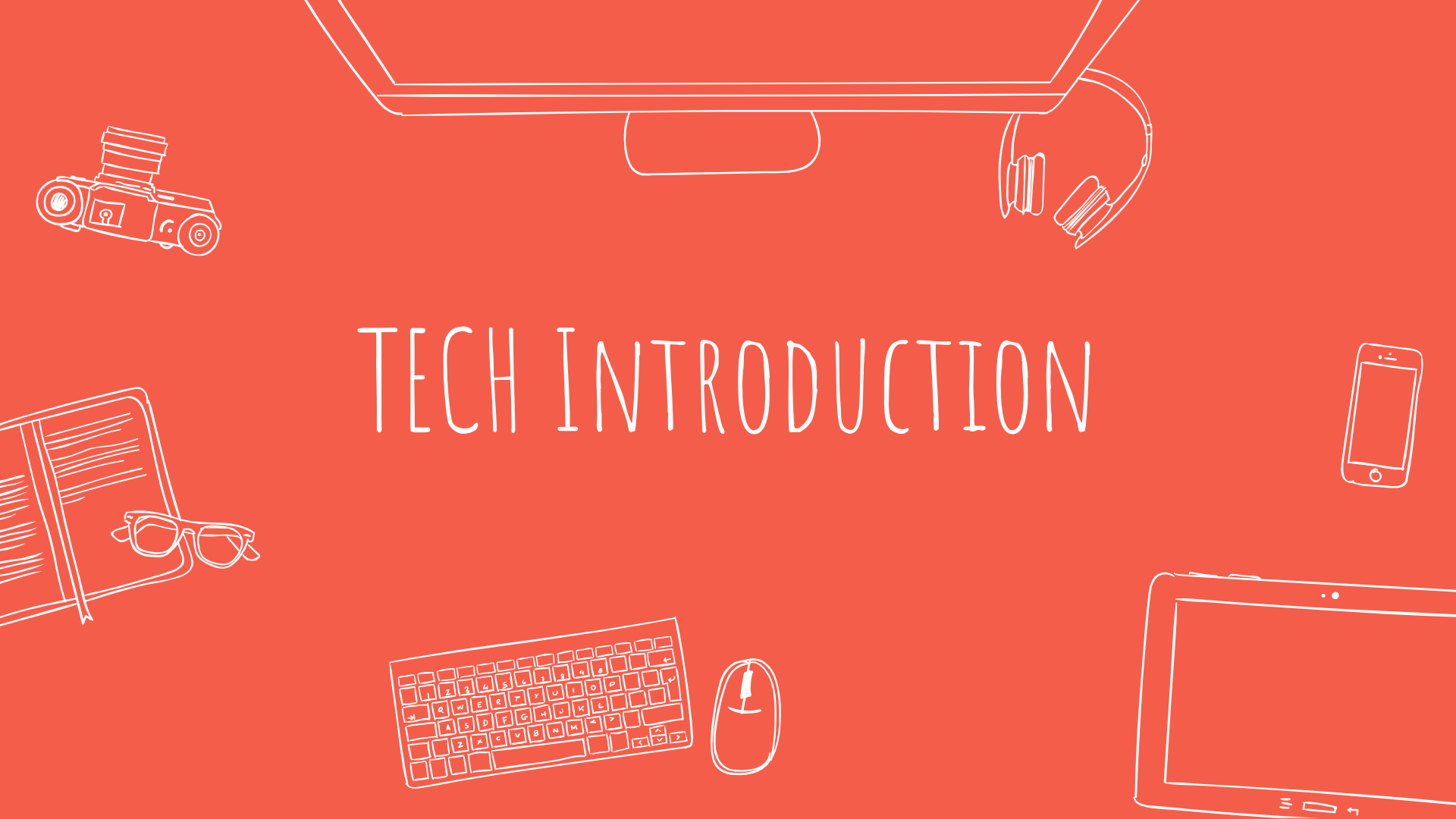
TECH INTRODUCTION



HELLO!

I'm Ms. Deskin, the Middle School Technology Coach

I am here to help you use your technology in the classroom. If you have any questions, problems, or requests, please email me or stop by my office in room 500 (TV STUDIO)

melissa.deskin@gmsdk12.org

IMPORTANT REMINDER

- Lost stylus= $15
- Lost charger= $30
- STICKERS ON CHROMEBOOK WILL RESULT IN A CLEANING FEE!
- Any lost, stolen, or purposefully damaged devices or accessories are the financial responsibility of the parent or guardian.
- Only use the official charger provided to you by the school. A lost or damaged charger will result in a fee. Students may purchase a replacement from the tech office.
- Any hardware, damages, or reports of lost devices should be reported to the tech office in the library

Acceptable Use Policy

www.gmsdblendedlearning.org

Highlights from the Acceptable Use Policy

All students must understand and agree to the following guidelines:

I **can** use the internet for...

- Completing classroom assignments.
- Collaborating with other students and my teacher.
- Conducting approved independent study.
- Searching for information for my classroom assignments.
- Publishing and sharing my work.
- Printing with my teacher's permission.
- Learning through educational game sites that are approved by my teacher.

Highlights from the Acceptable Use Policy

All students must understand and agree to the following guidelines:

While on the internet I agree **NOT** to...

- Give out personal information such as last name, address, or phone number.
- Send or receive texts, messages, or e-mail unless a teacher has given permission to do so.
- Access inappropriate material on the Internet for any reason. If I accidentally access inappropriate material or material which makes me feel uncomfortable, I will tell my teacher immediately.
- Try to access any website that is blocked.
- Change any of the settings, including the browsing history.
- Send rude or inappropriate messages.
- Play games unless they are assigned by my teacher.
- Access another person's online account.

Highlights from the acceptable use policy

You are not allowed to use your school device for personal conversations/chats with your friends.

You may not use Google docs, slides, etc. to created a shared file with friends if it is not an assignment from your teacher.

Using your device for anything other than academic purposes is against acceptable use policy and can result in disciplinary action.

Highlights from the Acceptable Use Policy

All students must understand and agree to the following guidelines:

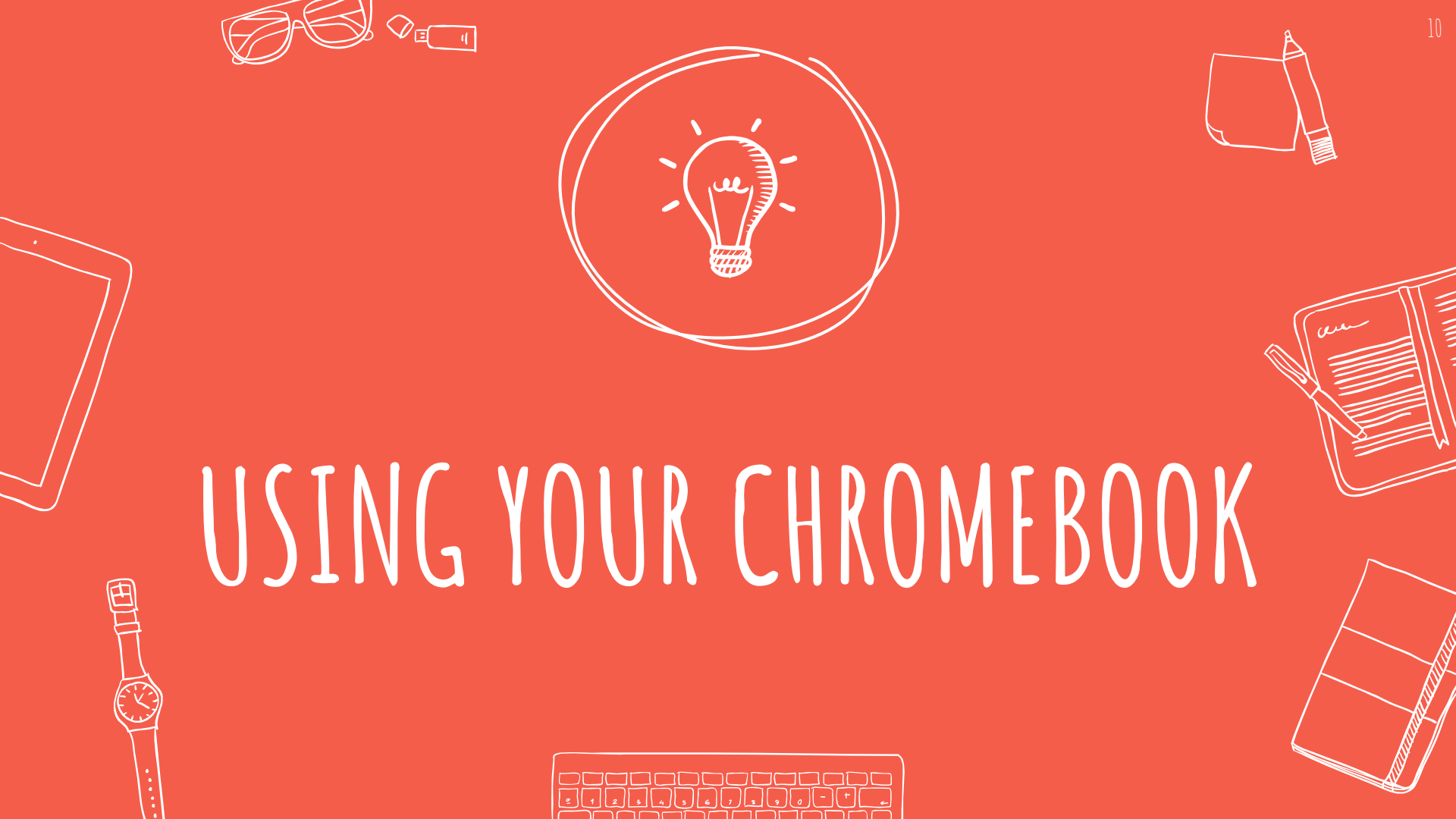
While using a district device, I agree to...

- Handle it carefully.
- Never mark on or damage it in any way.
- Always return it to the correct place when I am done.
- Listen and stay on task while using a device in class.

Students who choose not to follow these guidelines may lose their privilege to use district resources and devices, and disciplinary action may be taken.

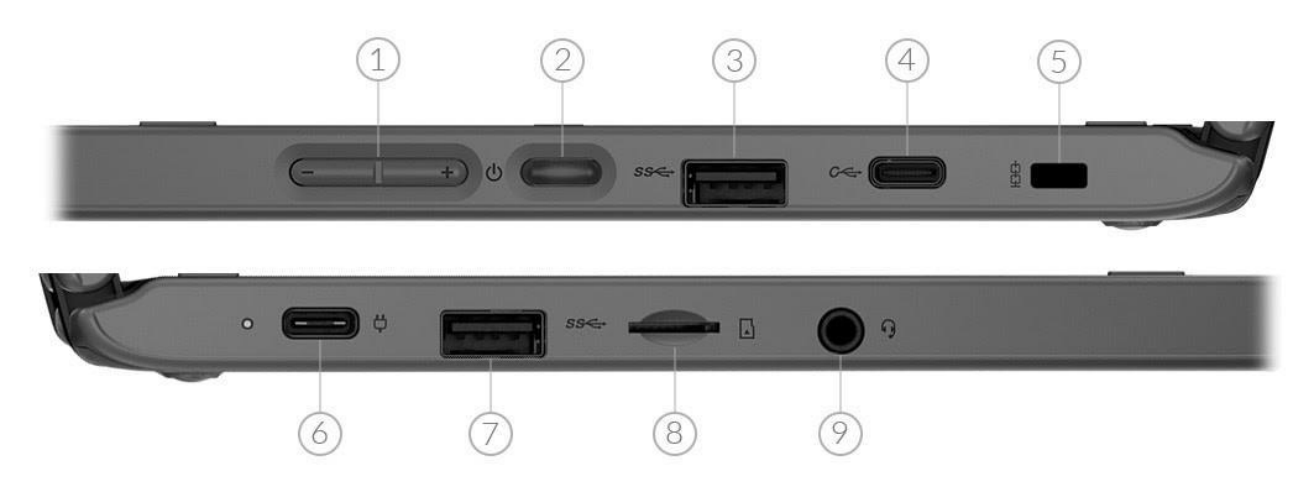
Highlights from the Acceptable Use Policy

- You should not share your device with other students.
- Do not drink or eat around your device.
- Stickers and writing on the case or device are not allowed.
- Do not share your passcode or personal information with other students.
- You may purchase a CLEAR case for your chromebook if you wish. The model is Lenovo Chromebook 500e. The asset tag must remain visible through the case.



USING YOUR CHROMEBOOK

HARDWARE



1. Volume toggle
2. Power button
3. USB 3.0
4. USB-C/Power
5. Lock slot
6. USB-C/Power
7. USB 3.0
8. MicroSD card reader
9. Headset jack

HARDWARE

To put the Chromebook in tablet mode, flip the screen all the way back. This will turn off the keyboard. This mode is great for drawing or writing math equations with the stylus.

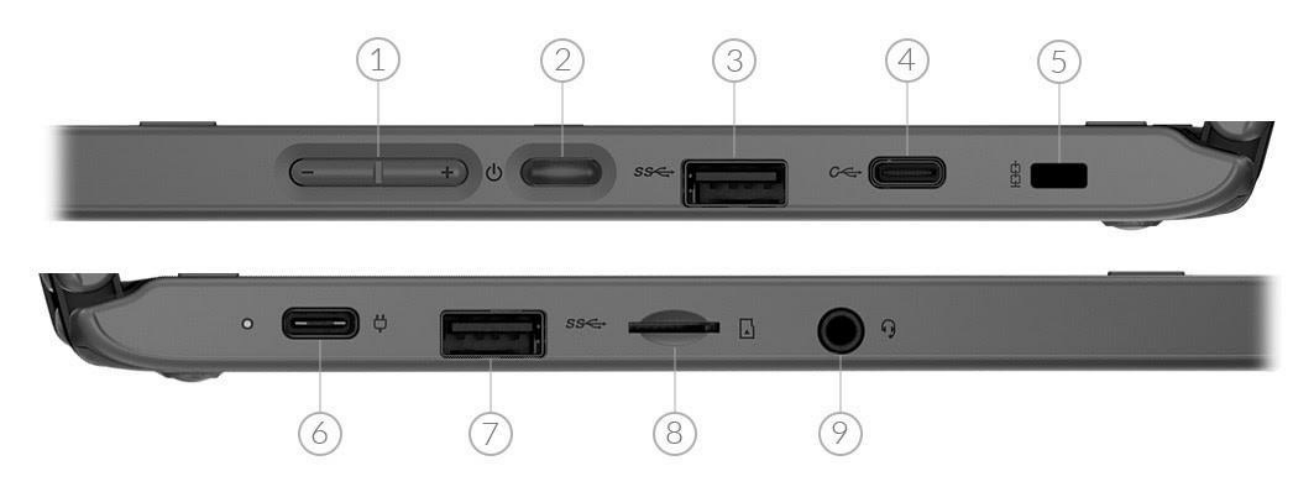
The Chromebook has a front facing camera at the top of the screen which is great for video meetings. It also has a camera above the keyboard, which can be used to take pictures while in tablet mode, as shown in the picture above.

Stylus & Touch screen

The stylus is located under the front right corner of the laptop. It can be used in or out of tablet mode.

The Chromebook is touchscreen in out of tablet mode, which means you can tap the screen instead of clicking, like you would on a smartphone or tablet.

POWERING ON



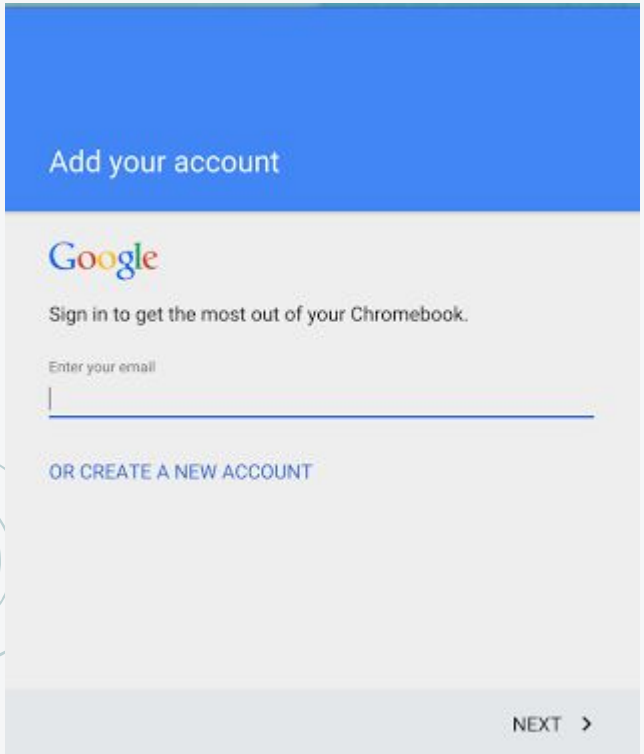
Opening the Chromebook usually turns it on. If not, press the power button (#2 in diagram) located on the right side.

Adding a Printer

Students can reference this step sheet or go to the Blended Learning site at http://gmsdblendedlearning.org

SIGNING IN

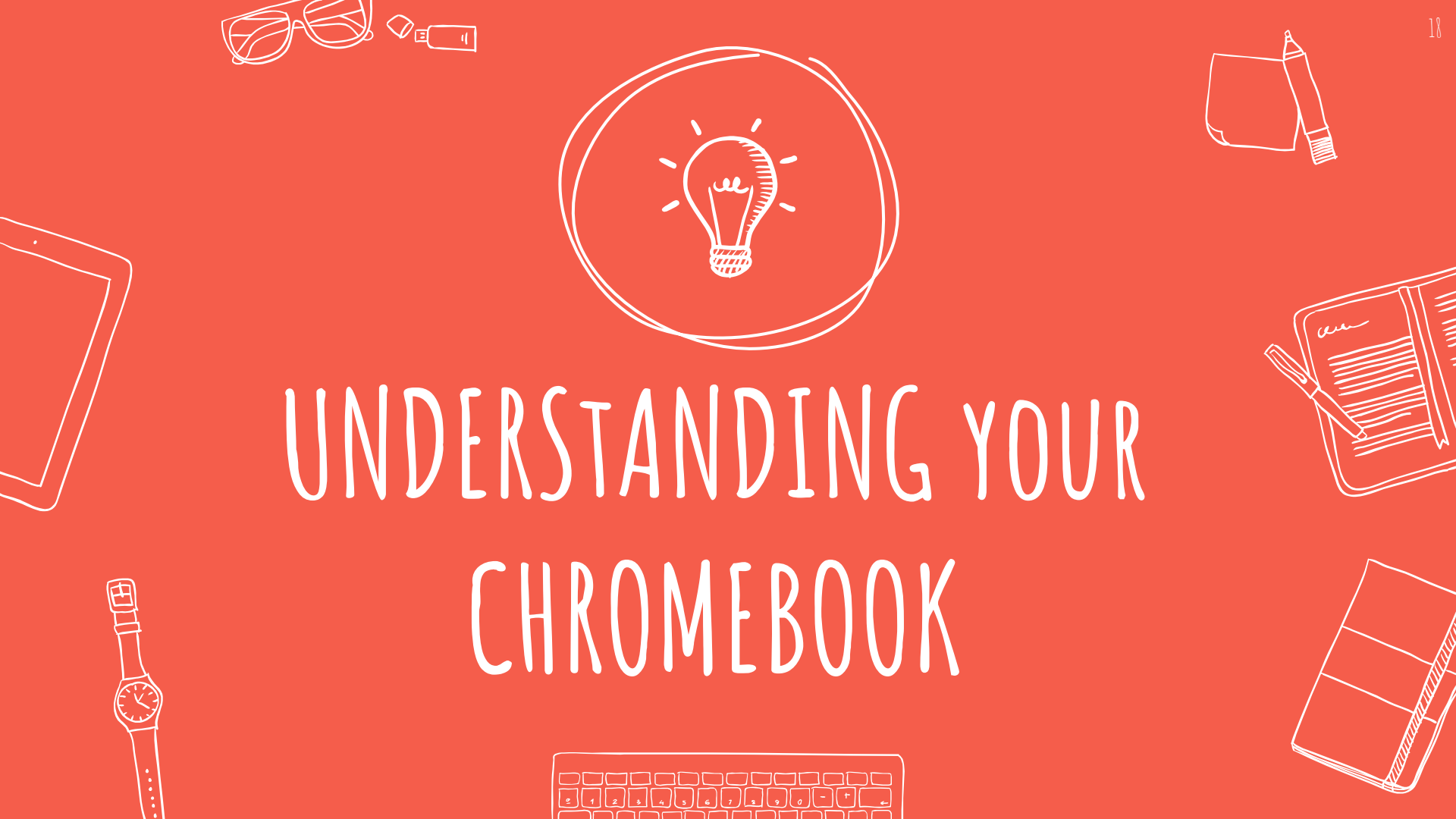
SIGNING IN



On the login page, click Add Person on the bottom right side of the screen. You can now sign in with your GMSD email.

Email:
firstname.lastname@students.gmsdk12.org

Password: Gmsd+5 digit student ID/lunch ID+! (example- Gmsd12345!)



UNDERSTANDING YOUR CHROMEBOOK

Automatic Saving to the Cloud

Everything on the Chromebook is stored to the cloud, not to the device hardware. This mean you can sign in on any Chromebook, and all of your data will be transferred over.

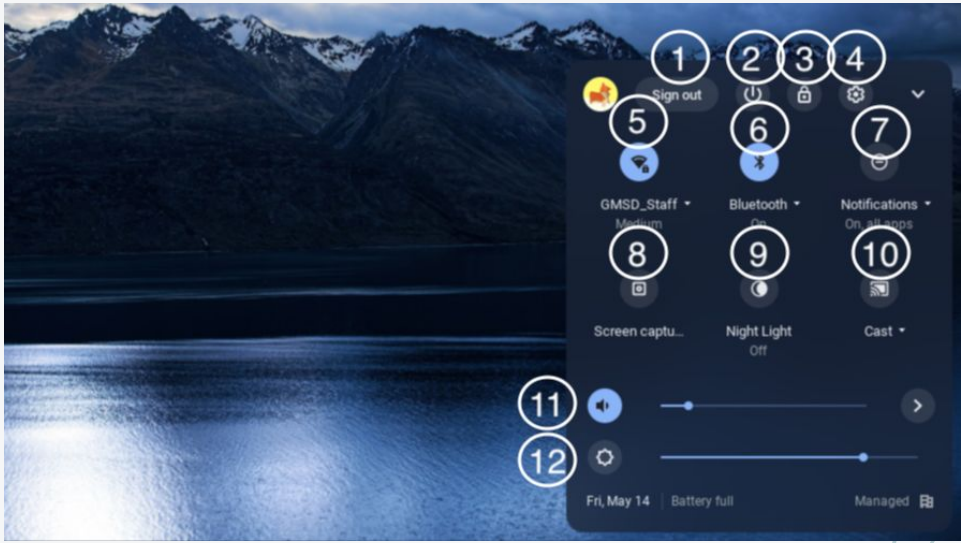
No need to click Save. It's automatically backed up!

Find & Organize APPs

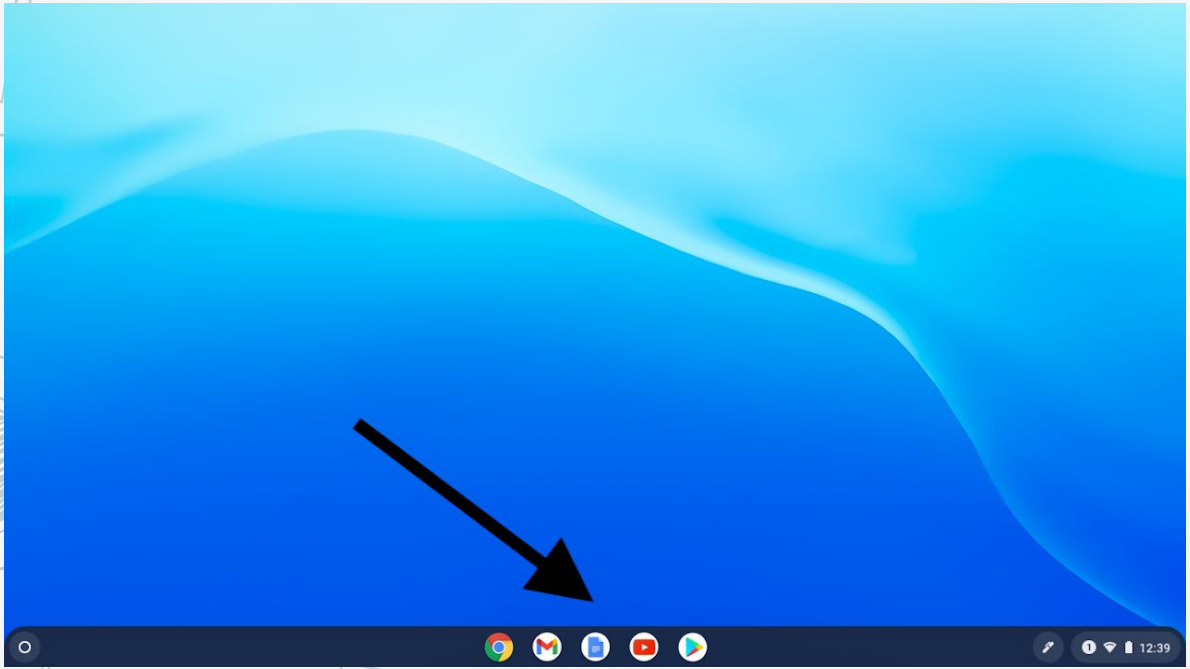
Click the Launcher key at the bottom left corner.
From here you can search for an app or to see all your apps, select the up arrow.
To move apps around or onto your shelf, click and hold the app, then drag it.

QUICK SETTINGS PANEL

1. Sign out
2. Shut down
3. Lock Chromebook
4. Settings
5. WiFi
6. Bluetooth
7. Notifications
8. Screen Capture
9. Night Light Adjustment
10. Cast to Device
11. Volume / Mute
12. Brightness



SHELF



Your Shelf is where you put apps or websites you frequently visit. You can choose the position of it and whether or not you want it to auto-hide.

Add apps to the shelf by dragging the app onto it.

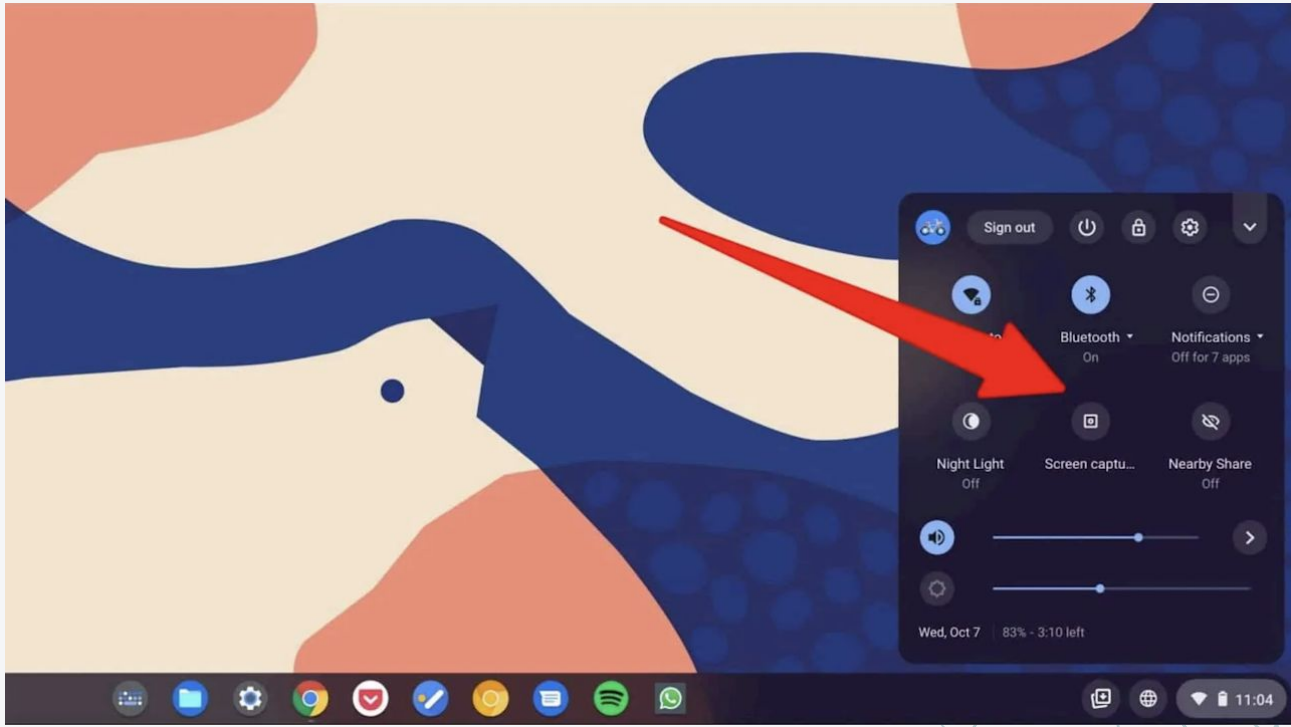
SCREEN RECORD

Click the menu at the bottom right corner.

Select Screen Capture.

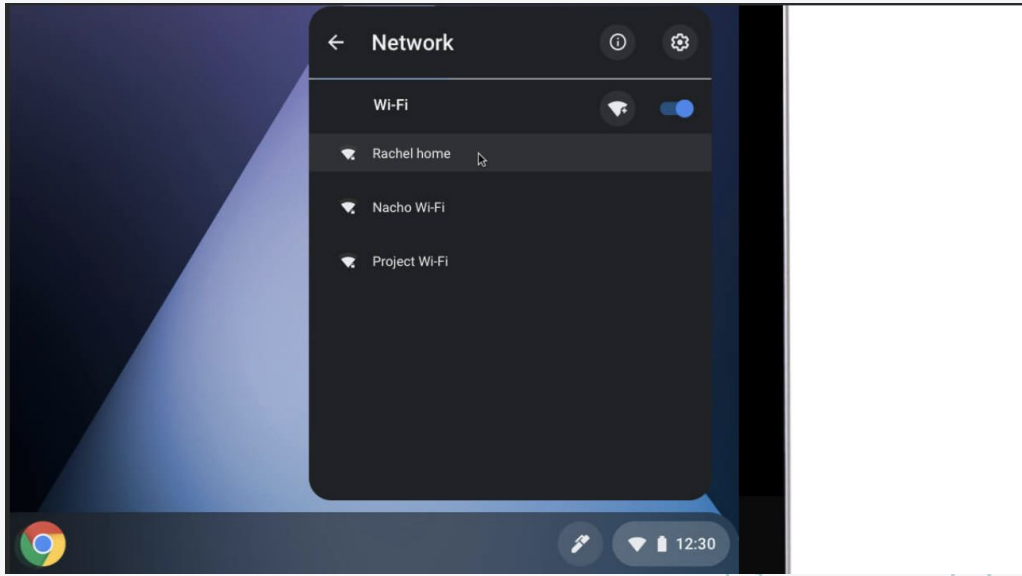
This will open a menu for taking screenshots and screen recordings.

Select the Screen Record button and choose whether you want to record the whole screen or just part.



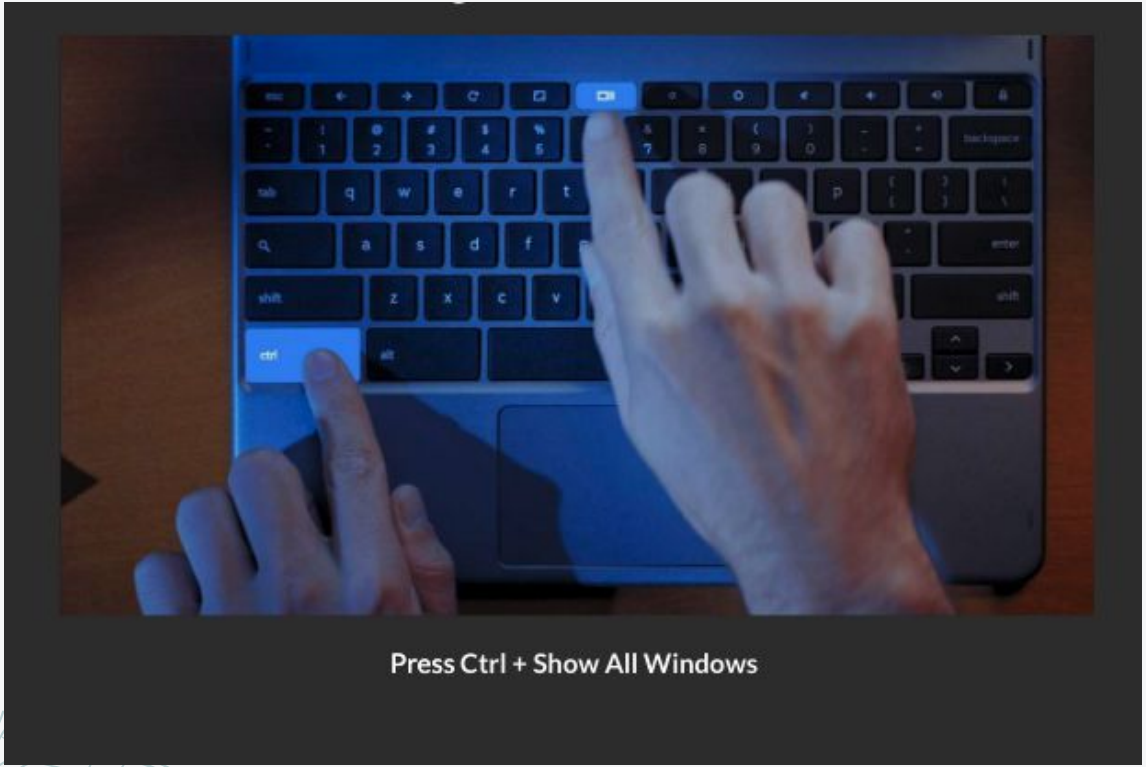
Connect to WiFi

Click on the Quick Settings Panel at the bottom right then select the network button. Select your WiFi, enter the password, and click Connect.

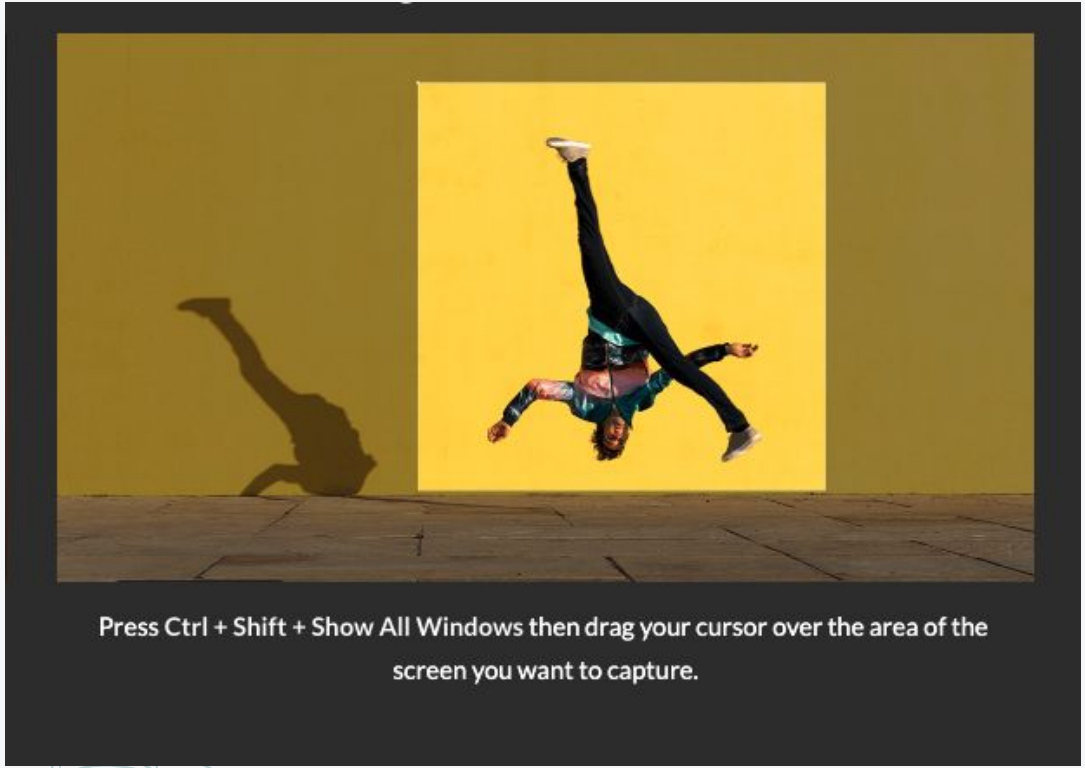


Gestures and Keyboard Shortcuts

Taking Full Screenshots

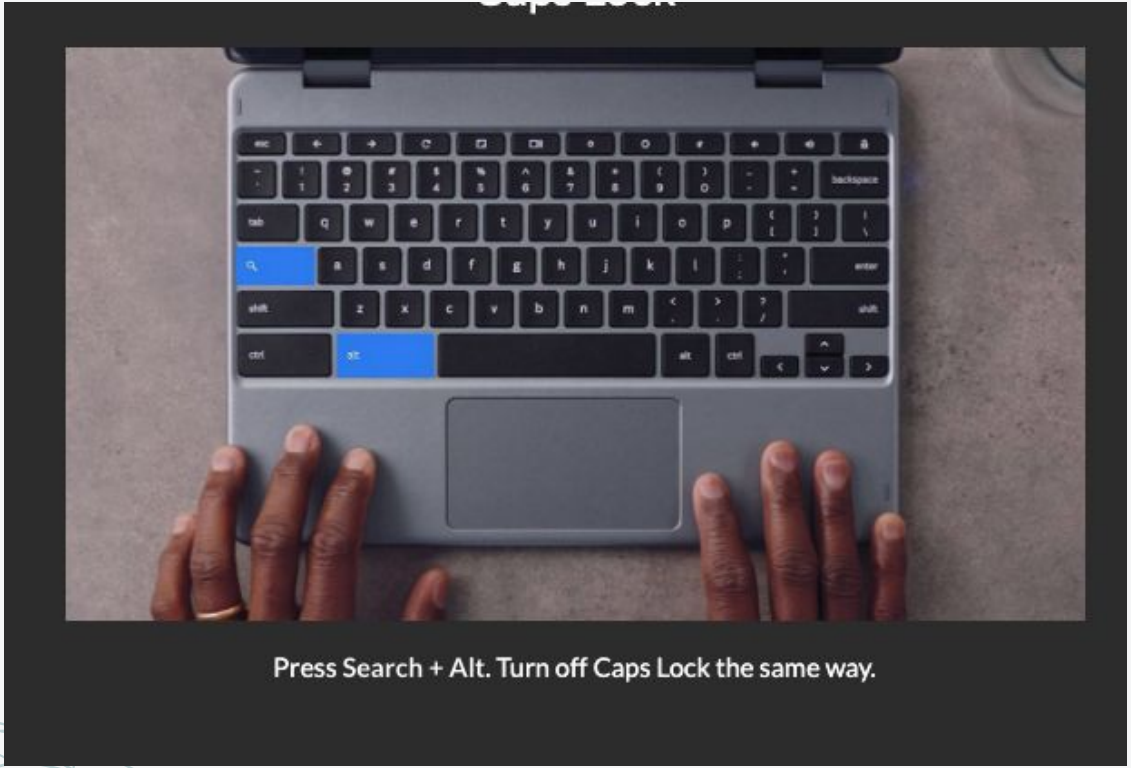


Taking PARTIAL Screenshots



Press Ctrl + Shift + Show All Windows then drag your cursor over the area of the screen you want to capture.

CAPS LOCK



See All Windows

On the touchpad, swipe down or up with three fingers. Now that all your windows are visible, select one to view.

SEARCH EVERYTHING

Press Search and the search bar will appear. From here you can search files, apps, and Google.

GO BACK A PAGE

On the touchpad, swipe left with two fingers to go back a page in your browser. You can also swipe right to go forward.

Google Keep

Keep up with your schedule, passwords, and other important information!

Ideas for the Google Keep app

Schedule

- Take a picture/screenshot of your schedule so you can keep up with the order of your classes, room locations, and teachers' names in case you need to email them.

Usernames and Passwords

- Keep up with your student/lunch ID and login information for your most used sites.

For example:

Google Sign In:

- **Username:** firstname.lastname@students.gmsdk12.org
- **PW:** Gmsd55555

Skyward Sign In:

- **Username:**

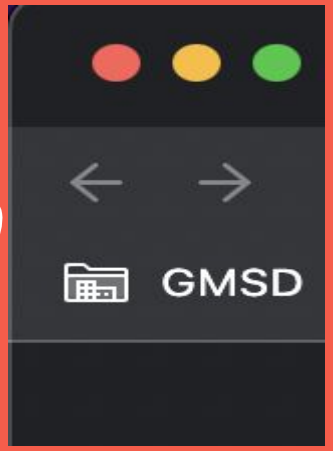
  first.lastname
- **PW:**

  Gmsd55555!

Important Info for Classes

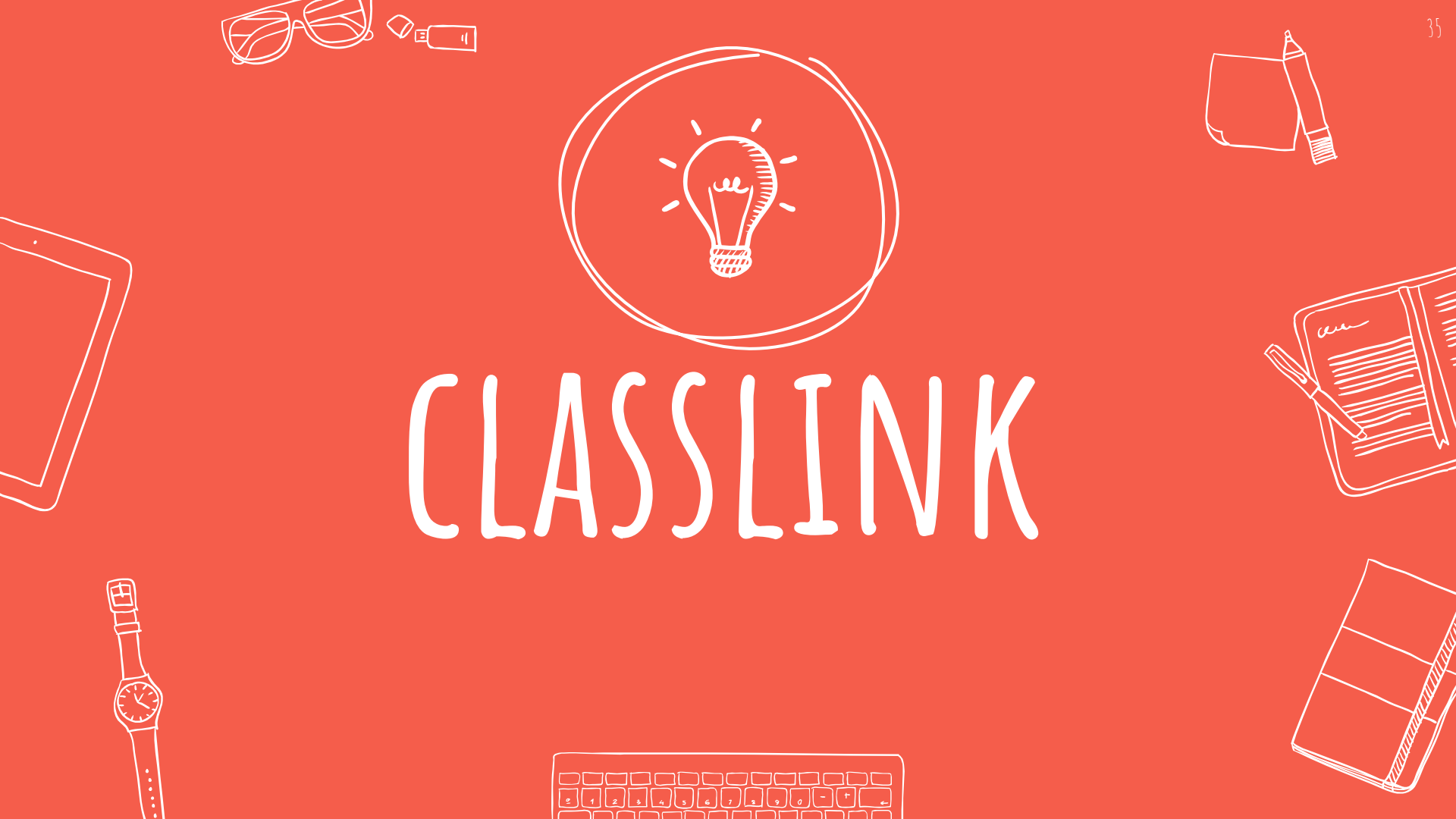
- Teacher emails (firstname.lastname

  @gmsdk12.org)
- Name of textbook/app used in each class
- Supplies Needed
- Due dates for forms that need to be signed and returned by parents

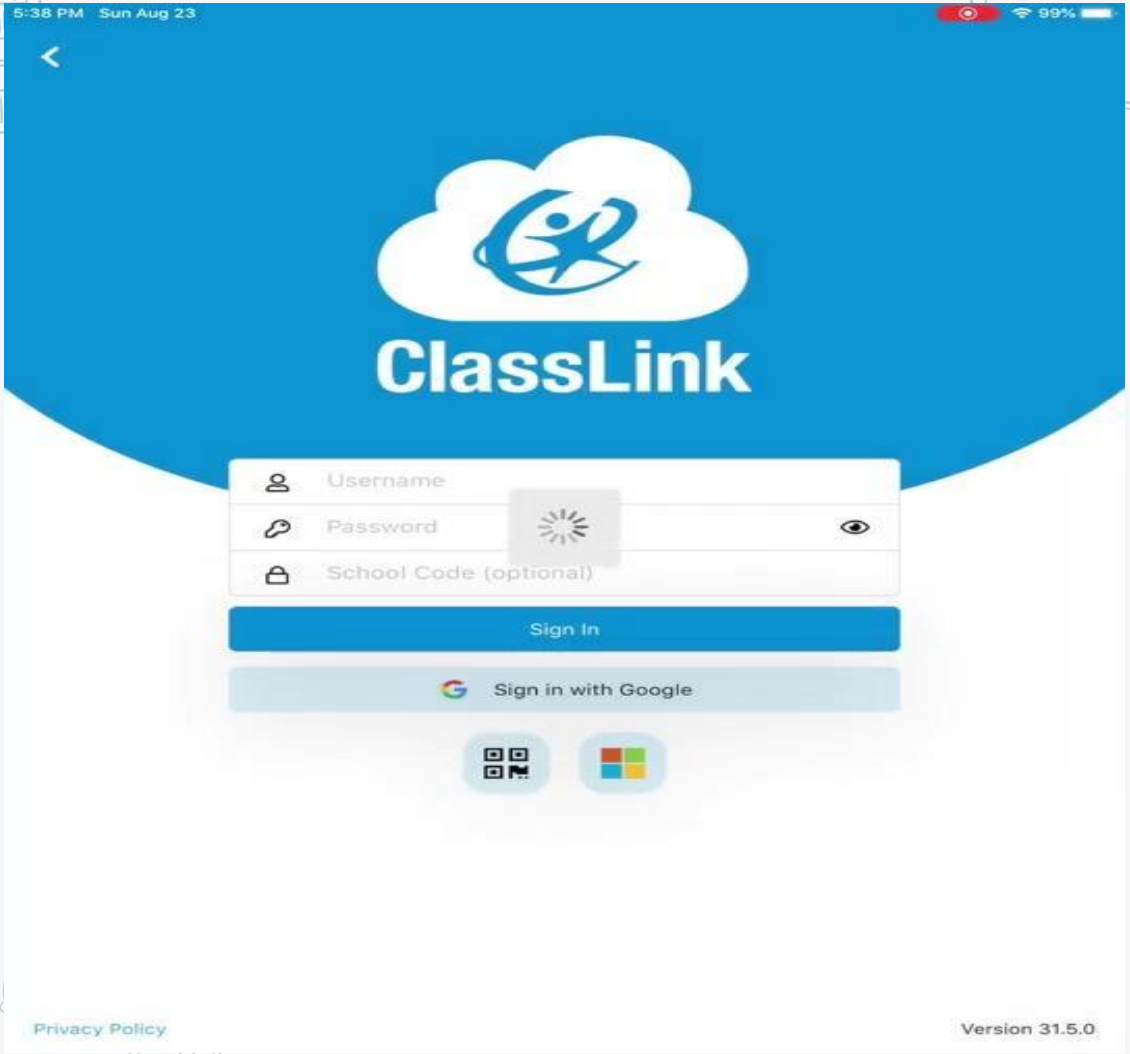


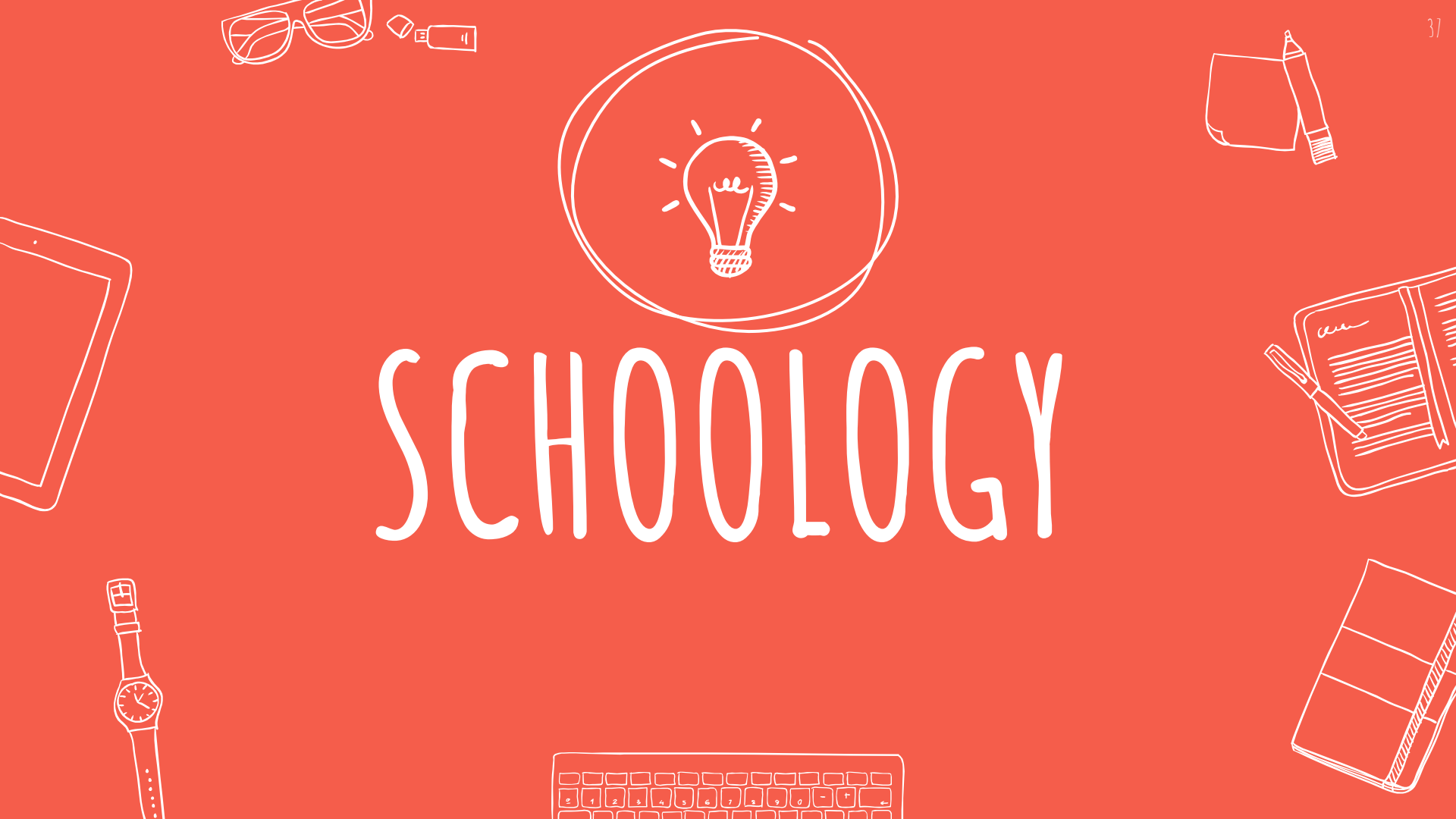
GMSD

BOOKMARKS



CLASSLINK

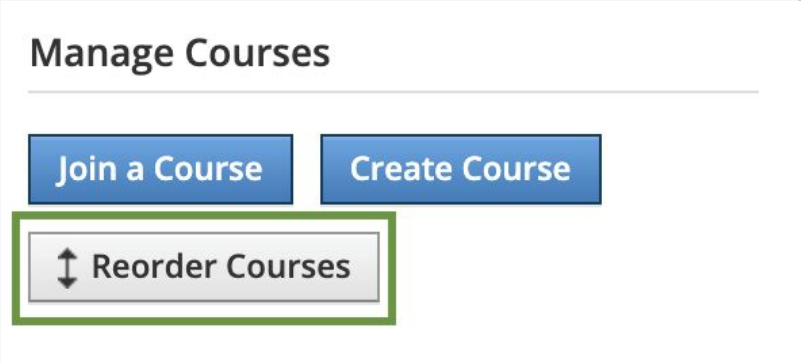

5:38 PM Sun Aug 23
99%
ClassLink
Username
Password
School Code (optional)
Sign In
Sign in with Google
Privacy Policy
Version 31.5.0


SCHOOLOGY

REARRANGING COURSES IN ORDER OF SCHEDULE

Alternatively, you may reorder courses from clicking COURSES (top of Schoology page)> Then Click My Courses:

1. Click **Courses** and select **My Courses**.
2. From the **Manage Courses** panel, click **Reorder Courses**.
3. Drag and drop the tiles in the desired order.



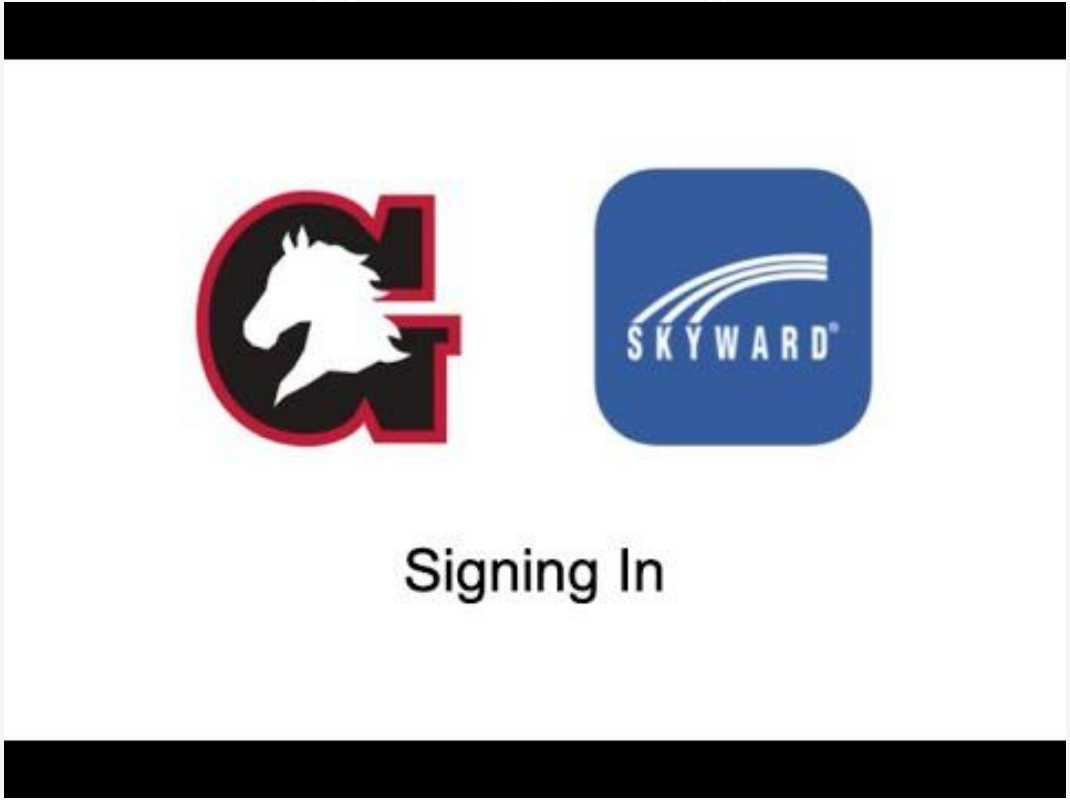
Viewing Calendar and weekly plans (Use Schoology through classlink)

Submitting an assignment through Google Drive

Completing an assignment through Google Drive

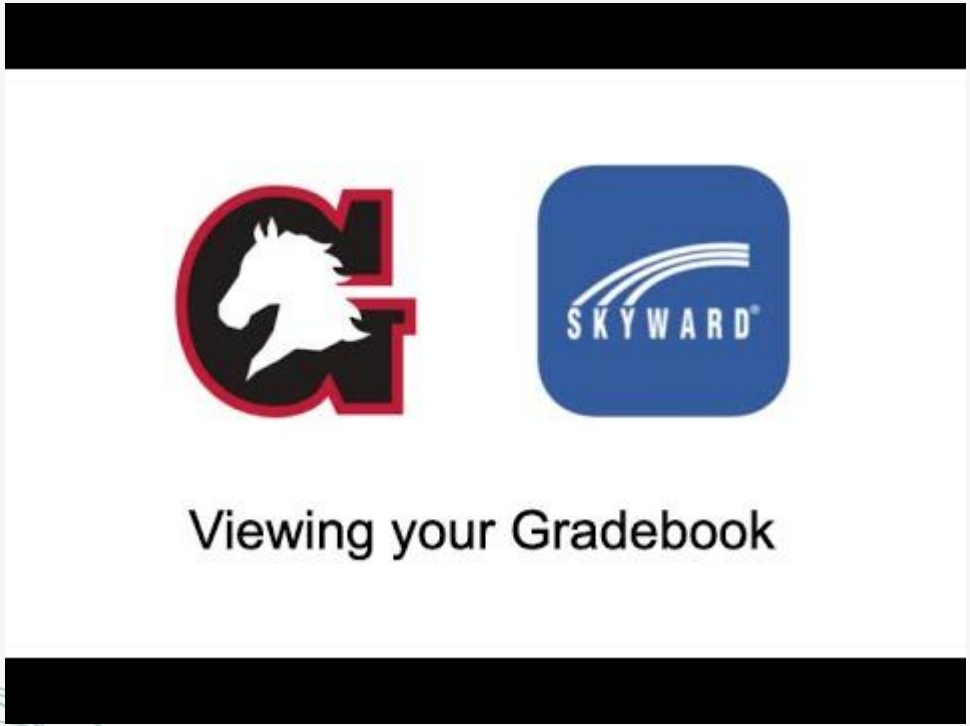
SKYWARD

Skyward (Signing In)



Skyward (Navigating)

Skyward (Viewing Gradebook)



Skyward (Viewing Attendance)

THANKS!