromebook, the “@mygovs.com” will automatically be filled-in, as shown to the right.



5. Once you hit the blue Next button, the Chromebook will prompt you for your password. Remember that your initial temporary password is **govs1234** with no capitals or spaces or punctuation.
6. Since this is your first-time logging-in, three things will happen. You will only have to do this part once.
- Accept the Welcome terms. Read everything in the box, scroll down to the bottom, and hit the blue Accept button. You will only have to do this once.

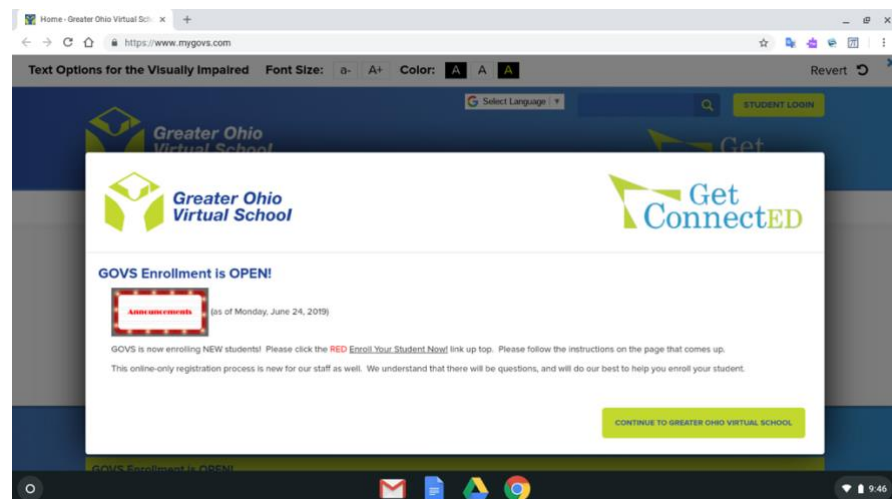
- Create a new password. In the box, enter a new, strong password. Remember that once you do this, GOVS will not know this new password. If you forget it, we will have to reset your password. Please email [email@mygovs.com](mailto:email@mygovs.com) to have your password reset.



The moment you type your new password and confirm it, write it down somewhere on the front of this sheet. GOVS has no way of knowing your new password. If you forget it, all we can do is reset the password for you.

- Set your profile picture. Choose one of the existing icons, or you can take a picture using the Chromebook camera. Select the camera icon on the top left of that list, smile and take a picture. This now will show up on the sign in screen and lock screen

7. You are now ready to go! The Chromebook will open a browser window that heads to our homepage [www.mygovs.com](http://www.mygovs.com). Do not click through this! Read the daily announcements, then click through to get to the regular homepage.



### III. Other Chromebook Things to Know


- Chromebook operating systems are made by Google, so all the applications are Google based.
- Main Screen Icons

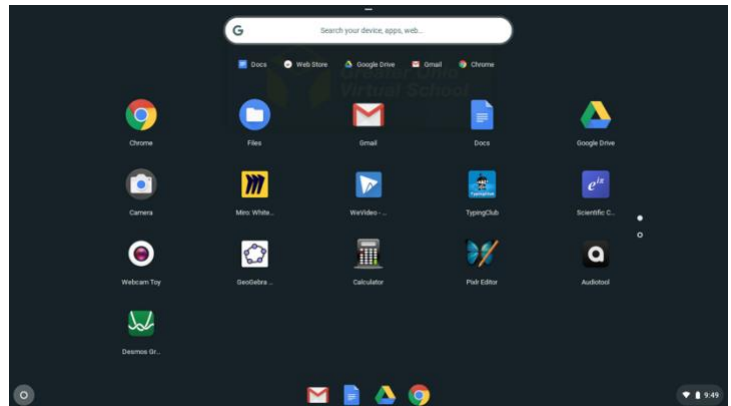
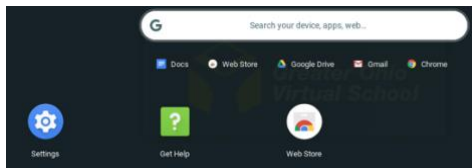
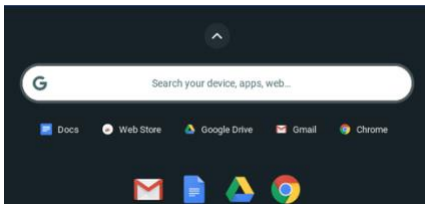
- Bottom Middle: These are your 4 main apps. In order from left to right, they are GMAIL (to check your GOVS email **daily**), DOCS (to get to your Google docs, where you can type papers to send to your teacher), GOOGLE DRIVE (the main storage area), and CHROME (main browser).



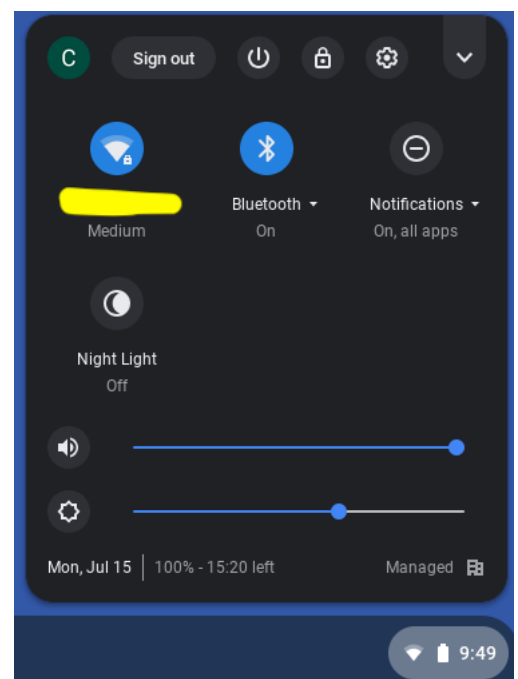
- Bottom Left: LAUNCHER.



This is like the *start button* on a Windows PC. It brings up a search bar automatically, but you are most interested in the  icon that is located above the search bar. Click on there, and it will bring up all the other APPS installed on your Chromebook. You can hit the arrows on the keyboard to go through this list.





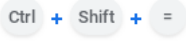


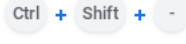
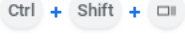
- Bottom Right: System Status Area. This shows your WiFi signal strength, battery power, and time. Clicking anywhere on the status area will bring up a window with other options. You should only have to worry about the Sign out/power off buttons on the top. However, you can also change your WiFi network, turn off notifications, and change your volume or screen brightness.







- Trackpad general movements
  - Using 1 finger on the trackpad will move the cursor around the screen.
  - Using 2 fingers will move the page/window up and down (swipe 2 fingers up to move up on the page, swipe 2 fingers down to move down on the page).
  - Tapping 1 finger is the same as clicking on a mouse. This is how you click on a link on a webpage.
  - Tapping 2 fingers is the same as a “right-click” on a mouse.

- **KEYBOARD SHORTCUTS**

- Holding down  brings up the Chromebook keyboard shortcuts.
- There are a ton to look through. Take some time and do this.
- There are **SIX** that are most important:

 Opens a new browser window	 Display Zoom IN	 Takes a full screenshot
 Opens a new browser tab	 Display Zoom OUT	 Takes a partial screenshot

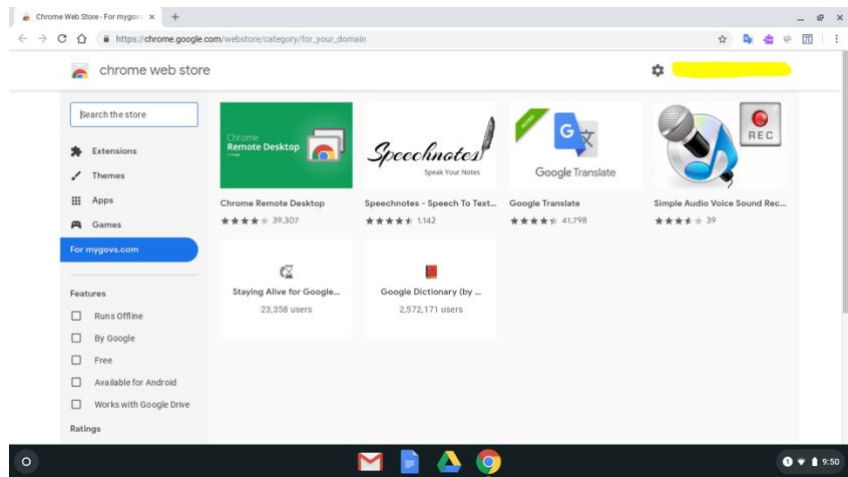
- Where are your files?
  - Since this is a Google Chromebook, when you create a document or spreadsheet or any other type of file, those live in Google Drive.
  - How to find documents/files that you download? This is tricky. Click on the LAUNCHER button (remember, bottom left), then find the Files app. All downloaded files live here, along with Screenshots you take.
  - **This next bit of information is super important.** What if you have to email a file to your teacher? When you are in GMAIL, and click on the “paper clip” attachment button, the Chromebook will automatically show the Files window, NOT Google Drive. If you want to email a file from Google Drive, you have to download a copy to your Files. Open the Google Drive file. On the File menu, go down to “Download as”. It will ask what kind of file you are downloading. The moment you select that, the file is copied to your Files folder – aka the actual Chromebook storage.
- Chrome Browser Extensions
  - In Chrome, just to the right of the address bar, you will see these 4 icons:    
  - GOVS has installed these 4 programs for you. In order from L→R:
    - Google Translate
    - Read&Write for Google Chrome
    - Securly (Internet Security, you can’t do anything to this)
    - Cloudy Calculator (a quick calculator)
  - Read&Write is arguably the best one, because this extension will read aloud any webpage for you! Hit this button, select your username from the list (do this once), and it brings up the menu. Of note to you is the second button from the left. This is the Hover Speech option. Click this, and whatever text you select on a webpage will be read aloud. Selecting this button again will turn off the Hover Speech.

#### IV. What do you do when you are finished working?

- Log-out of all programs (if necessary).
- Close out of all browser windows.
- Shut down the Chromebook.
  - To conserve your battery (if you are not plugged into the electrical outlet), you should always power off. You can do this by either holding down the power button (top right of keyboard) and selecting Power off, or go to the System Status Area (bottom right) and hit the same button.
  - Close the lid, and you are good to go.

#### V. How to Record a Speech (optional)

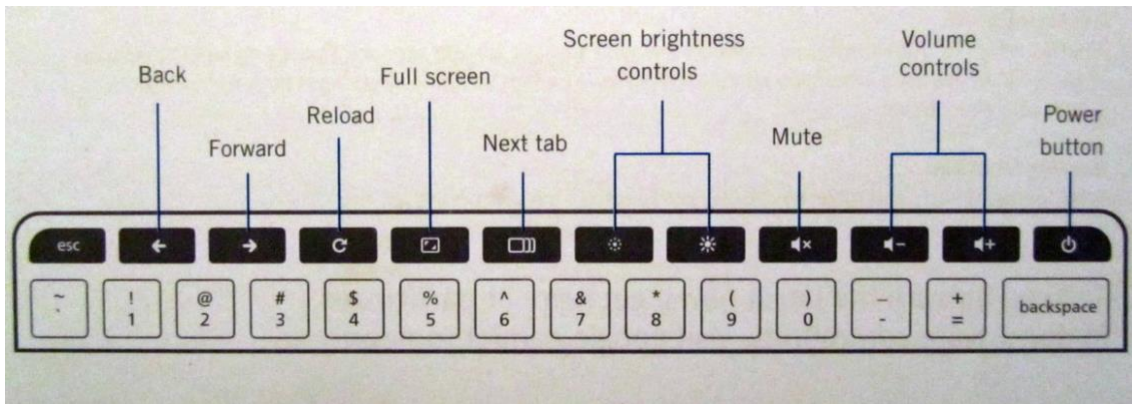
- In our main classroom learning site (Virtual Learning Academy), some of the classes require a student to submit an audio speech.
- Chromebooks do not have a built-in audio recorder.
- If you have to complete an audio recording, you will need to download a new Chrome extension.
- How do you download it?
  - Click the LAUNCHER.
  - Scroll down through the list of apps until you see Web Store. Select this.
  - The Chrome Web Store will launch. This is the same as the Apple App Store or Google Play.
  - You will see a “For mygovs.com” list of extensions. On the far right is Simple Audio Voice Sound Recorder.



- Click on this, then hit the blue Add to Chrome button. You will then be prompted again to Add extension or cancel; choose Add.
- The extension will now be added to the list of Chrome Extensions (just to the right of the Chrome address bar).

#### VI. Additional Help

- There is a good tutorial video on YouTube. Go to a Chrome browser window and type this web address: <http://bit.ly/GOVChromebooktutorial>
- On the last page of this packet is a quick Keyboard overview.



Search your apps and the web  
To turn Caps Lock on or off, press **Alt + Search**.

**NOTE:**  
While the general location of each button will remain the same, the actual button may show something different.

Shortcut	Description
1st Key	Escape
2nd Key	Go Backwards
3rd Key	Go forward
4th Key	Reload
5th Key	Full Screen
6th Key	Switch between open windows
7th Key	Reduce the brightness
8th Key	Increase brightness
9th Key	Mute speaker
10th Key	Decrease volume
11th Key	Increase volume
12th Key	Power On and Off, Lock Screen