

Chromebooks

Part 1: Tips for Helping You
Navigate Your Chromebook

Part 2: Rules, Procedures, &
Care



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Tips for Helping You Navigate Your Chromebook

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Part 1



Using the Chromebook touchpad

- **Move the pointer:** move your finger across the touchpad

Click: press the lower half of the touchpad

Right-click: press the touchpad with two fingers OR hold Alt on the keyboard and press the touchpad with one finger

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

Using the Chromebook touchpad (continued)

- **See all open windows:** swipe up or down with three fingers

Switch between tabs: if you have multiple browser tabs open, swipe left and right with three fingers to quickly move between tabs

Drag and drop: with one finger, click and hold the item you want to move; with a second finger, move the item; release both fingers to drop the item at its new location

Troubleshoot touchpad problems

- Make sure there is no dust or dirt on the touchpad

Touch the **Esc** key several times

Drumroll your fingers on the touchpad for ten seconds

Restart your Chromebook

Perform a hard reset: Refresh  + Power 

Other keyboard shortcuts

• **Overlay of the keyboard** with all key functions and shortcuts:

Ctrl and **Alt** and /

Delete: **Alt** and **backspace**

Lock the screen:  and **L**

Screenshot: **Ctrl** and 

Partial screenshot: **Ctrl** and **Shift** and 

Scroll down the web page: tap the **spacebar**

Scroll up the web page: **Shift** and **spacebar**

Turn caps lock on/off: **Alt** and 

Other keyboard shortcuts (continued)

- **Zoom in:** Ctrl and +

Zoom out: Ctrl and -

Reset zoom: Ctrl and 0

Search for a word in current page: Ctrl and F

Show/hide bookmarks bar: Ctrl and Shift and B

Drag and drop apps to your shelf to pin them

Printing

- From a computer that has a printer connected, login to your Google account

Go to settings

Scroll down to Printing (may need to click on Advanced)

Click Google Cloud Print - Setup cloud printing devices

Click Manage Cloud Print devices

Click Add printers button

Select printers you wish to add and then click Add printer(s) button

You should now be able to print from the Chromebook

More Resources

- ❑ Some Great Educational Chromebook Apps for Teachers
<http://www.educatorstechnology.com/2017/07/some-great-educational-chromebook-apps.html>
- ❑ 11 Hidden Chrome Features (You'll Wish You Knew About Sooner)
https://www.youtube.com/watch?v=_dZhYtCnnRQ
- ❑ 20 Chromebook Apps for Education in 10 Minutes
<https://www.youtube.com/watch?v=aNi8RdUEnik>
- ❑ Ditch That Textbook
<http://ditchthattextbook.com/?s=chromebooks&submit=Search>

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Chromebooks Rules, Procedures, & Care

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Part 2



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**What is a
Chromebook?**
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[YouTube link](#)

CHROMEBOOK RULES



I will only
use the
Chromebook
with clean
hands.

CHROMEBOOK RULES



I will
carry the
Chromebook
with two hands.

CHROMEBOOK RULES

I will not
walk around
the room
with the
Chromebook.



CHROMEBOOK RULES



I will sit
down while
using the
Chromebook.

CHROMEBOOK RULES



I will keep the
Chromebook
flat on
my desk.

CHROMEBOOK RULES

Report any
damage to the
chromebook
at the
beginning of
class.



CHROMEBOOK RULES



I will raise my
hand and wait
quietly when I
need help.

CHROMEBOOK RULES

I will only go to
apps and
websites
approved by
my teacher.



CHROMEBOOK RULES

I will not
leave the
Chromebook
on the floor.



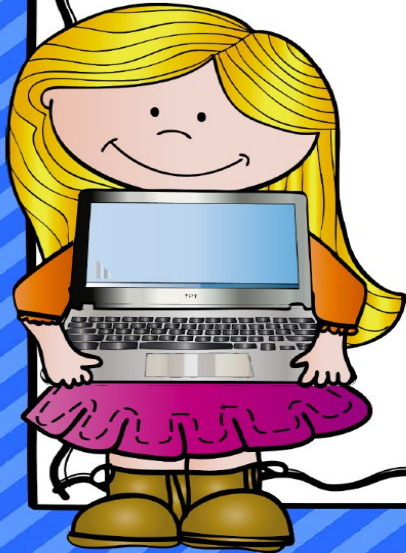
CHROMEBOOK RULES



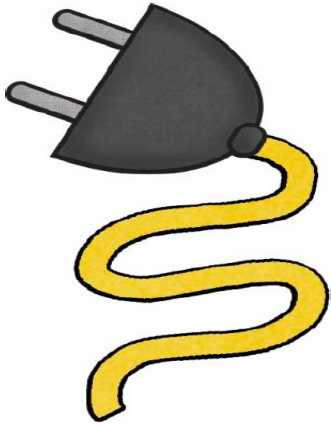
I will not
take a
picture or
video without
permission.

CHROMEBOOK RULES

I will always
treat the
Chromebook
with respect.



CHROMEBOOK RULES



I will plug the
Chromebook
into the charger
when
I am done.



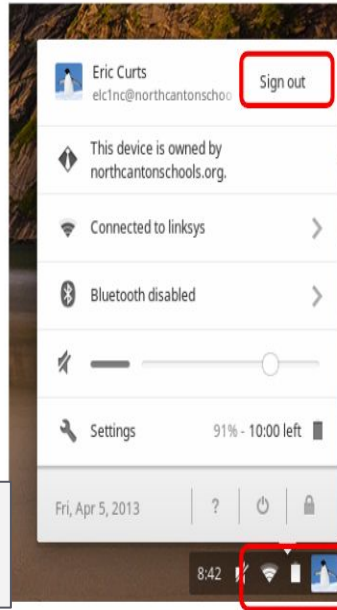
Chromebook Care



Logging In & Signing Out

How to Sign Out & Turn Off

Wifi @ school:
gp-device



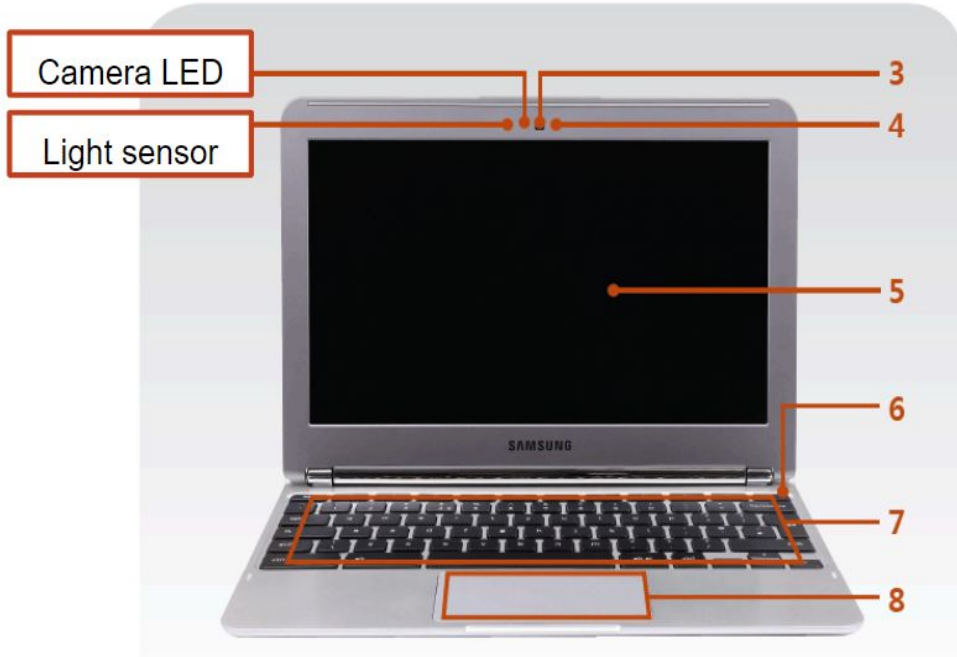
2. Then click here to sign out



3. Finally hold down the power button to turn off

1. First click here in the bottom right corner

Getting to Know Your Chromebook



Camera LED

Light sensor

3

4

5

6

7

8

Camera

Microphone

LCD Screen

Power Button

Keyboard

Touchpad