

Chromebook User Guidebook

This guidebook is meant to assist users with starting up, using, and providing some tips and tricks for maintaining smooth and easy use of the Chromebook devices provided by Ritenour School District.

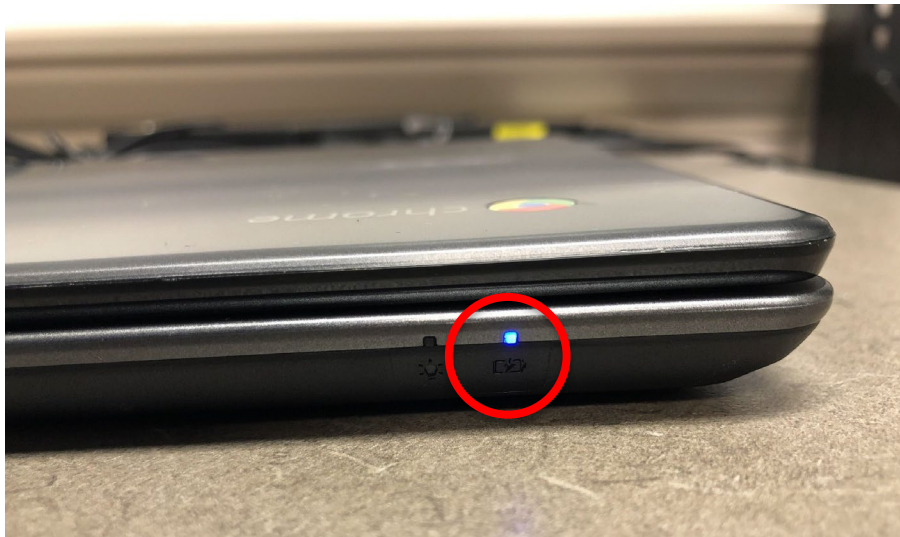
Our Chromebook's are each assigned to an **individual** student for **many** reasons, such as management of the device, tracking, insurance, etc. So we want to make sure that once a Chromebook device is assigned and given to a student, they keep THAT specific device- **(please do not let students swap Chromebooks)**

Charging your Chromebook

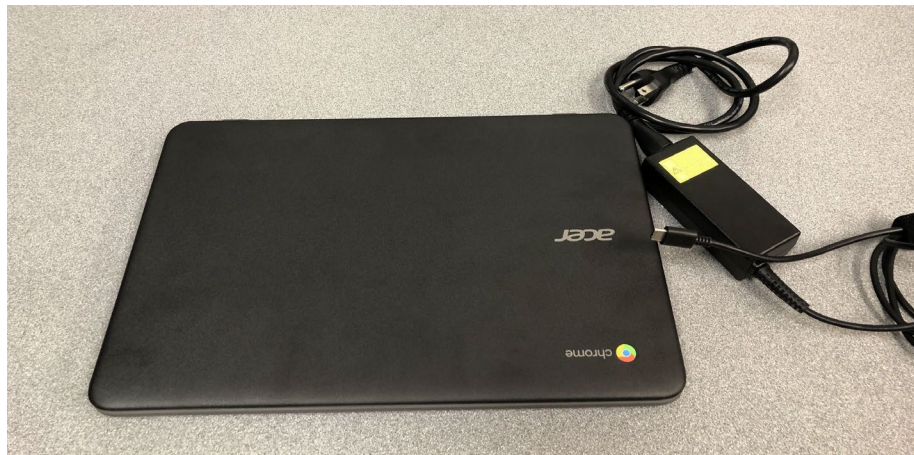
There are two different models of Chromebook students may receive. How to plug them in and charge them will vary depending on the model device you have.

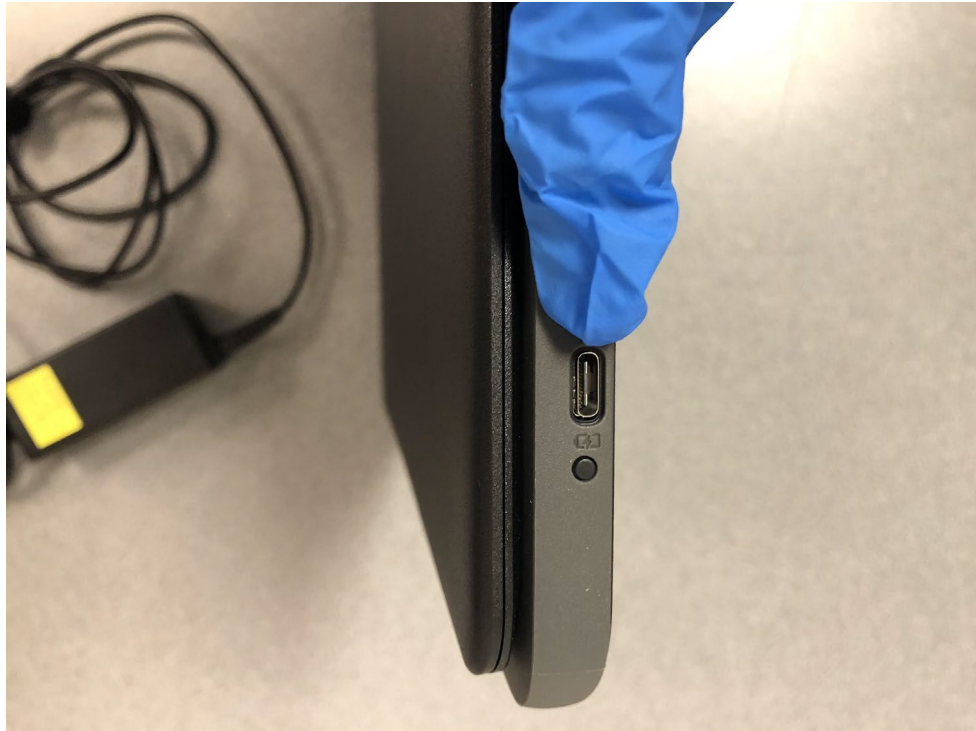
Our **C740 model** only plugs in on one side (pointed out in picture below), and will show an orange charging light when charging. (Light may be blue if the Chromebook has full battery).





Our **C732 model** Chromebooks are able to be plugged in and charged on both sides of the device (pointed out in picture(s) below), whichever is most convenient for the user at the time. The device will show an orange charging light when charging. (Light may be blue if the Chromebook has full battery)

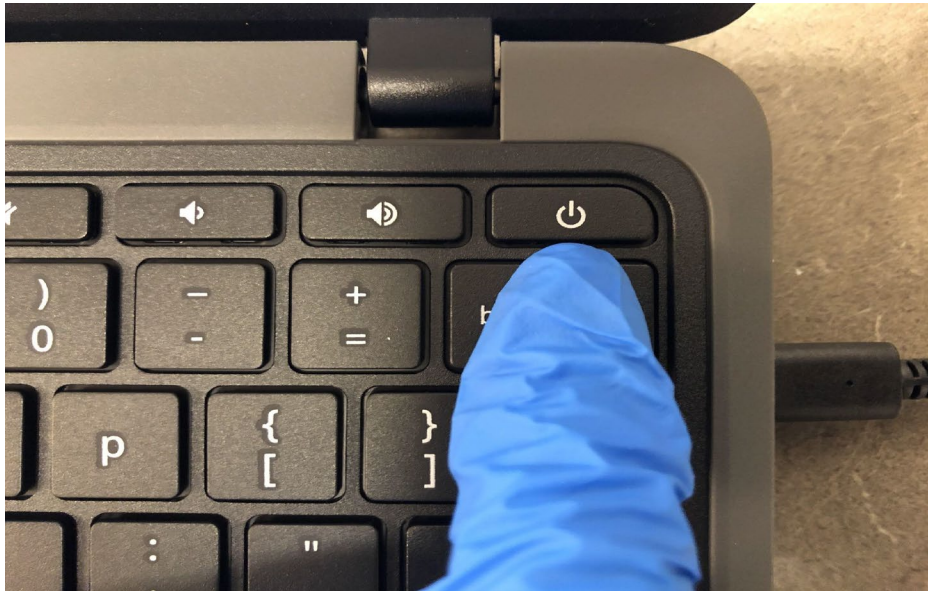




NOTE: Each Chromebook model uses a different type of charger that is NOT compatible with the other model.

Start-up and Log-in for Your Device

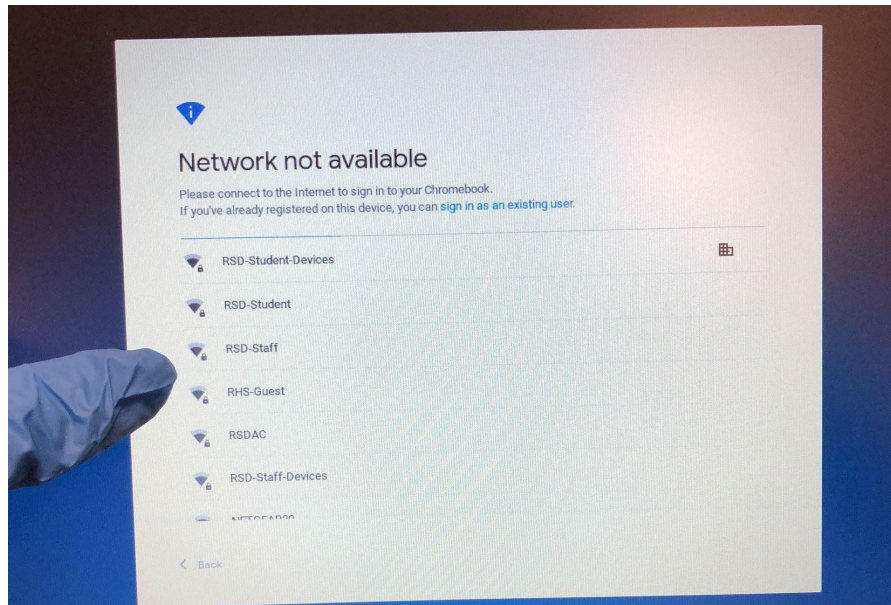
To start up your Chromebook, make sure it has some amount of battery charge built up or make sure the device is plugged in to a power outlet. At this point you should be able to just open up the lid (screen) of the device and it should power on automatically. (If for some reason this doesn't happen, you may need to press the power button on the keyboard - displayed below in picture)



Both models of Chromebooks have the power button in the same place on the keyboard, so it should be easy to find.

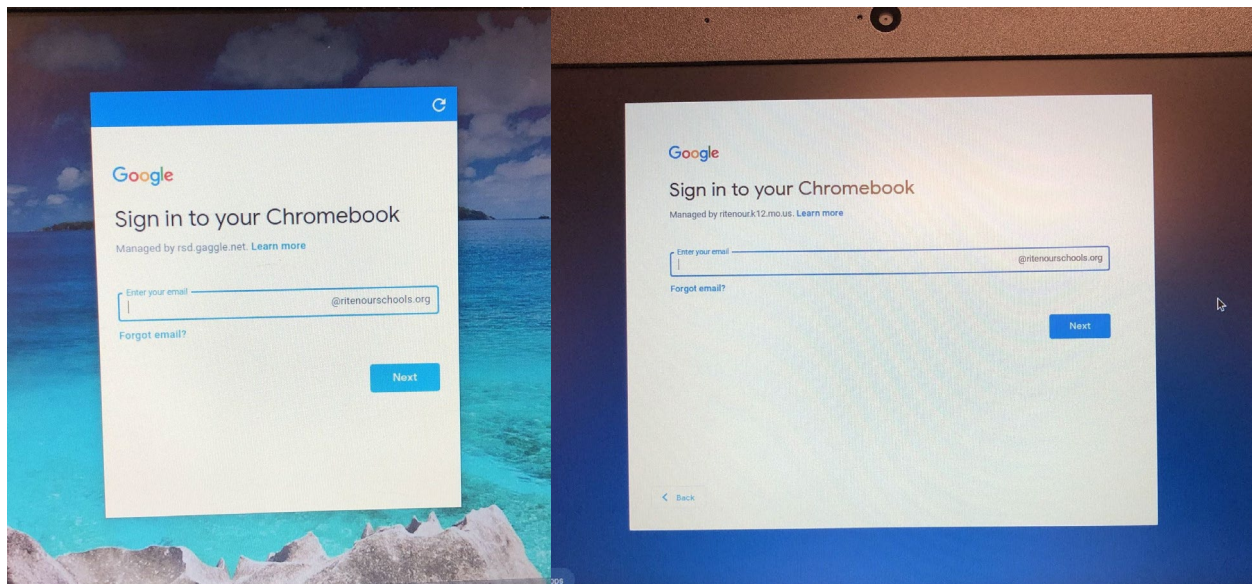
NOTE: There have been times where the Chromebook decides to act like it's not powering on, even though the light on the device indicates it is (by becoming blue). If this occurs, hold down the power button for about 15 seconds and then release. After another 5 seconds or so, press the power button again and the device should power on.

Once the device has powered on, it should bring you to a WiFi network screen where you will need to select your home WiFi connection. Your WiFi network should be shown in the list of available networks (example below)



Once you have selected your WiFi network, put in your WiFi password and the device should connect within 10 seconds normally.

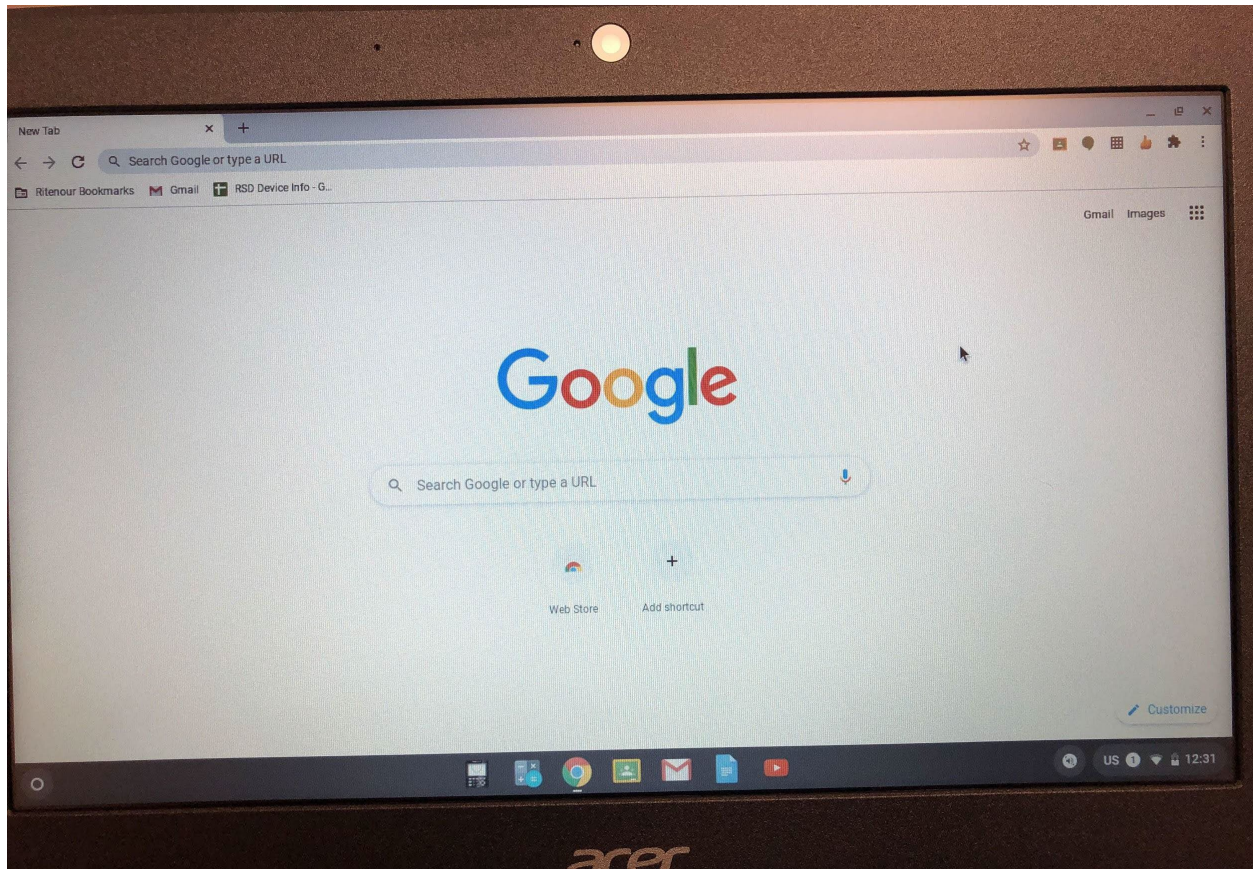
Once the WiFi network has been selected and the password has been accepted, the device will search for updates, possibly install some, and then bring you to the log-in screen. Depending on which model device you are using the log-in screen may vary slightly. (Two versions you could experience are pictured below)



At this point, students should be able to type in their log-in credentials (username first [example - doe123 - last name, first initial and last three digits of the student id], click "Next" and input password after)

Using Your Chromebook

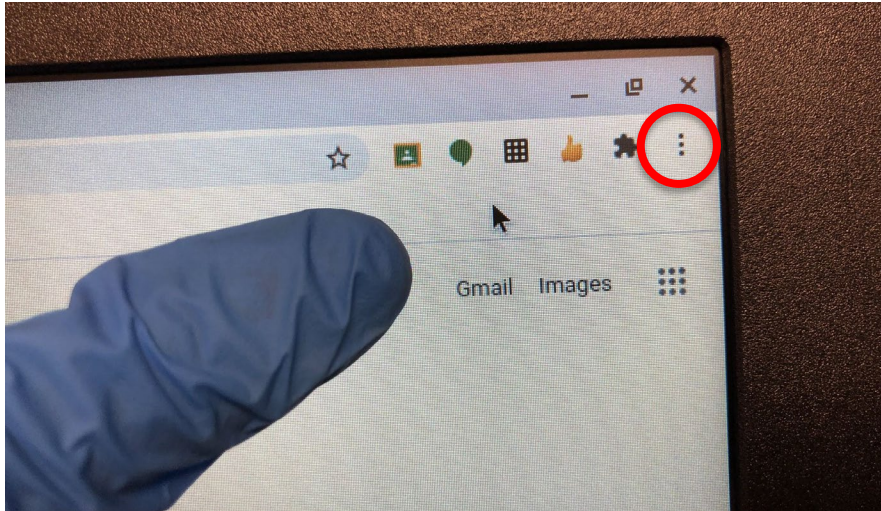
The Chromebook should then accept the credentials and log the student into the device. When they are logged in, a Google Chrome browser should automatically open (usually on the Google Homepage)



From here students can access just about everything they need for classes. Within the next few pictures I will be pointing out certain spots where students can find the important applications and features they may need.

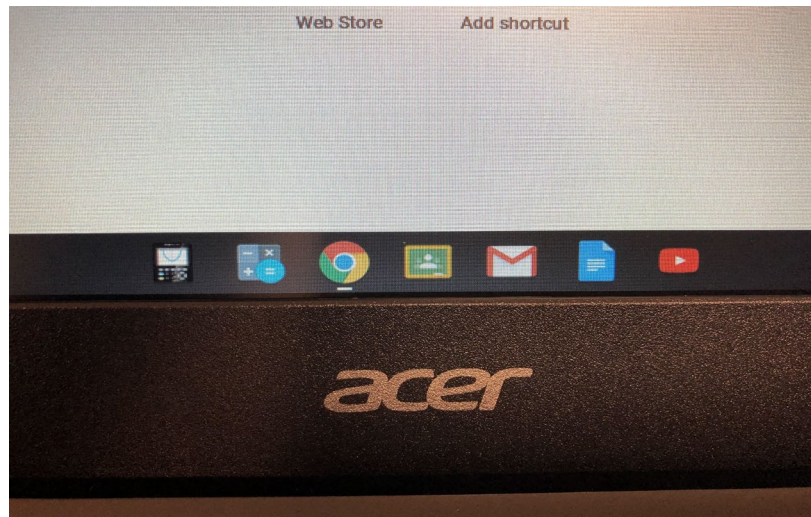
NOTE: Depending on the student's grade level and classes they are enrolled in, certain links and extensions may vary. So everything you are seeing in the pictures may look slightly different than the links and applications you may see while logged in on your Chromebook. However, the placement of where you find these items will be the same.

To find student's extensions for applications used frequently such as Google Classroom, Meets, etc., those will be at the top-right of your webpage window (displayed below)

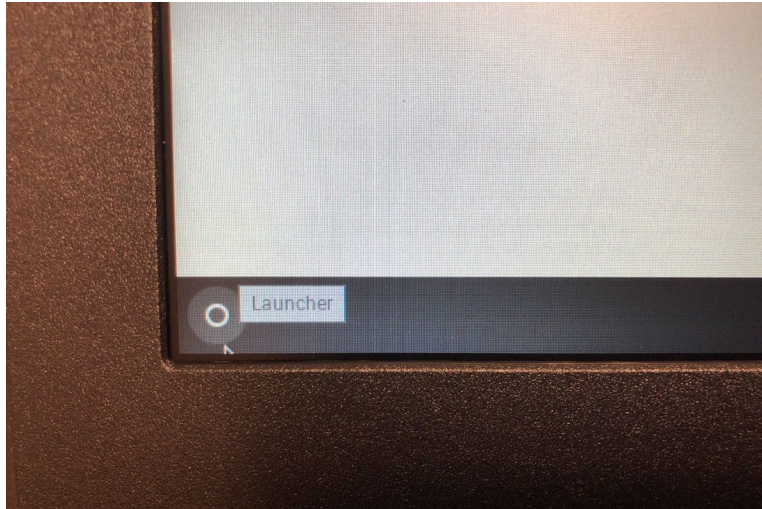


(Clicking on the vertical three dots at the top right of the page will also open a list of more extensions available if needed)

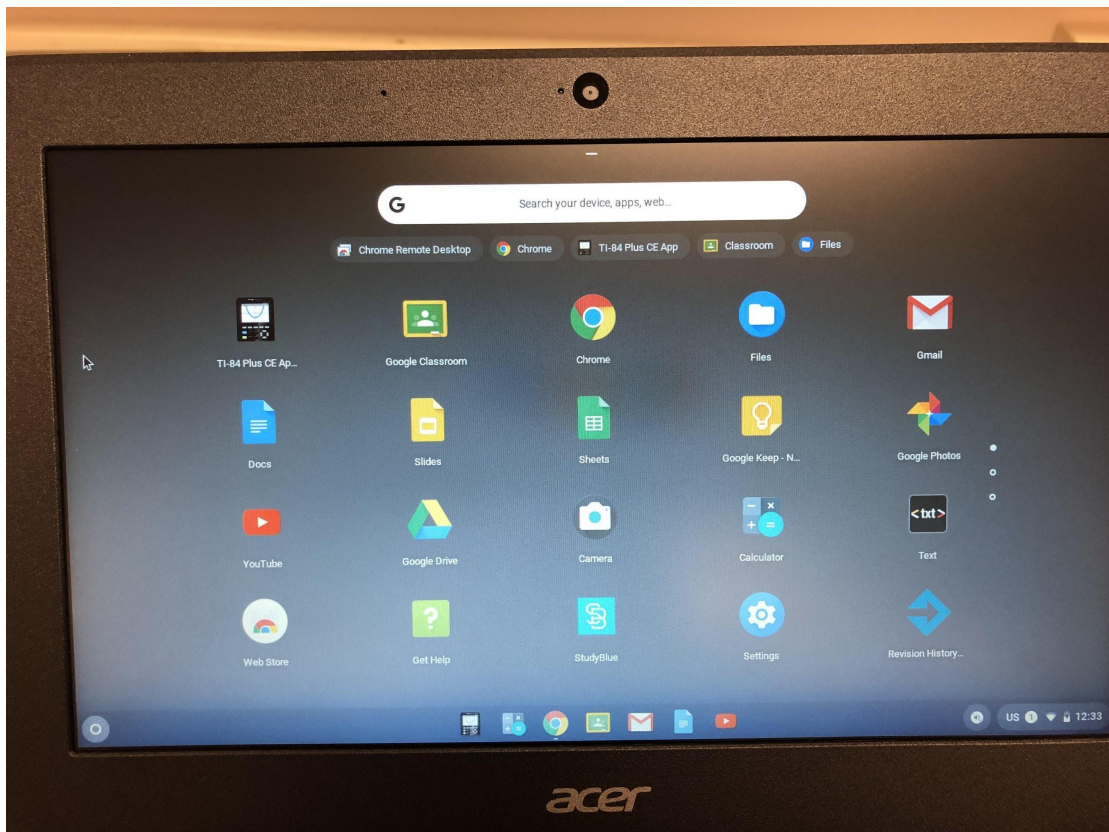
Some of the main applications students use during class time and for study will be found very easily by looking at the bottom of your screen. There should be multiple application icons for you to select such as Google Classroom, YouTube, Google Chrome, etc. (Displayed below)



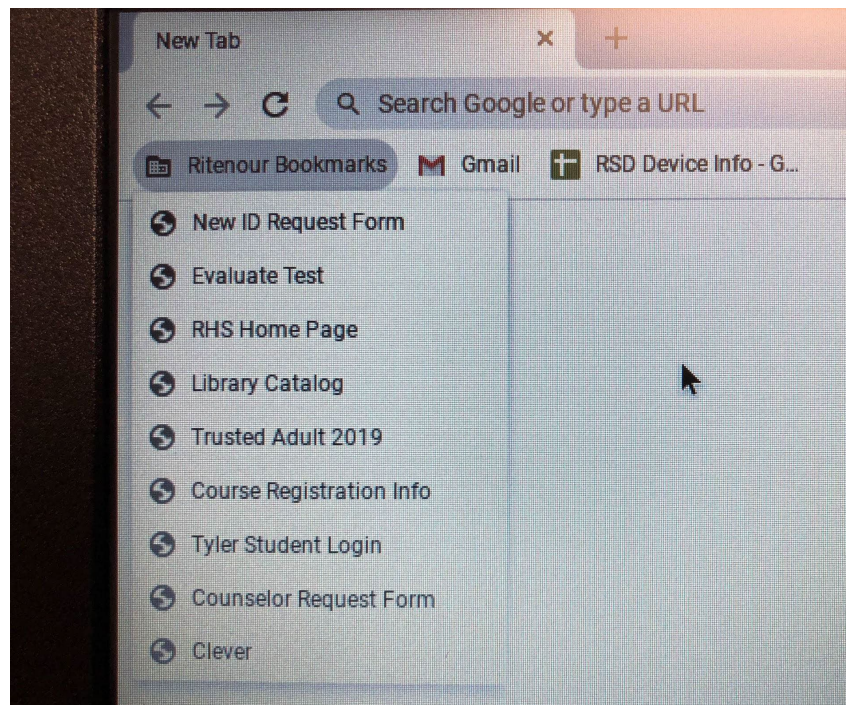
Another easy place to find all of your applications and extensions in one place would be to go to the “Launcher” at the bottom left of your screen, and click on it. (Displayed below)



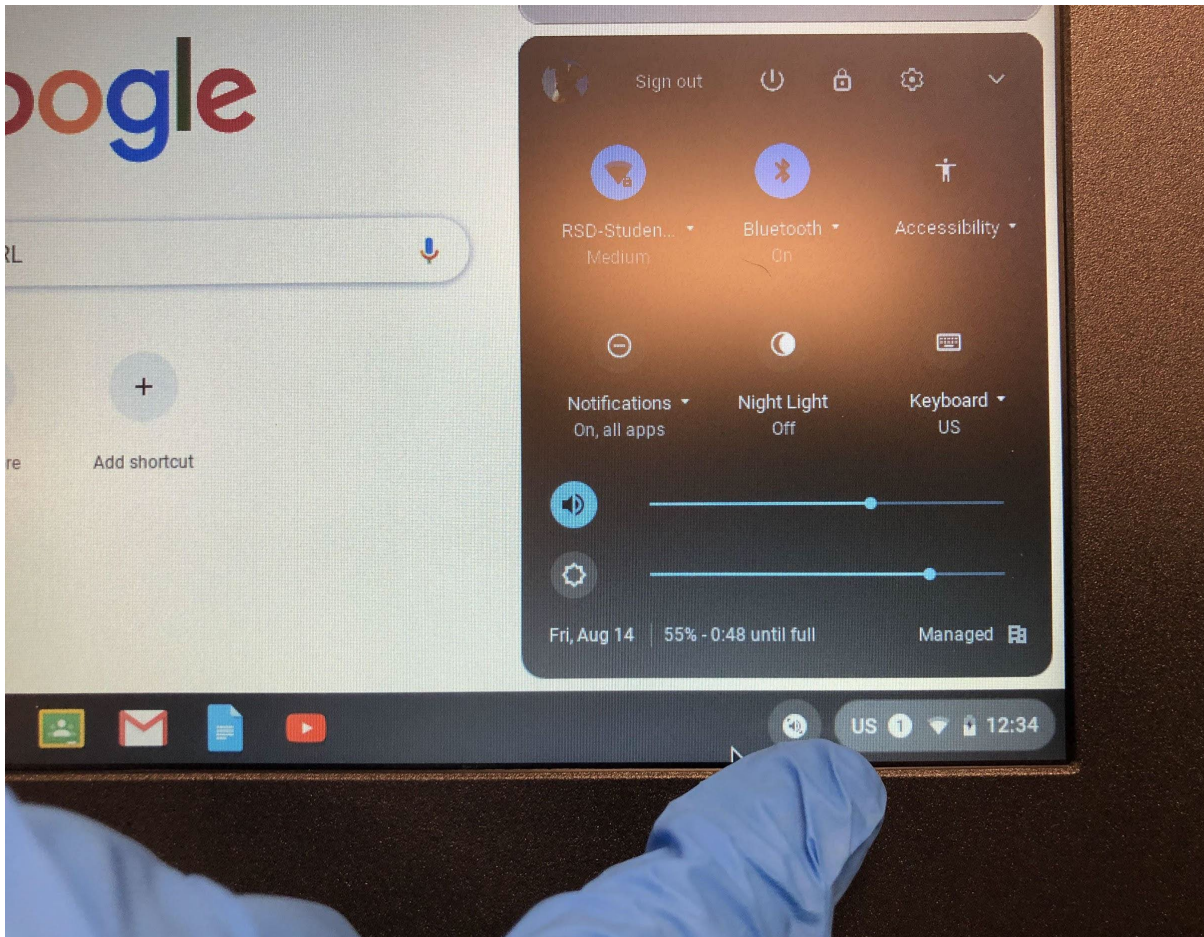
This will then expand the view, and you can either use the search bar to search for an app/extension specifically, or drag/scroll through the pages up and down to look through them all. (Displayed below)



Ritenour also pushes out multiple webpage “Bookmarks” to our students to help them access sites that are used frequently more easily. These should be found at the top-left of your web browser under the “Refresh” button. If you click on the tab labeled, “Ritenour Bookmarks”, a list should drop down with all of the necessary bookmarks for students to be able to quickly and easily access most sites needed on a regular basis. (Displayed below)



If you end up needing to change anything such as the screen brightness for the device, audio levels, notifications, WiFi changes, etc. You can find all of these settings to be easily changed within the “Chrome Start Menu”. You can access this by clicking on the bar at the bottom-right of the screen. (The bar contains the date and time, and the WiFi connection logo) You can click anywhere on that bar and it should open up the menu. (Displayed below)



From here, you can also lock the device to the log-in screen, sign out, or shut down the device as well. Those options are at the top of the menu next to your profile picture. (If you hover your mouse/cursor over the options a bubble should pop-up telling you what they do) The battery percentage and time left available on the charge will also be displayed at the bottom of the menu. (The picture above shows the Chromebook at 55%)

Testing on Chromebooks

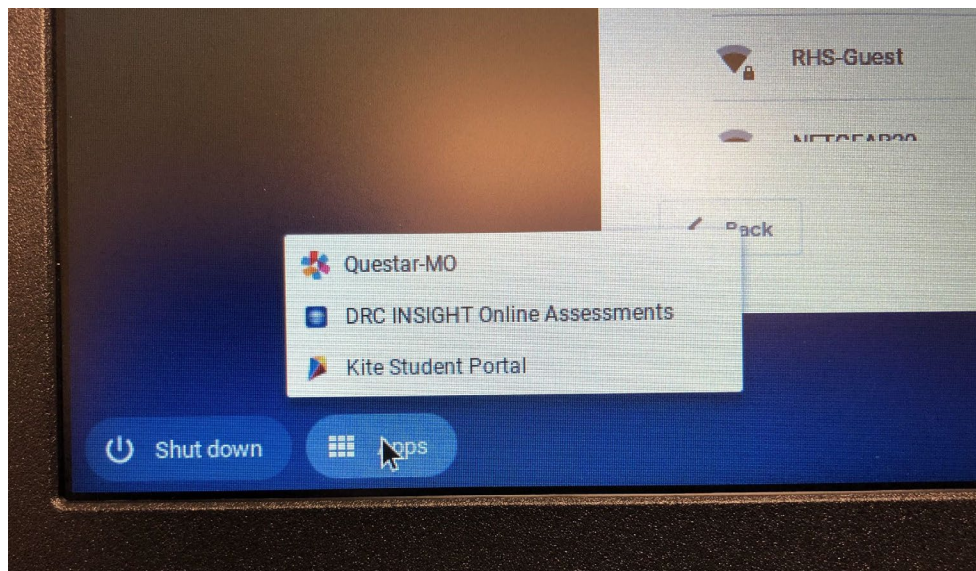
Students have been using Chromebooks over the past few school years for Missouri Assessment Program (MAP) tests and End-of-Course (EOC) exams. Depending on the test that is being given, it will work one-of-two ways.

The first way would be using either a Ritenour Bookmark that the student will have in their Ritenour Bookmarks list (or a link provided by the student's teacher). Finding the "Ritenour Bookmarks" is explained earlier in this manual.

The second and more common way we test is through a controlled application. These tests are usually for MAP or EOC testing, so they are used throughout the school year at various times.

To find these applications, power on your Chromebook but **DO NOT** log in. If you are already logged in to your Chromebook, log back out. Once you are at the log-in screen where you would normally put in your credentials, go down to the bottom-left part of the screen where it says "Apps." Click on the "Apps" button and a small menu should pop up. These are the testing applications that may be needed throughout the year. (If there is confusion about what kind of test is being issued, or which application/link that needs to be used, the student's teacher should be able to clear that up)

(Where to access testing apps is displayed below)



REMEMBER: Access to these apps is only available BEFORE logging into the Chromebook.

Final Note(s)

To save battery charge on Chromebooks, it's better to shut them down if you're done using the device for a reasonably long period of time, (done for the night, etc.). Just closing the lid will only put the Chromebook into "Sleep" mode, which still slowly drains the battery power.