

OTHS Chromebook Guide

NOTE: You must be signed in to your Chromebook with your student email address for these directions to work.

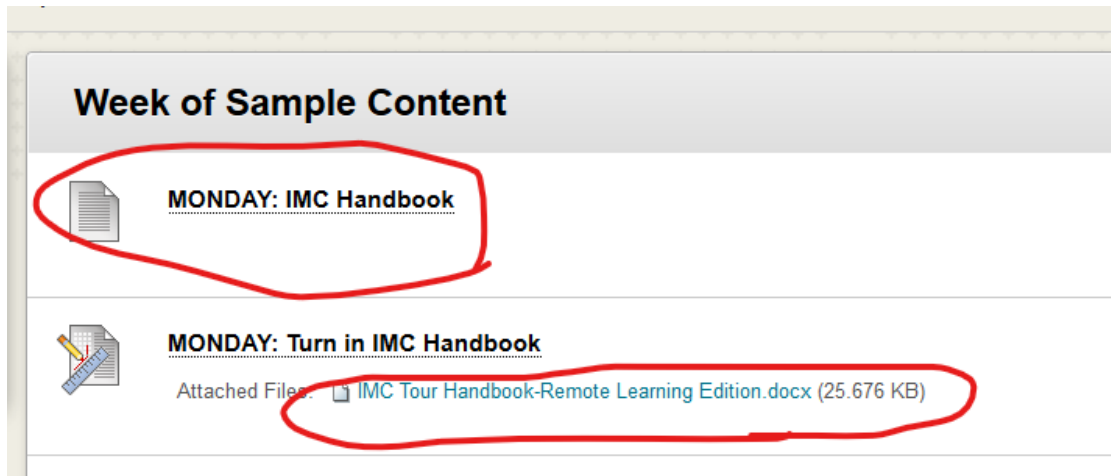
- To check, click on the time in the bottom left corner of your Chromebook.
- Hover over the user icon to see your name and email address.
- If you see the words Exit Guest, click on Exit Guest and sign in with your OTHS email address and password.
- Student Email=first name + ID number @students.oths.us (melissa229123@students.oths.us)
- Password=OTHS password & O365 password created on the Citrix Student ASP

If you are using a personal Chromebook, make sure you have downloaded the Microsoft Apps from the Google Play Store.

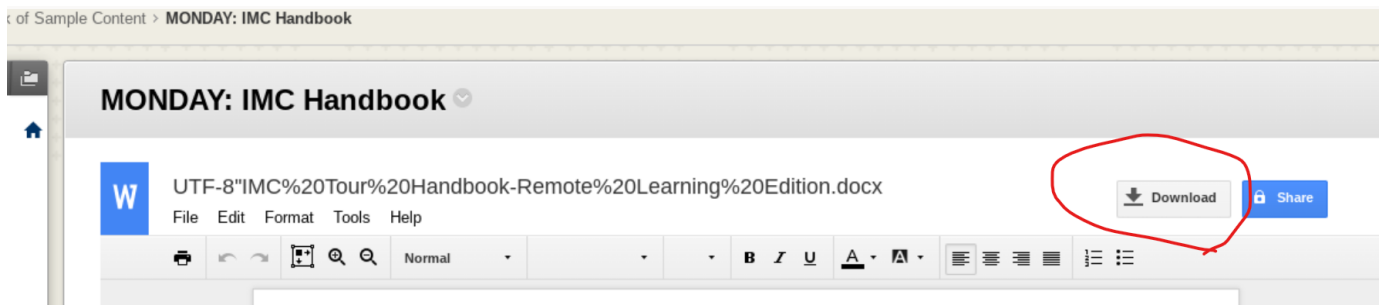
To Upload any file from the Chromebook to your Onedrive:

You must be signed into Microsoft Office 365 for these directions to work.

1. If you are starting in Blackboard. Click on the file. If you already have the file on your Chromebook, skip to step 3.



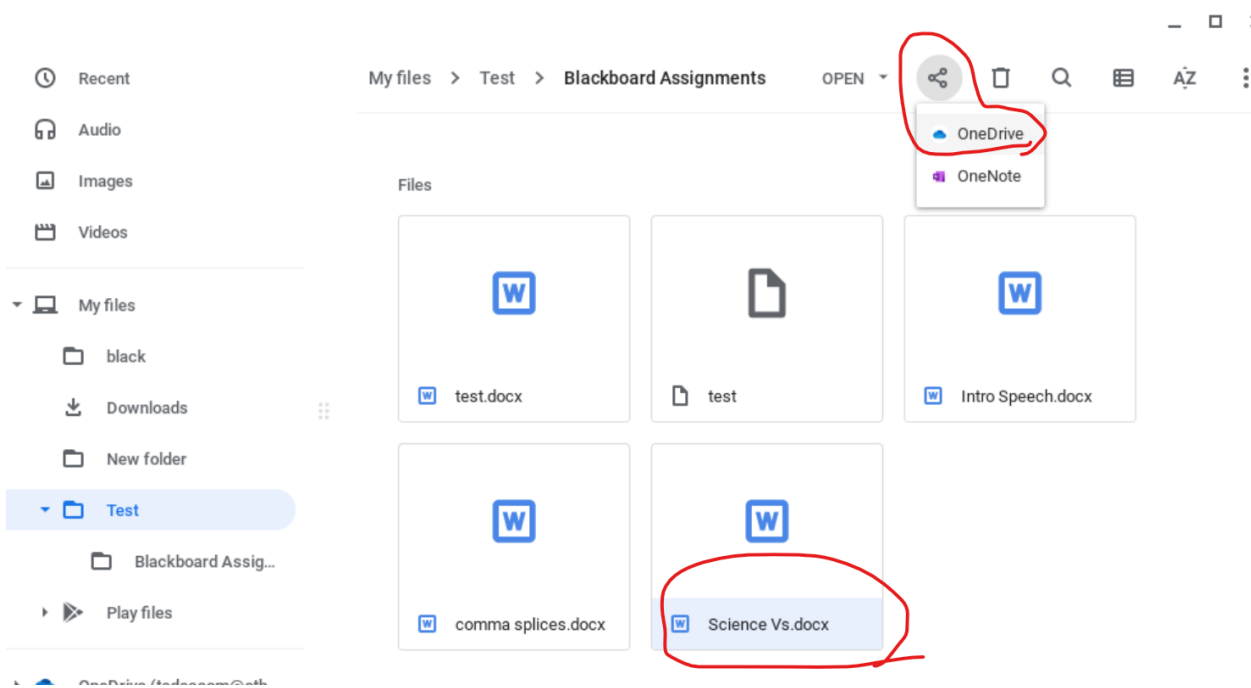
2. When it opens in Blackboard, click Download.



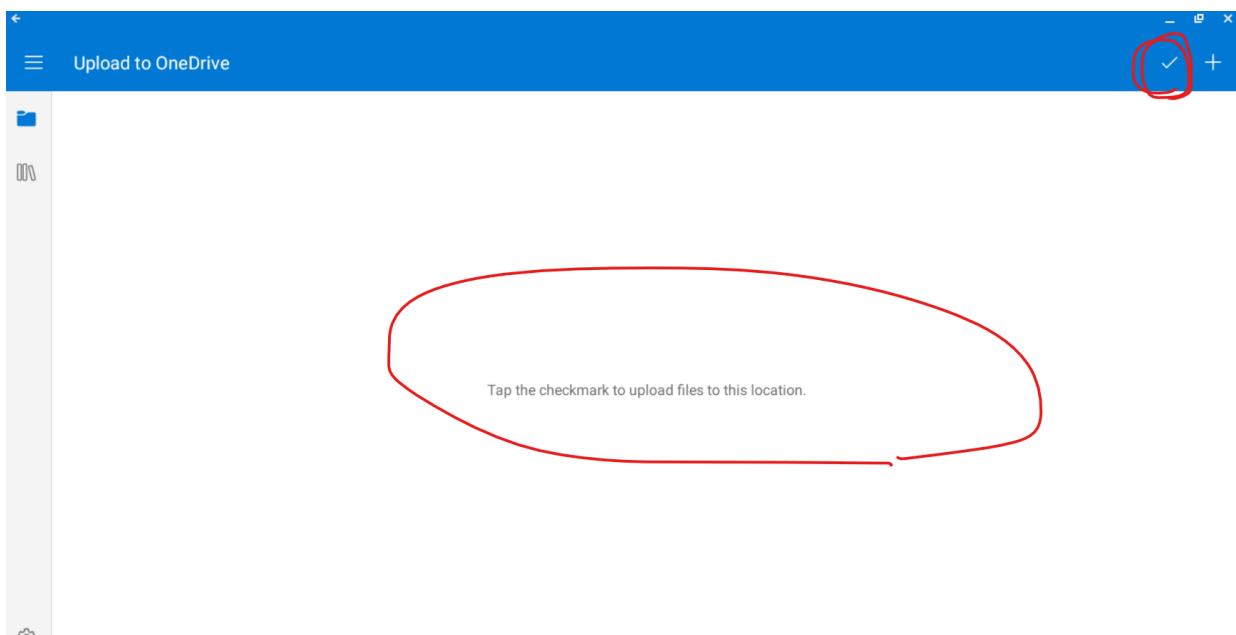
3. Locate and click on Files on your Chromebook.

TIP: In the bottom left corner, click on the circle to open up your apps. If you do not see Files, type "Files" in the search bar to bring it up.

4. Locate the file(s) you want to upload.
5. Select the file. The file should have a light blue highlight over the file name when you select the file.
6. Click on the More Actions icon in the upper right corner.
7. Click on OneDrive. You might be prompted to sign in to your OneDrive with your OTHS email and password if you have not signed in before.



8. You'll be taken to your OneDrive. Locate the Folder to which you would like to upload your file and click the checkmark.



To Submit the Assignment back to your teacher on Blackboard FROM YOUR ONEDRIVE:

1. Click on the Assignment Link in Blackboard.
2. Click Browse Cloud Storage.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach Files

3. Sign in to **OneDrive for BUSINESS**
4. Locate the assignment file in your OneDrive. (click once and then click SELECT)
5. You should see that file under Attached Files.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach Files

Attached files

File Name

Link Title

IMC Tour Handbook-Remote Learning Edition.docx

[Do not attach](#)

ADD COMMENTS

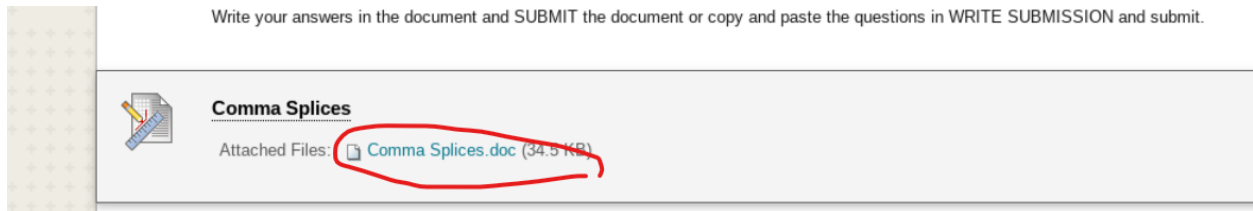
*When finished, make sure to click **Submit**.*

*Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

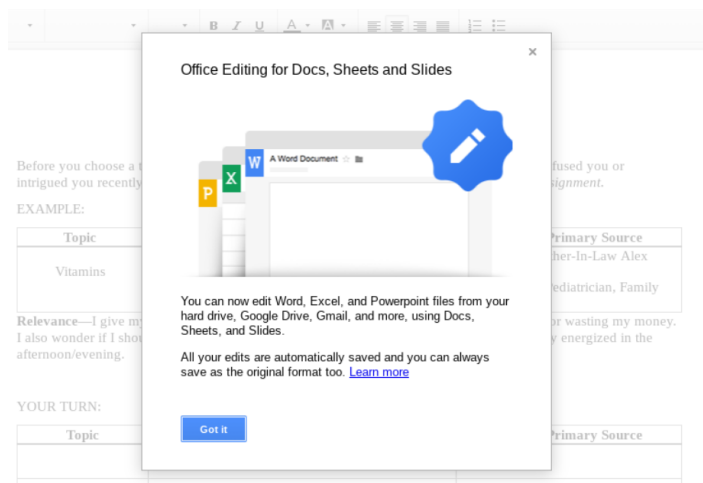
6. Click Submit.
 - You will see the file in the Review Submission History Box. Double check to make sure your latest work saved and uploaded correctly.

To Open a Word doc in Blackboard on a Chromebook:

1. Open the Attached Files by clicking on the link.

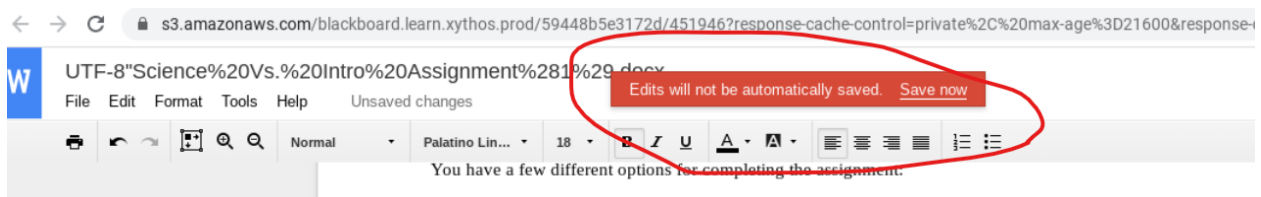


The first time you open a Word doc on your Chromebook, you will get the following message:



Click Got it.

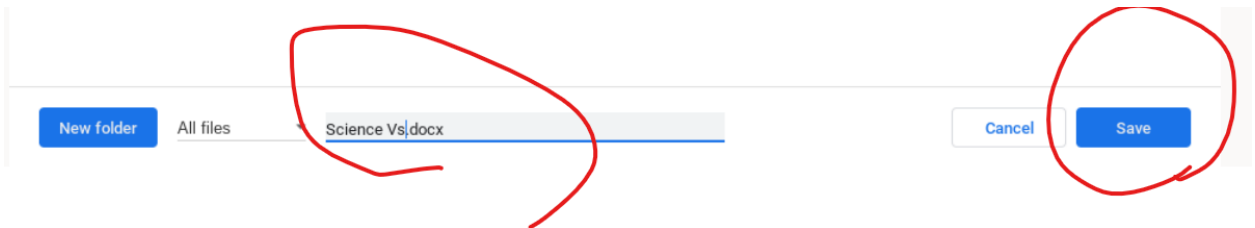
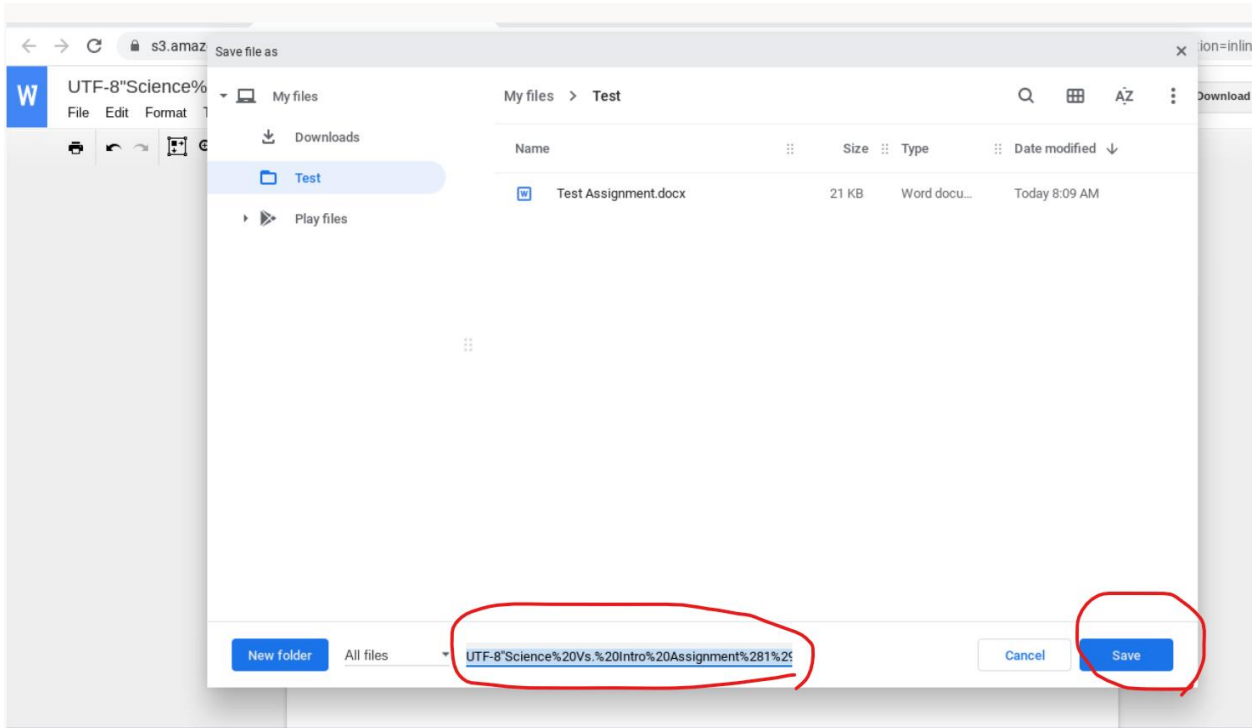
2. Once you start editing the Attached File, you will get a Message "Edits will not be saved automatically. Save now."



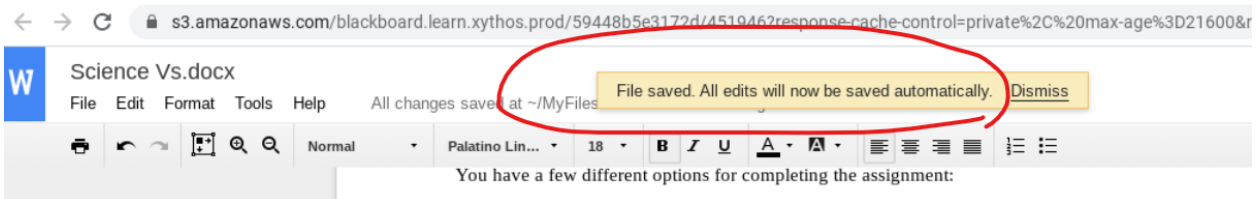
3. Click on Save now.

OPTIONAL TIP: To stay organized, the first time, you could click New Folder in the bottom left. Name the Folder Blackboard Assignments. You could even create a folder for each class. Click Open.

4. At the bottom, next to All Files, click to rename the file to the same name your teacher had in Blackboard. Click Save.

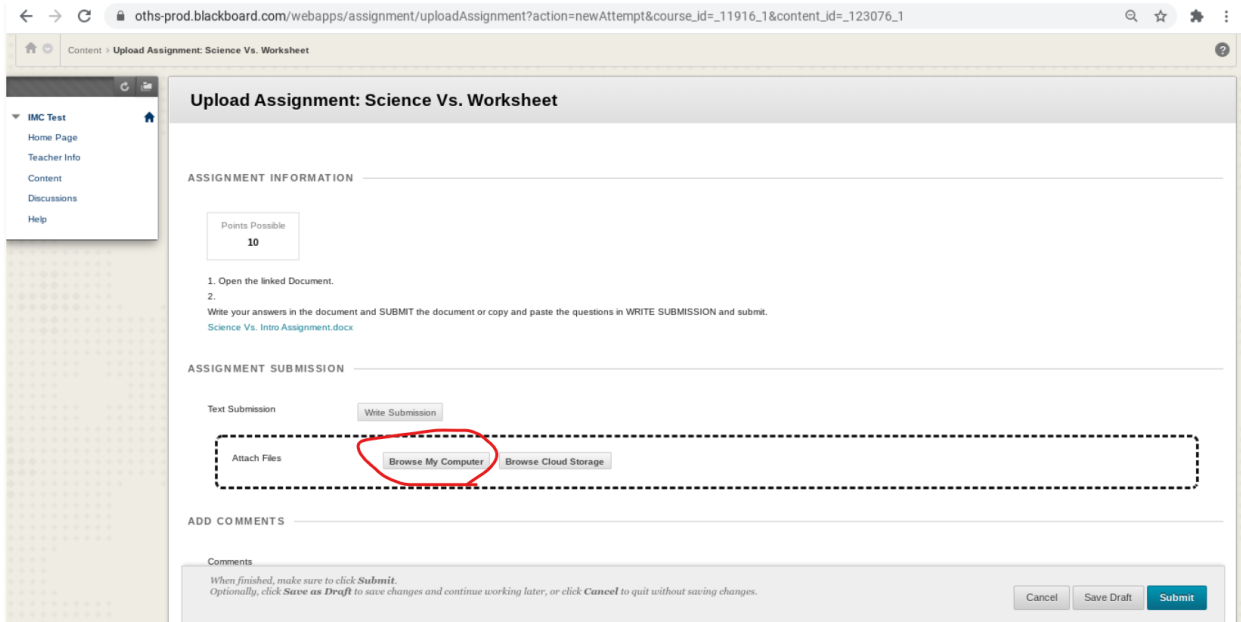


5. When you go back to work on the assignment, you should see a message that says all edits will be saved automatically.

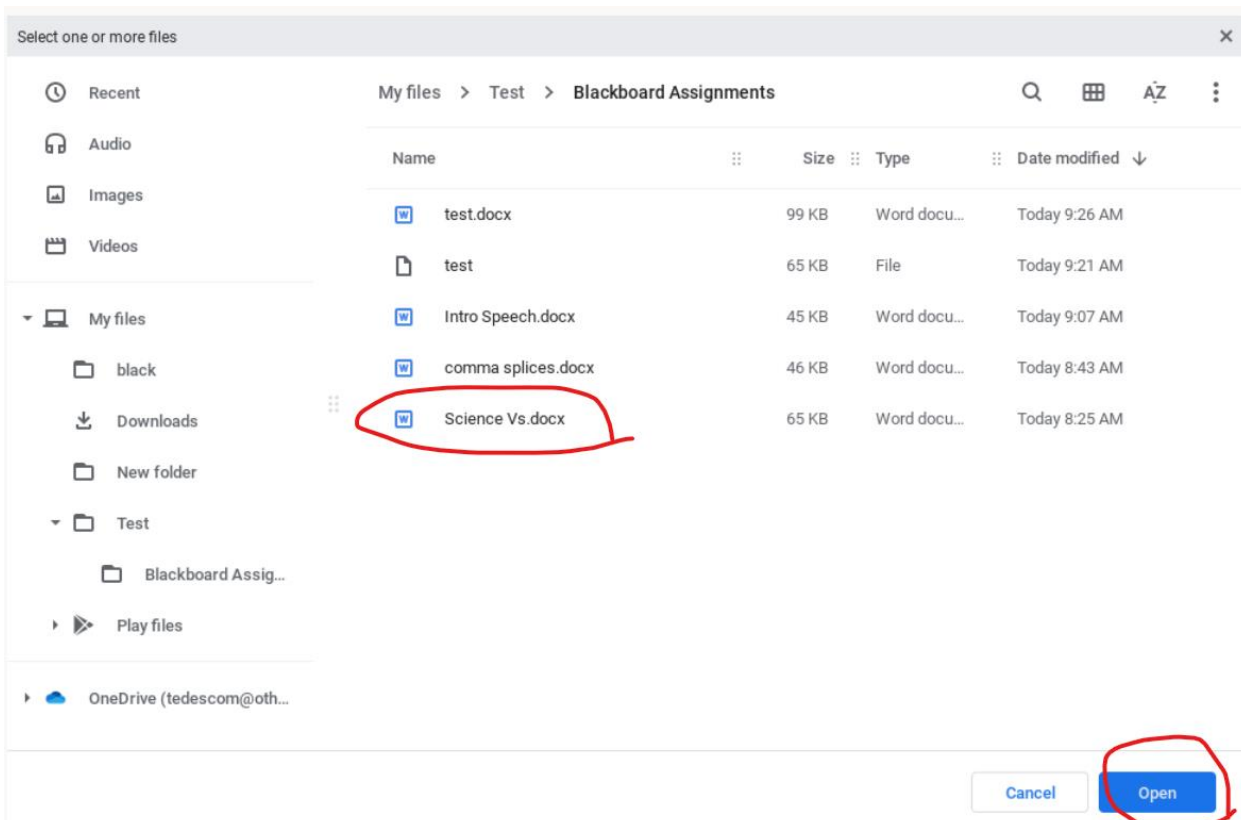


To Submit the Assignment back to your teacher from your Chromebook to Blackboard:

1. Click on the Assignment Link
2. Click Browse My Computer (as the file is on your Chromebook)



3. In My Files, click on your Blackboard Assignments (or other applicable) folder
4. Double click on the assignment file (or click once and then click OPEN)



5. You should see that file under Attached Files.


Write your answers in the document and **SUBMIT** the document or copy and paste the questions in **WRITE SUBMISSION** and submit.
[Science Vs. Intro Assignment.docx](#)

ASSIGNMENT SUBMISSION

Text Submission

Attach Files

Attached files

File Name	Link Title
 Science Vs.docx	Science Vs.docx

[Do not attach](#)

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

6. Click Submit.

You will see the file in the Review Submission History Box. Double check to make sure your latest work saved and uploaded correctly.