

Chromebook Exploration

Directions: In order to sign in to your Chromebook, you will need to know your Google Account username and password. Take the next 25 minutes to complete the following tasks. If you run into any problems, visit one of the consultants at “Chromebook Boot Camp.”

Task 1: Signing In:

To sign in to a Chromebook:

1. Click **Add user** on the lower-left corner of the screen.
2. Enter the Google Account email address and password.
3. Choose a picture. You can update your picture after you've signed in.
 - The sign in screen can show up to 18 users.

After you sign in to the Chromebook, you'll be automatically signed in to other Google services you use.

Did you complete this task? Yes/No (Circle One)

Notes/Comments: _____

Task 2: Setting Up Bookmarks or Tabs:

Click on the Google Chrome Browser 

Don't waste brainpower memorizing URLs. Click the  icon in the omnibox (website bar at the top of the screen) to place a link for the page into the saved bookmarks. Click the bookmark to revisit the page anytime.

Set up bookmarks for the following websites:

Workshop Website- <http://leecounty.idecorp.com/>

Lee County Website- www.leeschools.net

IDE Portal- www.ideportal.com

If you would like to add bookmarks to pages that you frequently visit, this can be an opportunity to do that as well.

Did you complete this task? Yes/No

Notes/Comments: _____



Task 3: Understanding The Shelf and Accessing your Google Drive

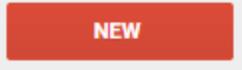
Here is a brief [Video](#) that explains the Shelf.

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. To add more apps to this list, visit the [Chrome Web Store](#).

After clicking on , from your shelf click the Google Drive icon  .

When your drive is open click Settings  .

Scroll down to where it says “Experience the new Drive”.

After you choose to Experience the New Drive, click  .

Select Folder, name the folder “Chromebook Training” and hit  .

We will be adding documents to this Folder throughout the training.

Did you complete this task? Yes/No

Notes/Comments: _____

Task 4: Understanding the Touchpad

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:
(Your touchpad may or may not make a clicking noise)

Take a few minutes to get familiar with the different features of the touchpad.

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



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



Right-click: Click the touchpad with two fingers, or hold Alt while doing a single click.
Middle-click: Click the touchpad with three fingers.



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



Did you complete this task? Yes/No

Notes/Comments: _____

Task 5: Shortcut keys:

The top row of your keyboard may look different from a laptop or computer that you are used to. Take 5 minutes to familiarize yourself with the different keys.

	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)
	<p>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.</p> <p>Tip: To turn Caps lock on temporarily, press Alt + the search key.</p>

Task 6 : Understanding Status Area and Settings

If your shelf is at the bottom of your screen, the Status area is in the bottom right hand corner. This will allow you to sign out, connect to Wifi, see battery life, control volume, and change settings.

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 accesses 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.

1. Click on the Status section
2. Click on the ?
3. Click on Personalization(left hand side)
4. Take 5 minutes to scroll through the different features that you and your students can use to customize your Chromebook.

Did you complete this task? Yes/No

Notes/Comments: _____

