



District Dell Chromebooks: An Introduction for Parents



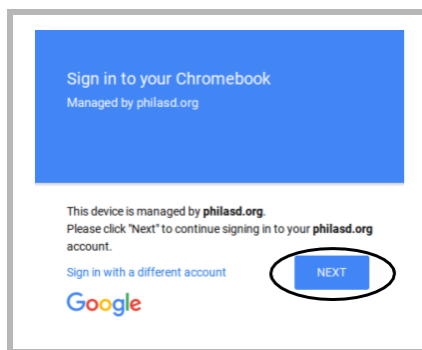
What is a Chromebook?

A Chromebook is a laptop that allows you to use the Chrome Internet Browser to access anything on the web, and G Suite applications such as Docs, Drive, and Google Classroom. You can log in to this device with your @philasd.org account to connect with your teachers through Google Classroom and access your classwork.

As a cloud-based device, a Chromebook does not have a hard-drive and therefore doesn't require Windows or iOS operating systems or installed software to function. Once you connect your machine to the internet, you will be able to get started!



How to Activate & Log-In to your Account

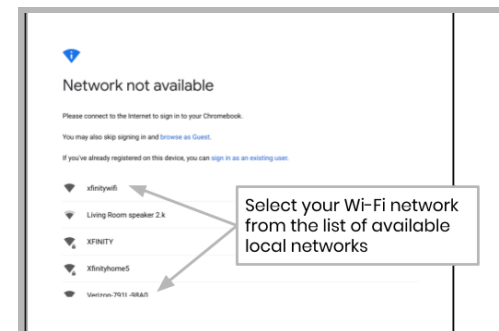


Step 1 → Turn on the Chromebook by pressing the Power Button in the upper right corner of the keyboard (see above). You should see a screen inviting you to Sign in to your Chromebook (shown left). Select “Next”.

Step 2 → Enter your username (Student ID#)

Step 3 → Enter your school password

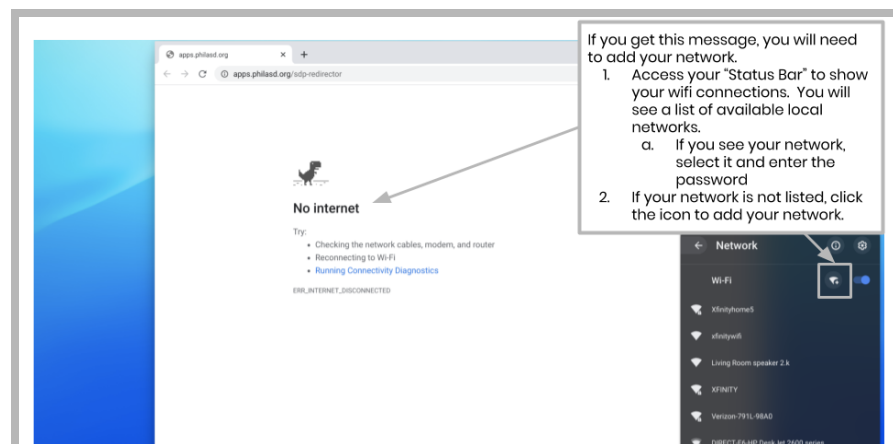
Step 4 → Click “Sign in”



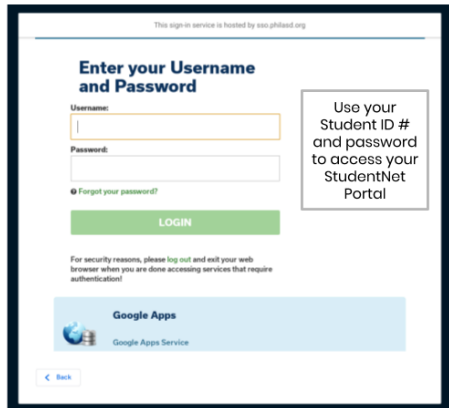
Additional Note → If you get a wireless connection error, please be sure to choose your home network.

Adding Wi-Fi Networks

If you successfully log in to your account but need to add your Wi-Fi network, you will see this message when you activate your Chrome Browser. Follow the steps below to add your home network. Please note that you will need the SSID (or name) of the network you want to join, and the password to gain access.



Log-in to StudentNet



Step 1 → Access your Chrome Internet Browser

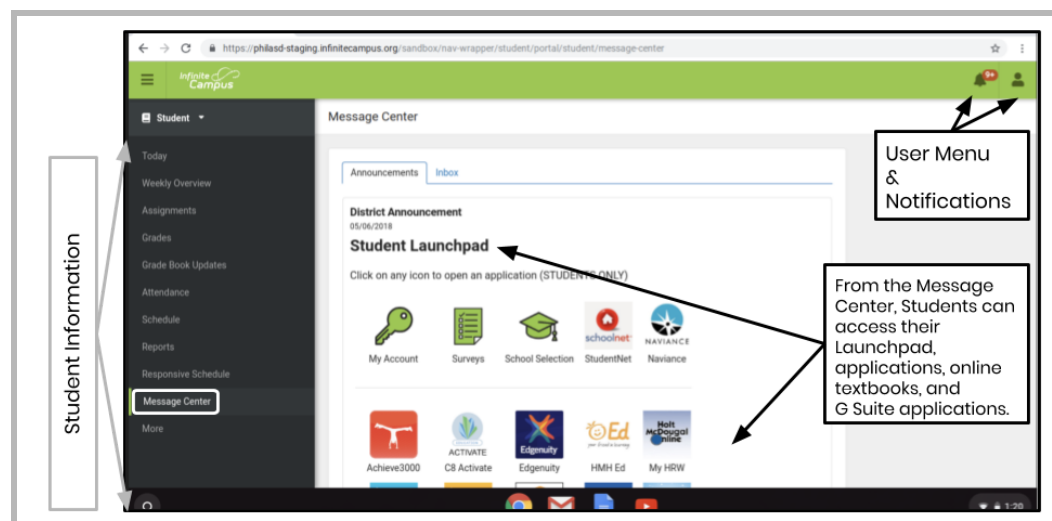
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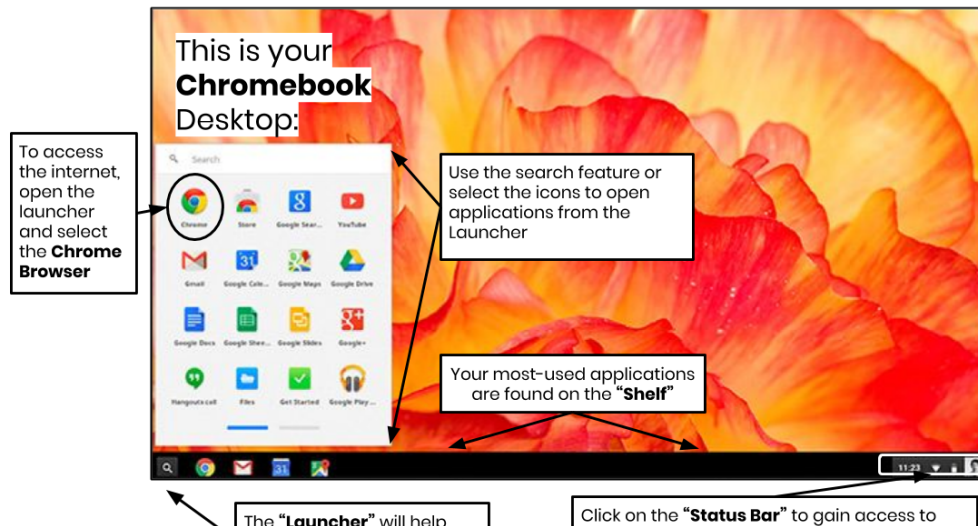
Step 4 → Click “Login”

Accessing Resources & Google Classroom in Infinite Campus

Once logged in, select the “**Message Center**” from the menu on the left side of the screen. From here, you will be able to access the Student Launchpad, applications, online textbooks, and G Suite applications such as Drive, Docs, and Google Classroom.



How to Access Chrome & Navigate the Chromebook Desktop



When looking at the Chromebook Desktop there are three main areas that users need to access: (1) the

“**Launcher**” provides access to the Chrome Browser and other G Suite Applications, (2) the “**Shelf**” will show your frequently used applications, and (3) the “**Status Bar**” which expands into a menu that allows you to adjust settings for your device, monitor your Wi-Fi, sign-out and turn the Chromebook off.

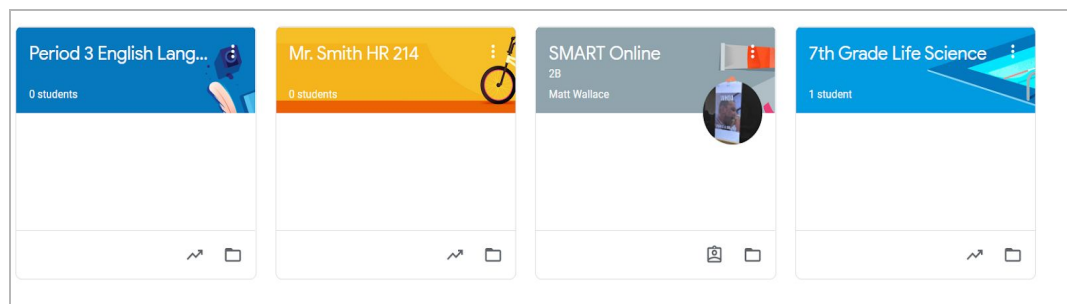
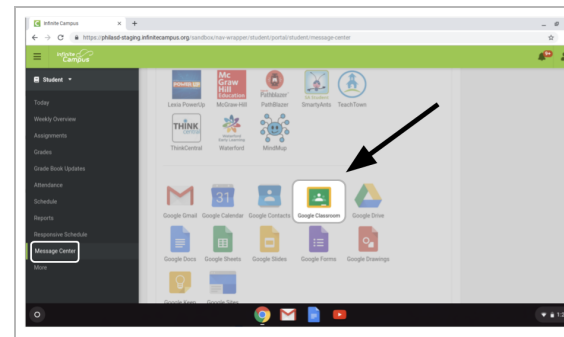


Google Classroom: An Introduction for Parents

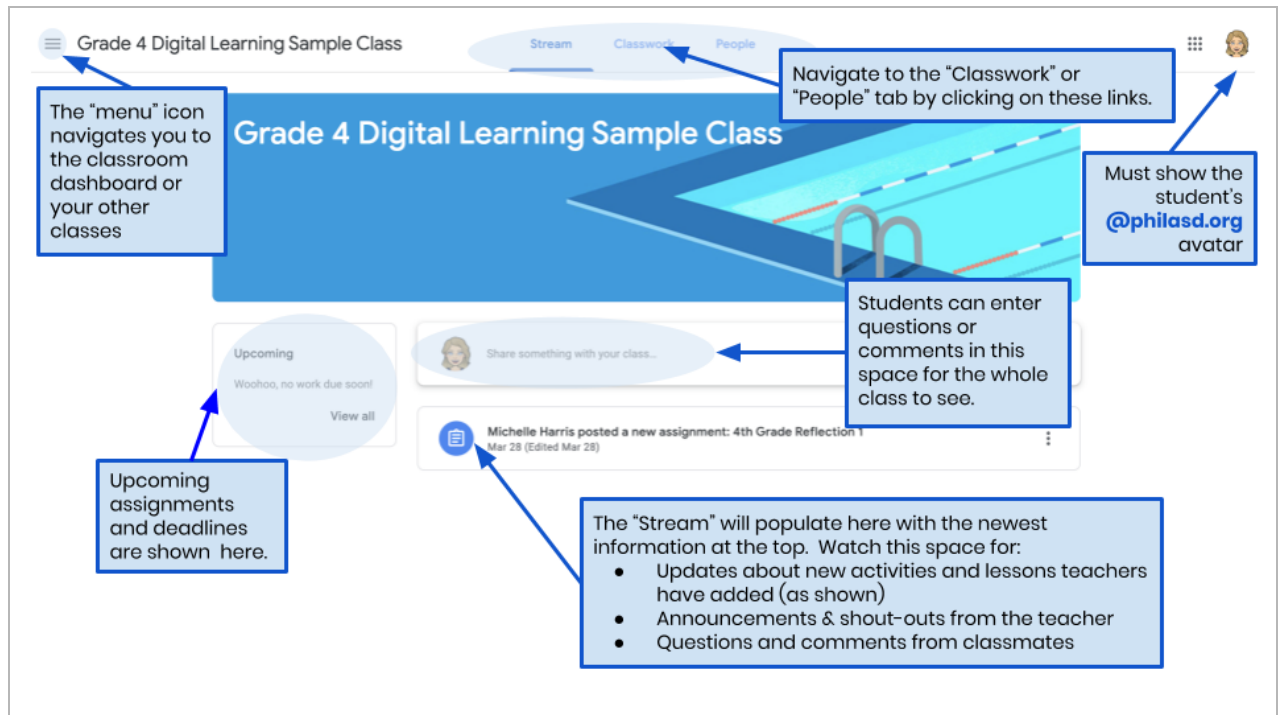


If you would like to login to your child's Google Classrooms to see and access digital learning activities, follow these directions:

1. Turn on your child's Chromebook and login with their school district username (student id#) and password.
2. Access Google Classroom through Infinite Campus:
 - Select the Message Center to access student resources. Scroll until you find G Suite Applications and select Google Classroom.
 - This will bring you to your student's classroom dashboard, where you will see cards for each class as shown below. Select a class by clicking on the card.

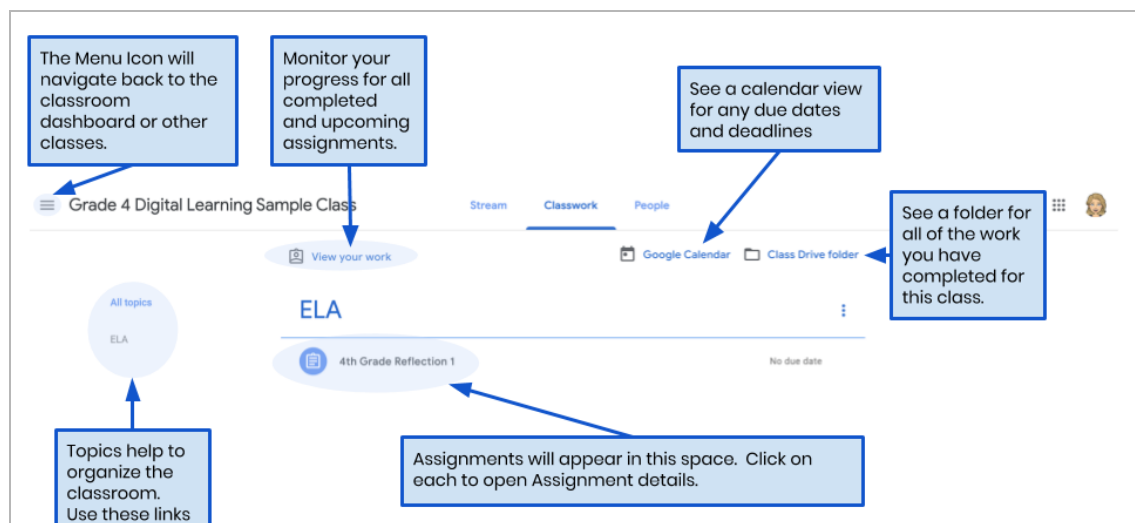


3. Once you have opened up your class, you will be brought to the Classroom homepage, otherwise known as the “**Stream**”. See the image below to understand how to navigate



and monitor this page:

4. Each Google Classroom has three main pages: the “Stream”, “Classwork”, and “People”:
- The **Stream** is your classroom home page. Watch this space for:
 - Updates about new materials and assignments
 - Announcements from your teachers
 - Questions and comments from students
 - The **Classwork** tab is where teachers will post assignments and share class materials for students to access.
 - The **People** tab lists the members of your class, including teachers and classmates, and gives you the option to email them directly.
5. As you access the **Classwork** tab, you will see a list of assignments and materials, organized by topic.



6. Click to expand an assignment to access instructions, assignment details, and hyperlinks to the activities and resources. See the image below to better understand how to navigate the assignment windows, communicate with your classmates and teacher, and submit your work.

The composite image illustrates the Google Classroom workflow for students. The top-left screenshot shows the 'Classwork' tab with an assignment titled '4th Grade Reflection 1'. A callout box says: 'Click on the Assignment Title to open the assignment details.' The top-right screenshot shows the assignment details page with a 'TURN IN' button in the top right corner. A callout box says: 'Students will have access to edit their work. When done "TURN IN" by clicking on the button in the upper right corner.' The bottom screenshot shows the assignment details page with a 'Class comments' section and a 'Your work' section. Callout boxes explain: 'Students can post questions and comments about the assignment here that will be seen by the whole class.' (pointing to the comments section), 'Access your assignment' (pointing to the assignment title in the 'Your work' section), 'Add attachments' (pointing to the '+ Add or create' button), 'Submit' (pointing to the 'Turn in' button), and 'Send "Private Comments" to your teacher' (pointing to the 'Private comments' section).



New HP Chromebooks: An Introduction for Parents



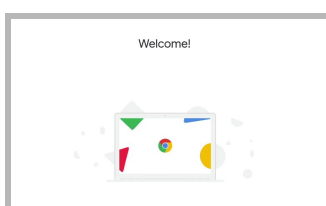
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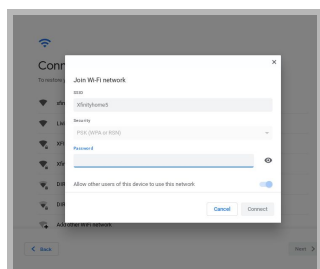


How to Activate Your Device



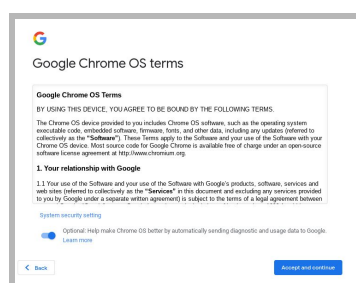
Step 1 → Turn on the Chromebook by pressing the Power Button in the upper right corner of the keyboard (see above). You should see a screen as shown to the left.

Step 2 → Select “Let’s Go”



Step 3 → Select your WiFi-Network from the list of available local networks. Once you select a network, you will be asked to provide the security password.

Step 4 → Press “Connect”

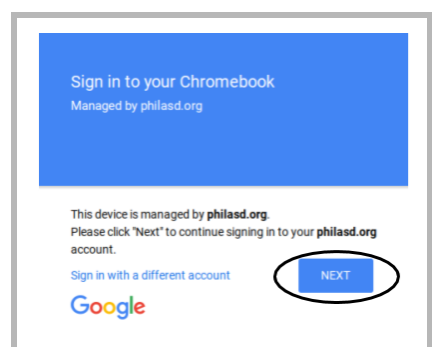


Step 5 → Agree to the Google Chrome OS terms by clicking “Accept and Continue”

Step 6 → Log-in to your School District Account



Logging-in with a Chromebook after Activation

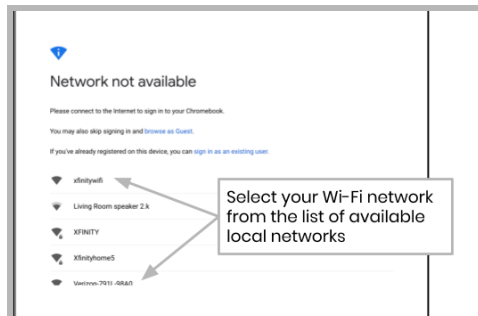


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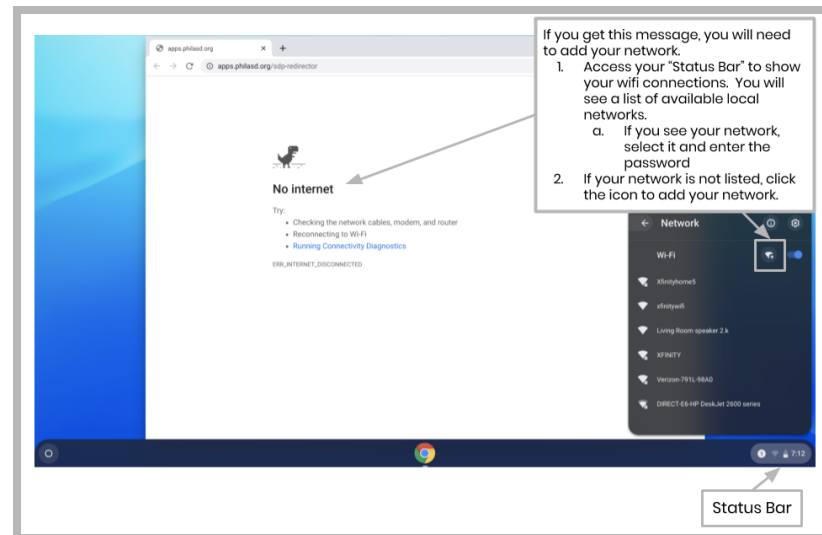
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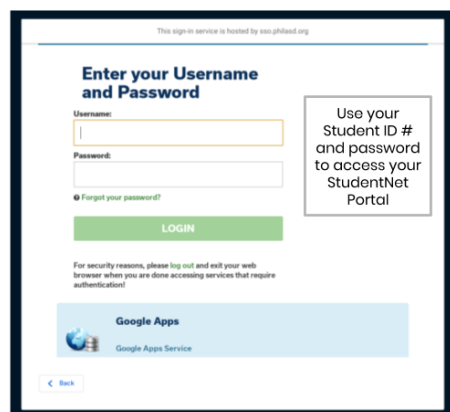
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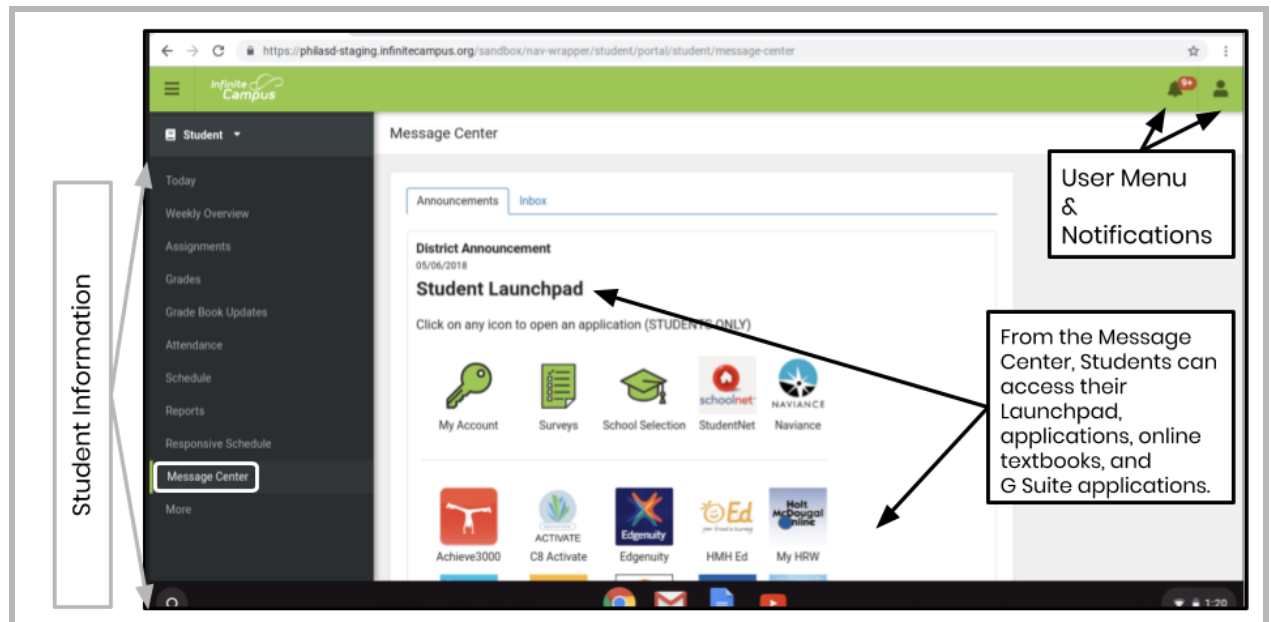
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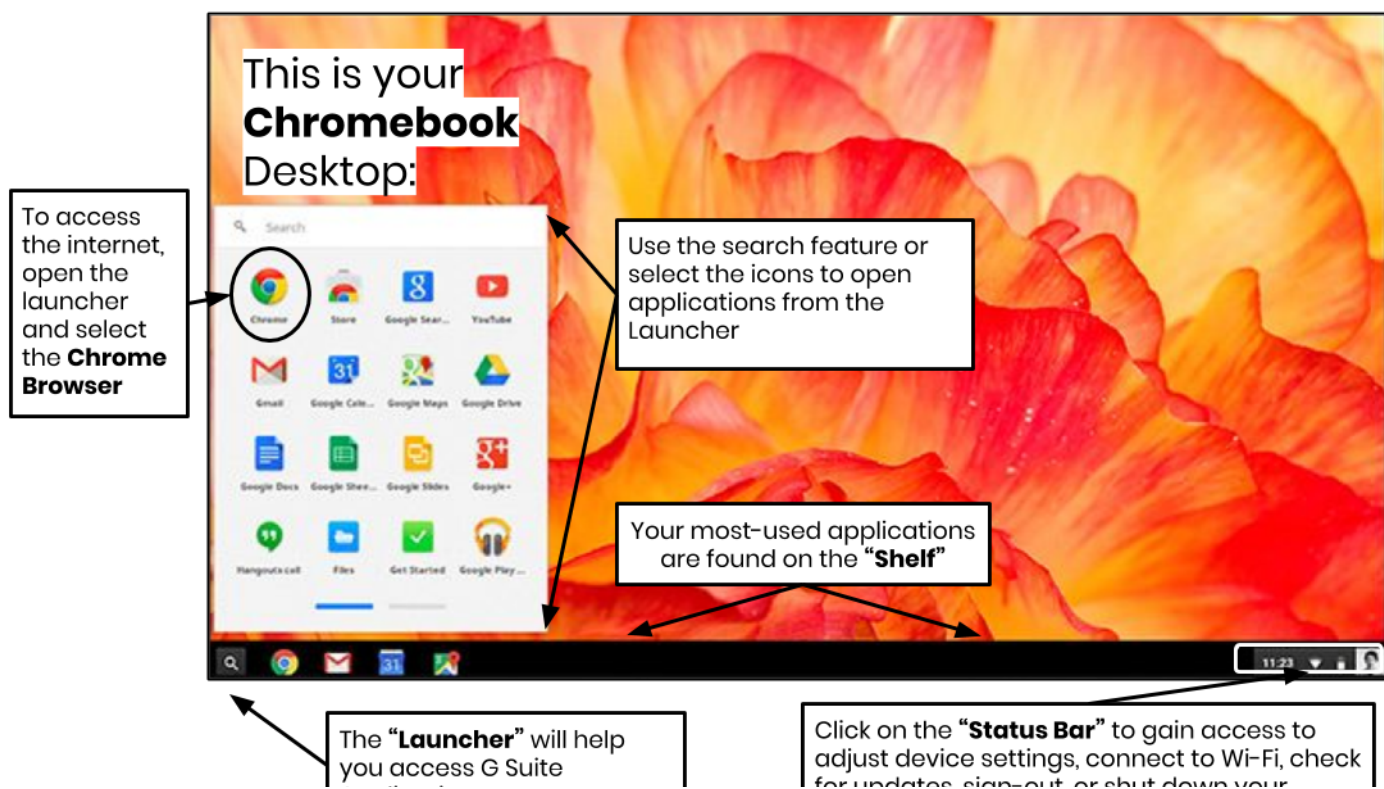
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Bar” which expands into a menu that allows you to adjust settings for your device, monitor your Wi-Fi, sign-out and turn the Chromebook off.



Chromebooks: Basic Setup & Features



Anatomy of a Chromebook:



Important Keys:

These keys can be found across the top of the keyboard:

Key	Function
	Go to the previous page in your browser history
	Go to the next page in your browser history
	Reload your current page
	Open your page in full-screen mode
	Switch to your next window

Key	Function
	Decrease screen brightness
	Increase screen brightness
	Mutes sound *
	Decrease the Volume
	Increase the volume (*Press to cancel mute mode)

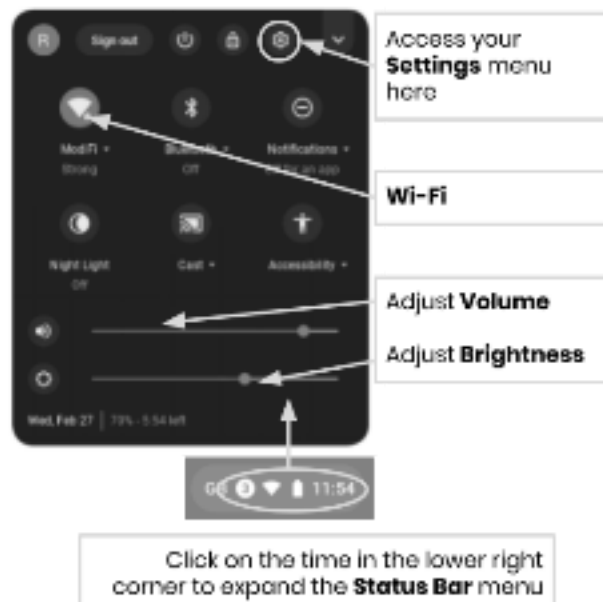
Using the Touchpad:



Left click - Just tap at top or click at bottom.

Right click - Tap with two fingers at top or click with two fingers at bottom.

Adjusting Language Settings



To change the language settings on a Chromebook, open the “**Status Bar**” on the bottom right corner of the desktop. The expanded view of this window will show a settings (gear) icon..

Step 1 → Select “Advanced”

Step 2 → Access the “Languages and input” section, and select “Language”

Step 3 → Choose the language you would like to use

....if your language is not included in the list

- Select “Add languages”
- Select the language you want and press “Add”.

Once you have selected your language, select the more button (⋮) and you will be given the opportunity to specify how you want to use the language. Your options include:

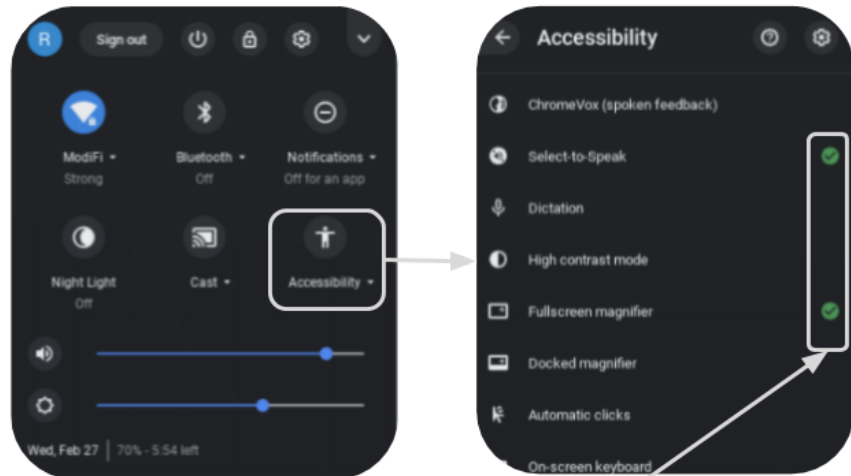
1. “Show menus in this language”
 - Select “Show system text in this language”
 - Restart the device
2. “Show webpages in this language”
 - Select “Move to the top” to prioritize this language at the top of the list.

- If you would like Google Chrome to translate the webpages also, select “Offer to translate pages in this language”

Accessibility

You can enable the Accessibility features by opening the “Status Bar” menu and selecting “Accessibility”. This will open a menu of available accessibility features, select features as needed.

Features include: ChromeVox (spoken feedback), Select to Sleep, Dictation, High contrast mode, Fullscreen magnifier, Docked magnifier, Automatic clicks, and On-screen keyboard.



Enable or disable Accessibility features as needed



Chromebook Cheat Sheet: Basic Use & Troubleshooting

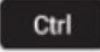


Tips & Tricks for Chromebook Users

Helpful Chromebook Shortcuts



The following shortcuts will work on Chromebooks. Some also work on computers running the Chrome browser.

Copy  + 	Paste  + 
Undo (works for almost any program or app)  + 	Delete  + 
Select All  + 	Close Tab  + 

Basic Troubleshooting

Issue:	Key Commands
The Chromebook has crashed or the screen is frozen	Turn the machine off and on again by holding the Power button.
The screen isn't powering on	Reset the machine by pressing: RELOAD/REFRESH + POWER
The Chromebook is sluggish	Reset the machine by pressing: RELOAD/REFRESH + POWER
The keyboard is not responding	Reset the keyboard by holding the following keys: Click + SHIFT + ALT
The touchpad is not responding	Reset the machine by pressing: RELOAD/REFRESH + POWER
The power button won't work	Sometimes the Power Button will not wake up the machine, even when you know the battery is fully charged. Wake up your machine, by following these steps: 1. Close the lid of your Chromebook 2. Plug your power cord in and connect to your Chromebook 3. Open the lid of your Chromebook without pressing any keys This should reactivate the Power button.
The home screen image is rotated or upside down	Hold the following keys: CTRL + SHIFT + RELOAD <i>*This will rotate the entire screen by 90 degrees each time it is pressed</i>
There is no sound when headphones are plugged in	Follow these steps to troubleshoot your audio settings: 1. Make sure headphones are plugged in fully and properly and there isn't any debris blocking the port. 2. Make sure the Chromebook is not in "Mute Mode" by pressing the 3.  4. Clear the cache and reboot: a. Open Chrome b. At the top right, click More () c. Click More tools > Clear browsing data d. Choose a time range, like Last hour or All time e. Select the types of information you want to remove i. Do all f. Click Clear data g. Restart the Machine
Websites aren't loading	Clear the cache and reboot: 1. Open Chrome 2. At the top right, click More () 3. Click More tools > Clear browsing data

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