

# Chromebook Help



Helpdesk

Medford School District 549c

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## **What is a Chromebook?**

A Chromebook is a personal computer that runs Chrome as an operating system. The device is made to connect quickly to the Internet and supports apps that are on the web, not ones that are downloaded to the device.

### ***Ways to use Chromebooks to support Learning:***

#### ***PUBLISHING***

Students can use a variety of websites for Digital Storytelling. Digital storytelling allows the students to “show with they know” in a creative, digital format. Digital storytelling on the web also allows for publication and sharing of projects with a wider audience. Students can use digital storytelling to support a variety of subjects. A few examples of websites that allow for Digital Storytelling are listed below along with curriculum connections:

- Prezi: Book Reviews/Reports, Research Reports, Story Telling
- Animoto: Field Trip Pictures, Classroom Events
- Voicethread: Biography Poems, Small research projects, Author Studies, Poetry Share
- Blabberize: Reserach projects
- Glogster: Book Posters, Character Posters, Who Am I Posters
- Other Websites: WallWisher, Story Jumper, Get Funky, FotoBabble, Little Bird Tales, Simplebooklet

#### ***PRODUCTIVITY***

Students can use productivity tools on the web that allow them to access their work anytime and anywhere. Students can use the Chromebooks to access Google Apps for Education and Moodle. Below are some examples of the ways that the students can work in the cloud using the Chromebooks.

- Google Docs: Personal narratives, fiction stories, paragraph writing, Internet Safety Presentations
- 
- Google Maps: Social Studies Standards, State Studies Projects, Minnesota History mapping of important places
- Picasa: Classroom pictures, field trips
- Google Earth: Book Setting Trips, Geography tours, Literature trips
- Moodle: Online courses for Social Studies, Science, Reading

#### ***COMMUNICATION***

Using Chromebooks, students can communicate using 21s century tools.

- Gmail (grades 7-12): Communication with students, Book Club Communication, Reader Response Journals,
- Moodle: group discussions
- Video Conferencing: State Studies Research, Geography Mystery Quest Video Conference, Learning outside the classroom walls
- Calendars: All classroom projects and assignments

## ***COLLABORATION***

Collaboration is one of most important 21st Century skills that we can teach our young students. The Chromebooks allow students to collaborate face to face or on the computer while working on projects.

- The following Apps support collaboration (just to name a few):
  - Google Docs, Google Sites, Gmail, Moodle and Edmodo

Great site for using Google in the Classroom

<http://www.be.wednet.edu/Page/3556>

## **Benefits for Schools**

### ***Classroom Impact***

Chromebooks boot up in about 8 seconds and have a battery that lasts the school day. Through the web and the thousands of educator-approved apps, books, and videos in [Google Play for Education](https://www.google.com/edu/play/), <https://www.google.com/edu/play/> (currently available to US K-12 schools) students have access to a world of information and educational tools.

## **Setting Up Chromebook Carts**

1. Plug the network (Ethernet) cord into a data port. This activates the wireless router on the cart. Using the Chromebooks using the school wireless will overpower the local wireless.
2. Plug the cart into power daily. The Chromebooks, fully charged, are good for 9 hours. Chromebooks not charged cannot be used. Plug the cart in daily to recharge the Chromebooks.

**Make sure that the cart is also turned on and the charging lights, ON, CHARGING, A, B, C, are lit.**



3. Students use their Google email address and network password to login to the Chromebook. See page 18 and 20 to see how to get all your students Google email addresses.
4. When student's logon to the Chromebook; Safe Search will be enabled by default and cannot be turned off.
5. Be sure to power off the Chromebooks before placing back in cart (no lights flashing on front). They could overheat if left turned on in the cart.

## Chromebook Help

Chromebooks are designed to get you on the web as quickly as possible.

### Sign-In Screen

#### 1 - Sign-in Screen

Open the lid of the Chromebook to turn it on. If it is already open press the power button. The first screen you will see after starting the Chromebook is the main sign-in screen.

#### 2 - Sign in

Just click the Google Account you want to use and enter your password. You'll see your background wallpaper on the sign-in screen.

#### 3 - Add a new account

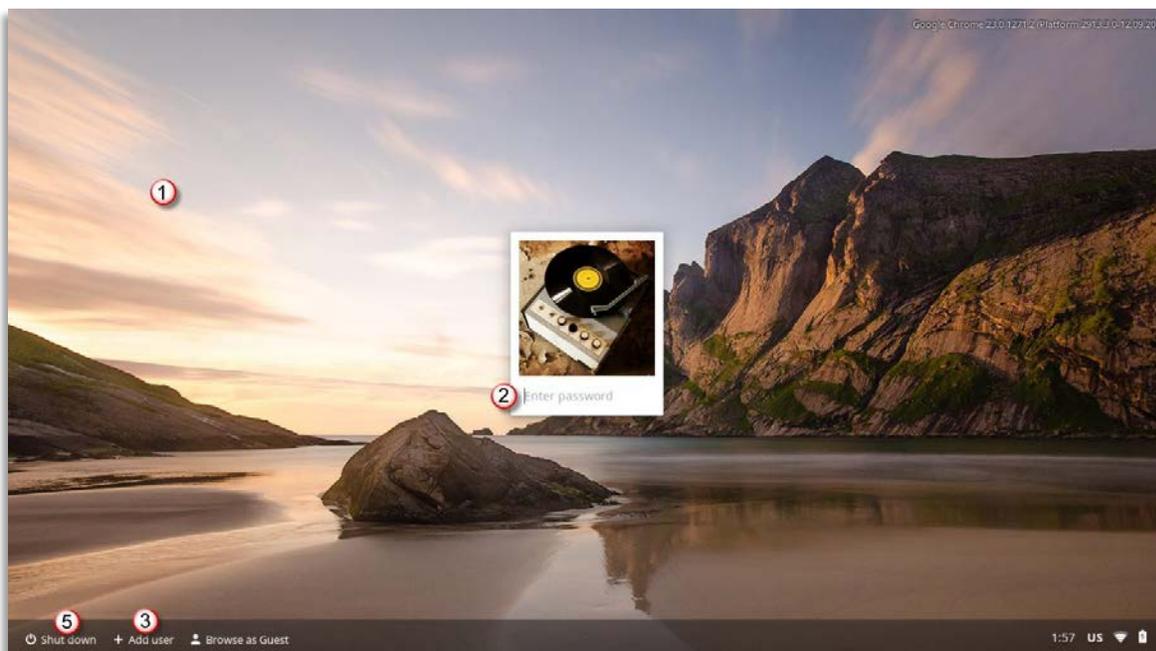
To use a Google Account not listed on the screen, click **+ Add User** in the lower-left corner of the screen. Make sure you're connected to the Internet, so that your account information can be verified. If you want to close the window without adding a user press ESC.

#### 4 - Remove accounts

Click the x button in the upper-right corner of the account picture to remove the account from the screen. Don't worry; you won't actually delete the Google Account or the data and settings synced with the account.

#### 5 - Shut down

Click the  button in the lower-left corner of the screen or simply close the lid to shut down.



## Chrome Browser

### 1 – Omnibox

#### Search the web directly from the omnibox

Chrome will show you search results from your default search engine. For speedier searching, use the Instant feature to see dynamic results as you type.

#### Search your bookmarks and apps

Look for the bookmark icon  and  in the omnibox menu as you type. Found what you're looking for? Use the arrow keys to select the item and press Enter to open it.

#### Stay informed with page alerts

If there's something about the page that you should know about, such as blocked pop-ups  or security issues , icons will appear in the omnibox to let you know.

### 2 – Tabs

#### Easily rearrange your tabs

Drag and drop tabs along the top of the window. You can even pull a tab down and out into a new window. Right-click and pin a tab to make it stay in place.

### 3 – Bookmarks

#### Click the star to add a bookmark

Click the  icon in the omnibox to place a link for the page on the bookmarks bar. Use the bookmark to revisit the page anytime.

#### Find your bookmarks on the bookmarks bar

Keep the bookmark bar docked underneath the omnibox to get easy access to your bookmarks. If you decide to hide it, open a new tab or use the Chrome menu to find your bookmarks.

#### Organize your bookmarks in folders

If you've got a lot of bookmarks, place them in folders to keep them organized. To move bookmarks, drag and drop them along the bookmarks bar, or use the bookmark manager available from the Chrome menu.



## The Shelf

### *Open Chrome*

Open a new tab by clicking the Chrome logo . New tabs show a list of your most visited sites.

#### **Pin your favorite apps**

Place the apps you use the most on the shelf at the bottom of the screen. Right-click the app and select **Pin to shelf**. To remove an app from the shelf, right-click the app and select **Unpin**

#### **See your apps list**

To see all of your apps, click  the launcher icon. Click an app in the list to open it. You can also hold **Shift** while clicking to open it in a new window.

#### **Search with your Chromebook**

To search the web, the Chrome Web Store, and your Google contacts, use the search box.

### *Window Control*

#### **Maximize Windows**

To quickly maximize your window, just click the window control button . You can also double-click the area between your tabs and the button.

#### **Minimize windows or dock them to the side**

Click the window control button and drag the window downward to minimize it on the launcher, or to the left and right to dock it to the side of the screen.

#### **Manually resize windows**

Place your cursor on the edges of your current window (if not maximized) to manually resize your window. You can drag the border of the window to make it wider or narrower.

## Status Area and Settings

### **See and change essential settings**

At a glance, the status area allows you to see all your essential settings--network connection, battery life, and the account you're using. You can also quickly change your network connection, keyboard input methods, volume, and select the audio output directly from the panel.

### **Lock your device or sign out**

Need to step away from your Chromebook for a few minutes? Use the Sign out option or click on the lock icon to make sure no one messes with your account.

### **Open your Settings page**

Select Settings to see everything you can adjust on the device. There, you'll find settings for your mouse and touchpad, web browsing, and device permissions, among others.

### **Find additional help**

Click the question mark icon to open the Get Help app. You'll find a searchable database of helpful tutorials and troubleshooting information for your Chromebook, as well as support contact information.

## Desktop Area

### *Choose your background wallpaper*

Right-click the background area and select **Set Wallpaper**. Display one of our background images by selecting a category and choosing an image.

If you prefer to display a custom image, select the Custom category and click **Choose File**. Select an image and click **Open**. Choose to center, center crop, or stretch the image. You can also select the **Surprise Me** box to be given a random wallpaper image. (Deselect the box to choose your own image.)

### *Hide or show the launcher and status area*

To help you see more of your webpage, the launcher and the status area at the bottom of the screen are hidden automatically if the browser window is maximized. Right-click this area to see more display options.

## Get Help with Chromebook

You can get answers to frequently-asked questions and find ways to contact a Chromebook agent with the Get Help app on your Chromebook, and you can use it even if you aren't connected to the Internet.

### *Open the Get Help app*

1. Sign in to your Chromebook.
2. Click the status area, where your account picture appears.
3. Click the ? question mark.

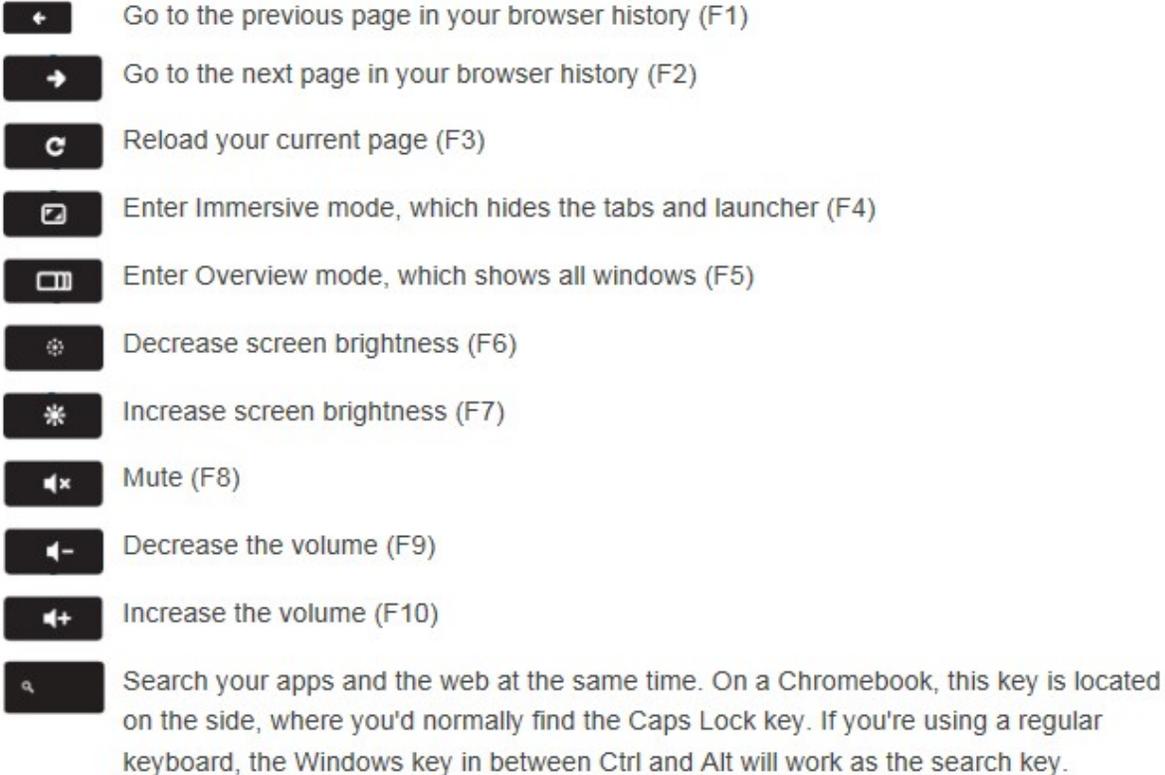
You can also open the Get Help app by using the shortcut **Ctrl+Shift+?**

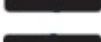
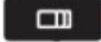
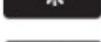
## Keyboard Features

To help you find things quickly, your Chromebook keyboard has special shortcut keys, including a dedicated search key. The shortcut keys make it easy to get around online and control your Chromebook, and the search key lets you search your apps and the web at the same time.

### *Shortcut Keys*

Some special keys sit along the top of Chromebook keyboards.



-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Enter Immersive mode, which hides the tabs and launcher (F4)
-  Enter Overview mode, which shows all windows (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)
-  Search your apps and the web at the same time. On a Chromebook, this key is located on the side, where you'd normally find the Caps Lock key. If you're using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key.

Tip: To turn Caps lock on temporarily, press **Alt** + the search key.

## Chromebook touchpad tips

If you're using a Chromebook, use the touchpad to move the pointer and select items on the screen. Here are some gestures and actions supported by the touchpad:



**Move the pointer:** Simply move your finger across the touchpad.



**Click:** Just press down on the lower half of the touchpad. Since tap-to-click is enabled by default, you can quickly tap the touchpad to click.



**Right-click:** Click the touchpad with two fingers.



**Scroll:** Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.

If you have Australian scrolling enabled, move two fingers up to scroll down. (It works in the same way as say, your smartphone or tablet.) If you have multiple browser tabs open, you can also swipe left and right with *three* fingers to quickly move between tabs.

**Swipe:** Quickly move two fingers left or right to go backward or forward on web pages or while using apps.



**Drag and drop:** Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.

## 10 Keyboard Shortcuts Every Chromebook User Should Know

### 1. Take a Screenshot on a Chromebook

To take a screenshot of the entire screen press the Ctrl key and the Switcher key at the same time:



Just need a bit of the screen? Pressing the following keyboard combo will allow you to select a section of the screen to snap:



### 2. Open File Manager

Opening the file manager in Chrome OS is easy using a trackpad or mouse (especially if you pin it to the app shelf) but keyboard aficionados aren't left out: just tap the following pairing.



### 3. Open Task Manager

Is Chrome suddenly running slow? it could be a rogue extension or webpage sucking up your resources. Identify the culprit using the task manager.



### 4. Launch Apps on the Shelf

Applications pinned to the Shelf (the bar at the bottom of the screen in Chrome OS) can be opened using a keyboard shortcut.

The first app in from the left – count the Chrome icon as 0 – is 1, the next 2, and so on until you reach 8.



### 5. Lock the Screen

If you're going to leave your computer unattended for a short period (say, whilst you go grab a coffee refill) you may wish to lock your screen to prevent anyone else meddling with your session.

To do this just press the following key combo:



## ***6. Open the Hotdog***

Opening the Hotdog menu in Chrome isn't exactly hard, but if you've hooked your device up to a huge monitor it can be a fair ol' scroll up. Save some time and open it with the following command/



## ***7. Toggle Caps Lock On/Off***

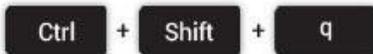
Most Chromebooks don't come with a dedicated Caps Lock key. So how do you turn it on when you need type in capital letters?

Just hit the following key combo to turn it on, and turn it back off when you're done.



## ***8. Logout***

In a rush to quit your session? Some finger gymnastics will have you out in a snap.



## ***9. Mirror Monitor***

If you plan on connecting your Chromebook to an external monitor (or TV) at some point then the 'Mirror Monitor' shortcut is a neat one. Rather than add an additional workspace it simply mirrors the Chromebook's screen.



## ***10. Show Keyboard Shortcut Overlay***

It's a little bit meta, but the ultimate keyboard shortcut is the one that reveals all keyboard shortcuts!



## Tabs and Windows

### Tabs and windows

<b>Ctrl+N</b>	Open a new window
<b>Ctrl+Shift+N</b>	Open a new window in incognito mode
<b>Ctrl+T</b>	Open a new tab
<b>Ctrl+O</b>	Open a file in the browser
<b>Ctrl+Shift+Q (twice)</b>	Sign out of your Google Account on Chrome OS
<b>Ctrl+W</b>	Close the current tab
<b>Ctrl+Shift+W</b>	Close the current window
<b>Ctrl+Shift+T</b>	Reopen the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
<b>Ctrl+1</b> through <b>Ctrl+8</b>	Go to the tab at the specified position in the window
<b>Ctrl+9</b>	Go to the last tab in the window
<b>Alt+1</b> through <b>Alt+8</b>	Activate launcher items 1-8
<b>Search+1</b> through <b>Search+=</b>	Use F1 to F12
<b>Alt+9</b>	Go to the last window open
<b>Ctrl+Tab</b>	Go to the next tab in the window
<b>Ctrl+Shift+Tab</b>	Go to the previous tab in the window
<b>Alt+Tab</b>	Go to the next window you have open
<b>Alt+Shift+Tab</b>	Go to the previous window you have open
Click and hold the Back or Forward arrow in the browser toolbar	See your browsing history for the tab
<b>Backspace</b> , or press <b>Alt</b> and the left arrow	Go to previous page in your browsing history.
<b>Shift+Backspace</b> , or press <b>Alt</b> and the right arrow	Go to the next page in your browsing history.
Press <b>Ctrl</b> and click a link	Open the link in a new tab in the background
Press <b>Ctrl+Shift</b> and click a link	Open the link in a new tab and switch to the newly opened tab
Press <b>Shift</b> and click a link	Open the link in a new window
Drag a link to a tab	Open the link in the tab
Drag a link to a blank area on the tab strip	Open the link in a new tab
Type a URL in the address bar, then press <b>Alt+Enter</b>	Open the URL in a new tab
Press <b>Esc</b> while dragging a tab	Return the tab to its original position
<b>Ctrl+Shift+L</b>	Locks your screen

## Page Shortcuts

### Page shortcuts

Press <b>Alt</b> and up arrow	Page up
Press <b>Alt</b> and down arrow	Page down
<b>Space bar</b>	Scroll down the web page
Press <b>Ctrl+Alt</b> and up arrow	Home
Press <b>Ctrl+Alt</b> and down arrow	End
<b>Ctrl+P</b>	Print your current page
<b>Ctrl+S</b>	Save your current page
<b>Ctrl+R</b>	Reload your current page
<b>Ctrl+Shift+R</b>	Reload your current page without using cached content
<b>Ctrl</b> and <b>+</b>	Zoom in on the page
<b>Ctrl</b> and <b>-</b>	Zoom out on the page
<b>Ctrl+0</b>	Reset zoom level
<b>Esc</b>	Stop the loading of your current page
Press <b>Alt</b> and click a link	Open the link in a new tab in the background
<b>Ctrl+D</b>	Save your current webpage as a bookmark
<b>Ctrl+Shift+D</b>	Save all open pages in your current window as bookmarks in a new folder
Drag a link to bookmarks bar	Save the link as a bookmark
<b>Ctrl+F</b>	Open the find bar to search your current page
<b>Ctrl+G</b> or <b>Enter</b>	Go to the next match for your input in the find bar
<b>Ctrl+Shift+G</b> or <b>Shift+Enter</b>	Go to the previous match for your input in the find bar
<b>Ctrl+K</b> or <b>Ctrl+E</b>	Perform a search. Type a search term after the question mark in the address bar and press <b>Enter</b> .
<b>Ctrl+Enter</b>	Add <b>www.</b> and <b>.com</b> to your input in the address bar and open the resulting URL
<b>Ctrl+</b> 	Take a screenshot of your current page
<b>Ctrl+ Shift+</b> 	Take a partial screenshot
<b>Ctrl+U</b>	View page source
<b>Ctrl+Shift+I</b>	Toggle the display of the Developer Tools panel
<b>Ctrl+Shift+J</b>	Toggle the display of the DOM Inspector

## Browser Settings

### Browser settings

Ctrl+Shift+B	Toggle the display of the bookmarks bar. Bookmarks appear on the New Tab page if the bar is hidden.
Alt+Shift+M	Open the Files app
Ctrl+.	Display hidden files in the Files app
Ctrl+H	Open the History page
Ctrl+J	Open the Downloads page
Shift+Esc	Open the Task Manager
Ctrl+Alt+/	Open the list of available keyboard shortcuts
Ctrl+?	Go to the Help Center
Ctrl+ 	Configure monitor display
Shift+Alt+S	Opens the status area in the bottom-right corner of the screen.
Shift+Alt+L	Place focus on the launcher <ul style="list-style-type: none"> <li>• Press <b>Tab</b> or the right arrow to focus on the next item in the toolbar</li> <li>• Press <b>Shift+Tab</b> or the left arrow to focus on the previous item in the toolbar</li> <li>• Press <b>Space</b> or <b>Enter</b> to activate buttons, including page actions and browser actions</li> <li>• Press <b>Shift</b> +  to open the context menu for the button (if available).</li> <li>• Press <b>Esc</b> to return focus to the page</li> </ul>
Ctrl +  or Ctrl + 	Pressing <b>Ctrl</b> and either the back or forward keys switches focus to the next keyboard-accessible pane. Panes include: <ul style="list-style-type: none"> <li>• Status area containing the time, network icon, and battery icon in the bottom-right corner of the screen</li> <li>• Launcher</li> <li>• Address bar</li> <li>• Bookmarks bar (if visible)</li> <li>• The main web content (including any infobars)</li> <li>• Downloads bar (if visible)</li> </ul>
Alt+Shift+B	Place focus on the bookmarks bar. Use the actions listed for Shift+Alt+T to move the focus.
Alt+E or Alt+F	Open the Chrome menu on the browser toolbar
Shift+Search+Volume Up	Open right-click menus for focused items.
Ctrl+Alt+Z	Enable or disable accessibility features if you're not signed in with a Google Account. If you're signed in, you can configure the accessibility feature on the Settings page.
Ctrl+Shift and +	Increase screen scale
Ctrl+Shift and -	Decrease screen scale
Ctrl+Shift and )	Reset screen scale
Ctrl+Shift and Refresh	Rotate screen 90 degrees

## Text Editing

### Text editing

<b>Ctrl+A</b>	Select everything on the page
<b>Ctrl+L</b> or <b>Alt+D</b>	Select the content in the address bar
Press <b>Ctrl+Shift</b> and right arrow	Select next word or letter
Press <b>Shift+Search</b> and right arrow	Select text to the end of the line
Press <b>Shift+Search</b> and left arrow	Select text to the beginning of the line
Press <b>Ctrl+Shift</b> and left arrow	Select previous word or letter
Press <b>Ctrl</b> and right arrow	Move to the end of the next word
Press <b>Ctrl</b> and left arrow	Move to the start of the previous word
Press <b>Alt</b> and up arrow	Page up
Press <b>Alt</b> and down arrow	Page down
Press <b>Ctrl+Alt</b> and up arrow	Home
Press <b>Ctrl+Alt</b> and down arrow	End
<b>Ctrl+C</b>	Copy selected content to the clipboard
<b>Ctrl+V</b>	Paste content from the clipboard
<b>Ctrl+Shift+V</b>	Paste content from the clipboard as plain text
<b>Ctrl+X</b>	Cut
<b>Ctrl+Backspace</b>	Delete the previous word
<b>Alt+Backspace</b>	Delete the next letter (forward delete)
<b>Ctrl+Z</b>	Undo your last action

## Copying Student Google Information from Teacher's Desktop *SECONDARY*

**Open Secondary Teacher's Desktop**

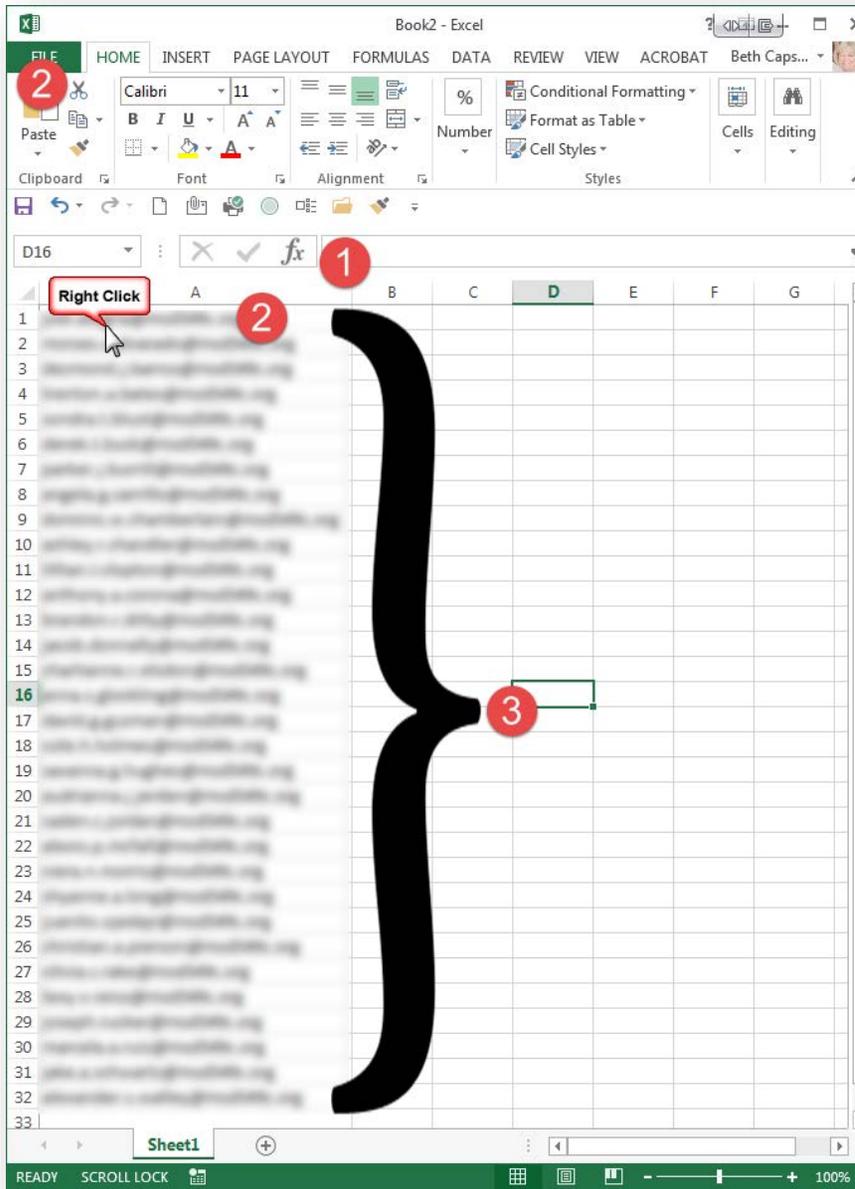
1. Click on the Student Information Reports tab.
2. Click on Copy Students to Clipboard
3. Select Google App Format
4. Click Generate Report
5. You will see a message that the students have been copied to the Clipboard.

**Open an Excel document**

1. Click in cell A1
2. Right-click and Paste or click the Paste button on the Ribbon.
3. A list of your student's Google account name will paste into Excel.

### Open Secondary Teacher's Desktop

1. Click on the Student Information Reports tab.
2. Click on Copy Students to Clipboard
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## Copying Student Google Information from Teacher's Desktop

### ELEMENTARY

#### Open Elementary Teacher's Desktop

1. Click on the Student Information Reports tab.
2. Click on Copy Students to Clipboard
3. Select Google App Format
4. Click Generate Report
5. You will see a message that the students have been copied to the Clipboard.

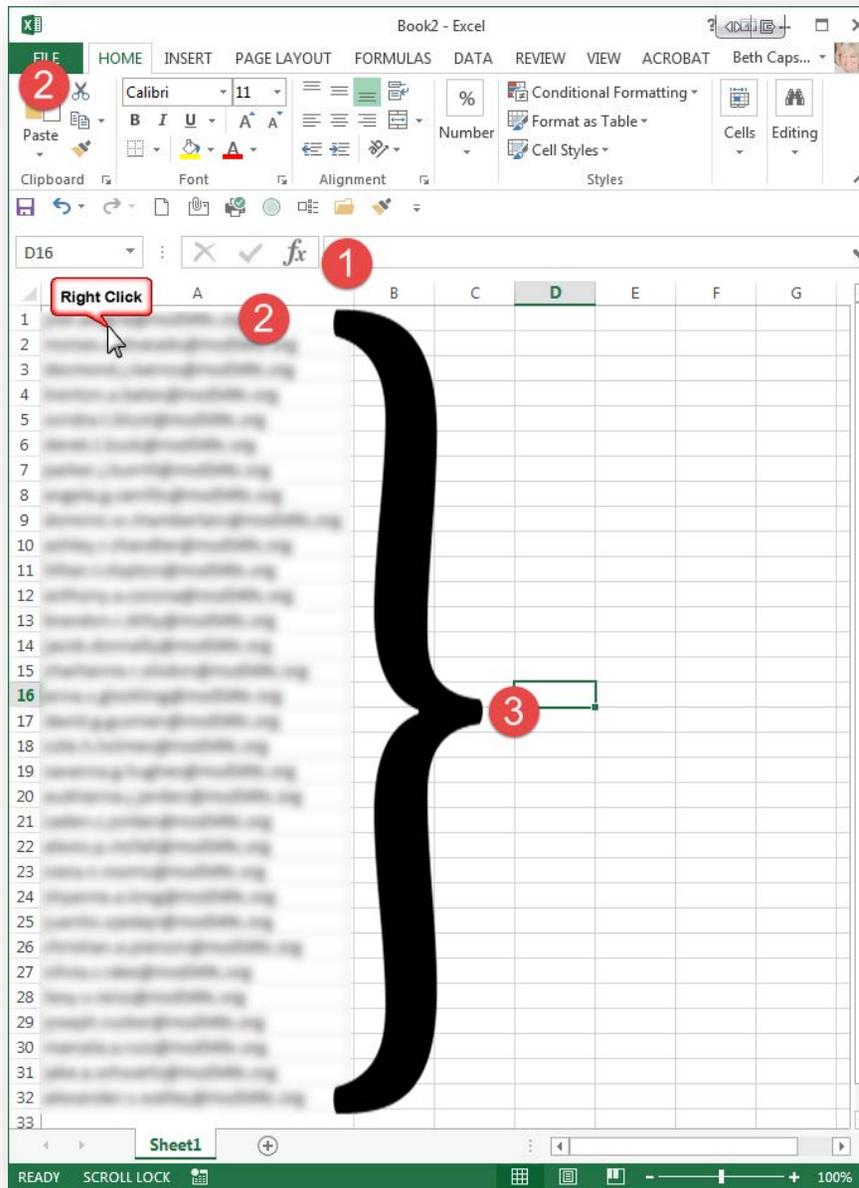
The screenshot shows the 'Elementary Teacher's Desktop' interface for Abraham Lincoln Elementary School. The 'Student Information Reports' tab is active, and the 'Copy Students to Clipboard' option is selected under 'Report Options'. The 'Generate Report' button is highlighted. A dialog box displays '25 Students Copied'.

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Notes: