# CHROMEBOOK & GOOGLE WORKSPACE QUICK GUIDE

STUDENT EDITION

EDUCATIONAL TECHNOLOGY
Department of
Teaching & Learning Supports

KCS | KNOX COUNTY SCHOOLS

GETTING STARTED

FIRST TIME LOGIN SCREENS

Sign in using your username (s#@student.knoxschools.org) and the same password you use for Aspen and Canvas.

If you do not know your password, your teacher can reset it for you.
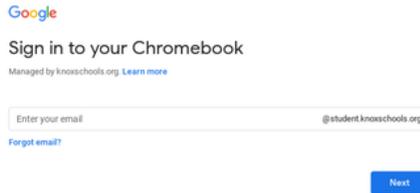
Google

Sign in to your Chromebook

Managed by knoxschools.org. Learn more

Enter your email   @student.knoxschools.org

Forgot email?   Next

Enter your password

USERNAME & PASSWORD

SAMPLE STUDENT

John Smith
Student ID #1234567

Username:
S1234567@student.knoxschools.org
Password: JS4567kcs

A number of schools use= first/last initial + last four numbers of Student ID+kcs (contact your student's school for specific information)

When you return to your Chromebook, you will only need your password to sign back in.

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YOUR HOME SCREEN

From here you can navigate your Chromebook to access what you need.

CHROMEBOOK NAVIGATION

Use the app launcher to find the webstore.
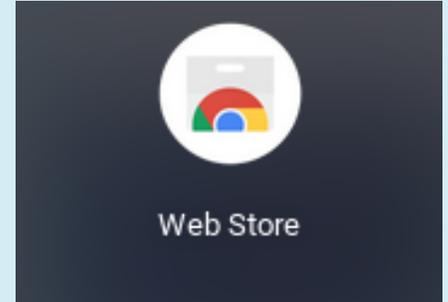
Web Store

APPS APPROVED FOR KCS

Students can download Knox Schools suggested apps when they need add-ons to Google Chrome. Please add on an Adblocker such as Adblock Plus located in the webstore.

Knox Schools Suggested Apps

GOOGLE CHROME

GOOGLE CHROME IS YOUR WEB BROWER FOR THIS DEVICE. YOU WILL BE LOGGED INTO GOOGLE CHROME FOR A PERSONALIZED BROWSING EXPERIENCE
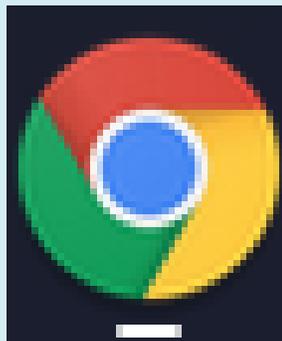
CHROME SIGN IN

Signing into Chrome connects your Google Account to your browser. Your Chrome data is synced so your search history, bookmarks, and other settings are linked to your account

GOOGLE DRIVE

Your personal Google Drive is where you store and create documents
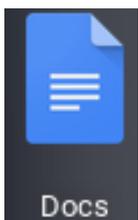
Docs
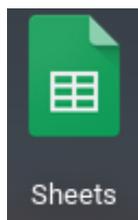
Sheets
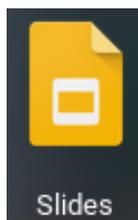
Slides

CHROMEBOOK NAVIGATION

Locating Files

You can use the Files App to locate all files including those in your Google Drive.

TAKING A SCREENSHOT

While holding down the CONTROL key, press the SWITCH WINDOW key. The screenshot will automatically save in your downloads folder.

TAKING A PARTIAL SCREENSHOT

If you want to take a picture of just part of your screen...
While holding down the CONTROL key and SHIFT key, press the SWITCH WINDOW key. The screenshot will automatically save in your downloads folder.

FINDING SCREENSHOTS

Click on the app launcher, then files, then downloads.
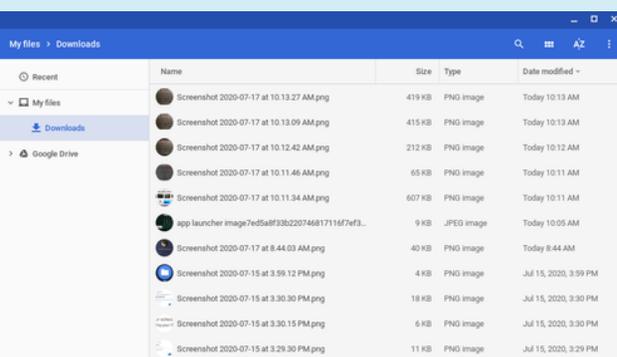
Chromebooks and Google Workspace

Google Drive

Google Drive is where all of your work will be stored. When you log into your Chromebook, you are also logging into your Google Drive. When you create a Doc, Slide, or any other G-Suite file on a Chromebook, it automatically saves to your Google Drive.
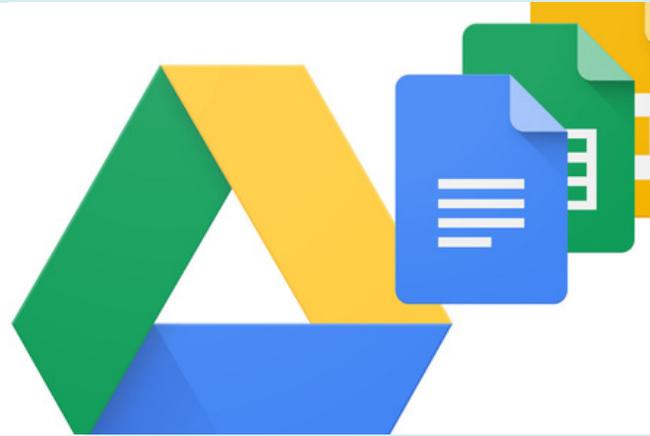
Google Docs

Google Docs is a word processor, similar to Microsoft Word. You can type essays, complete classwork, and even collaborate with peers by sharing your document with others.

Google Docs

Slides

Google Slides is a presentation tool, similar to Microsoft Powerpoint. You might use it to take notes, to participate in a virtual lecture, or to create presentations with your classmates.

Google Slides

Drive   My Drive ⌄

NEW   20

Folder
File upload

Google Docs
Google Sheets
Google Slides
More   →

Google Forms
Google Drawings
From template...
Lucidchart
Pixlr Editor
Pixlr Express
WeVideo - Video Editor
Connect more apps
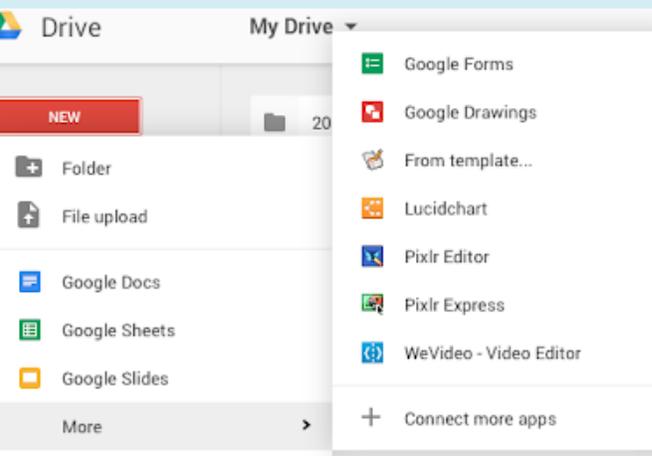
More Tools

Google Drive includes more tools you might use to view or complete work. Remember, when using a Google Drive tool for work, it's automatically saved in your Google Drive cloud.

CHROMEBOOK NAVIGATION

USING YOUR CAMERA

Click on the app launcher and then select camera.
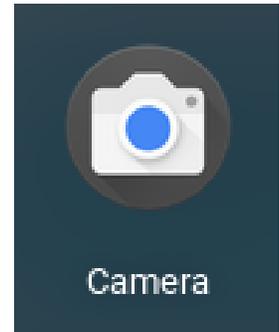
Camera

TAKING PHOTO OR VIDEO

1. In the corner of your screen, select the Launcher ○.
2. Open Camera. Then, on the right side, choose an option:
   - Select **Photo** > Take photo ◯.
   - Select **Video** > Start recording ◉.
   - Select **Square** > Take photo ◯.

Right Click

To right click on a Chromebook, click with two fingers on the trackpad

250 × 2250

HAVE MORE QUESTIONS?

Contact your teacher.

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