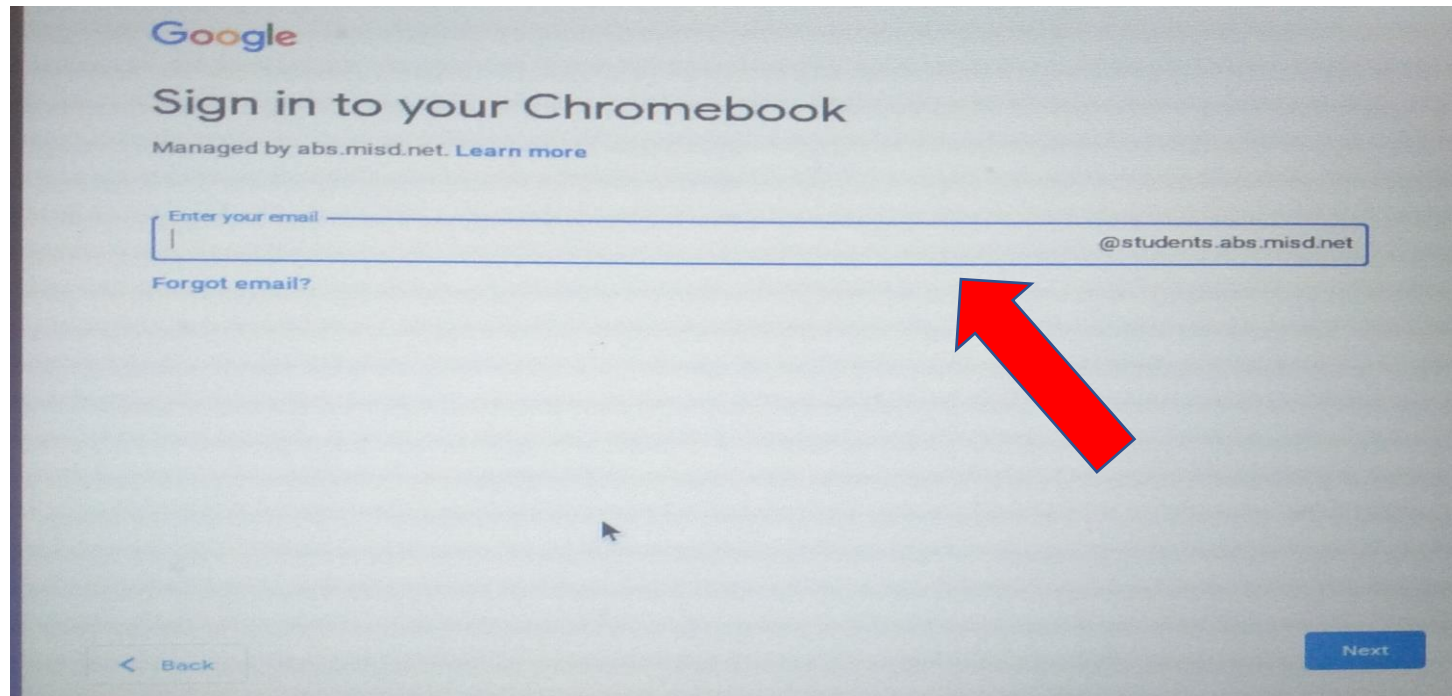


Getting Started with Chromebooks For Students and Parents



chromebook

Logging In



For the Chromebook Login:

Students need to use their USERID ONLY (@students.abs.misd.net) is already filled in for you.

For the Microsoft 365/Schoology Login:

You will need to enter your full school email (Ex. UserID@absstudents.abs.misd.net)

Explore the Interface

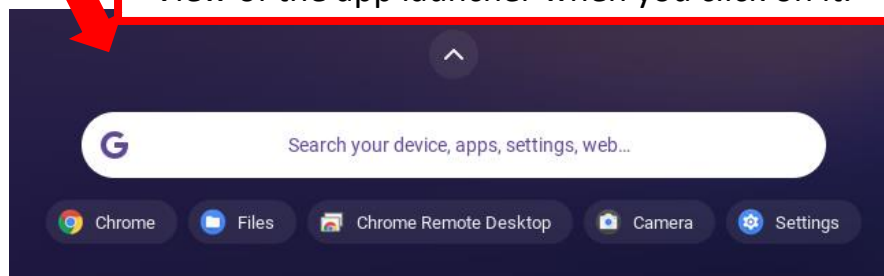
Chromebooks are like giant tablets. Almost everything done on a Chromebook is done online through Google Chrome. The interface is very simple for this reason.

The circle is the app launcher. You can click on this to access **Files**. Keep in mind that you can download pictures, PDFs, etc. to the Chromebook and save them to **My Files**. You should work on Word documents, PowerPoints, etc. online in OneDrive.

Use Google Chrome to access Schoology, OneDrive, and School Email.

Click on the time to manage WIFI, sign out, or power off the Chromebook.

View of the app launcher when you click on it.



How To Adjust the Volume

You can change your volume through quick settings.

Change your Speaker Volume:

To control how loud or soft others sound to you, adjust your speaker, headphone, or other output volume.

1. At the bottom right, select the time.
2. Drag the volume slider left or right.

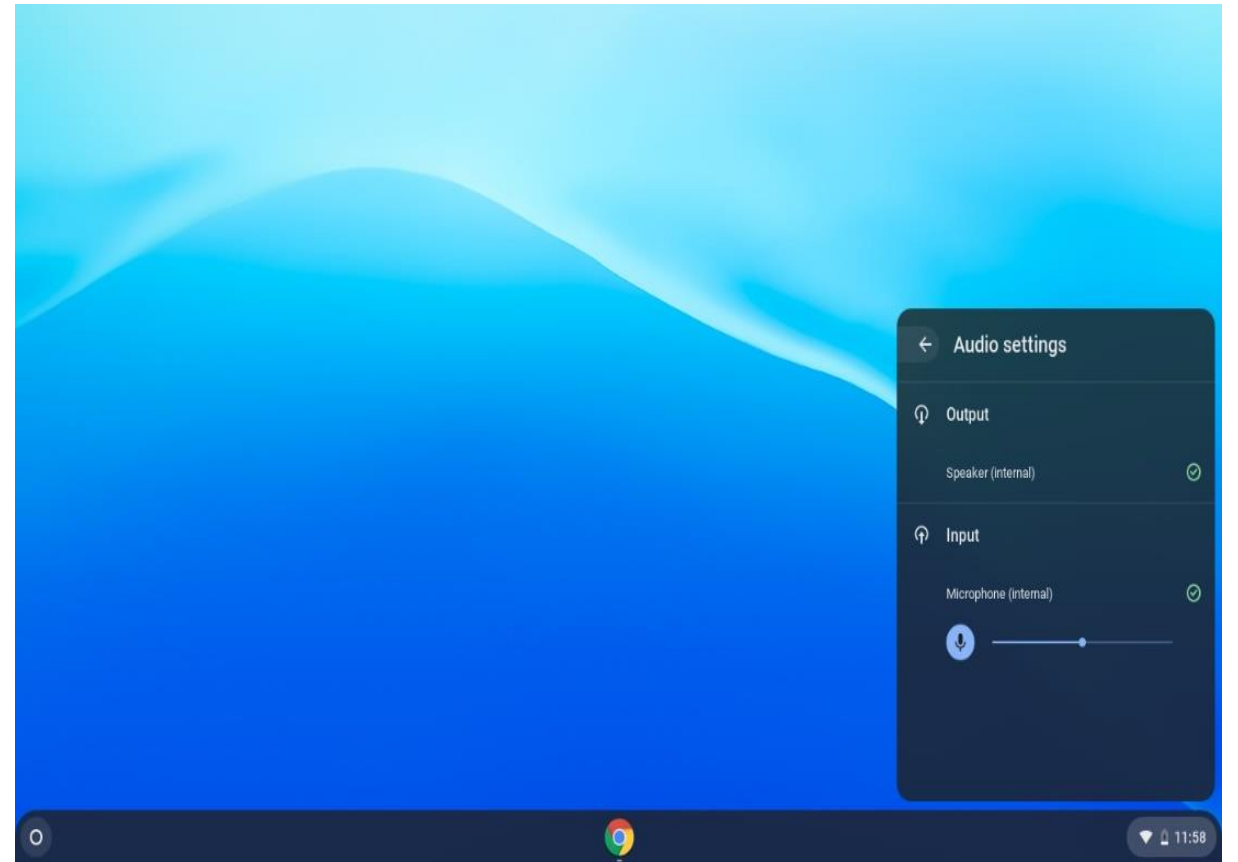


How to Control the Microphone Volume

You can adjust how loud or soft your voice sounds to others during a call or meeting.

Directions:

1. At the bottom right, select the time.
2. Next to the volume slider, select the Audio settings arrow
3. Under ***Input***, drag the microphone slider left or right to adjust the volume.



How to Copy and Paste

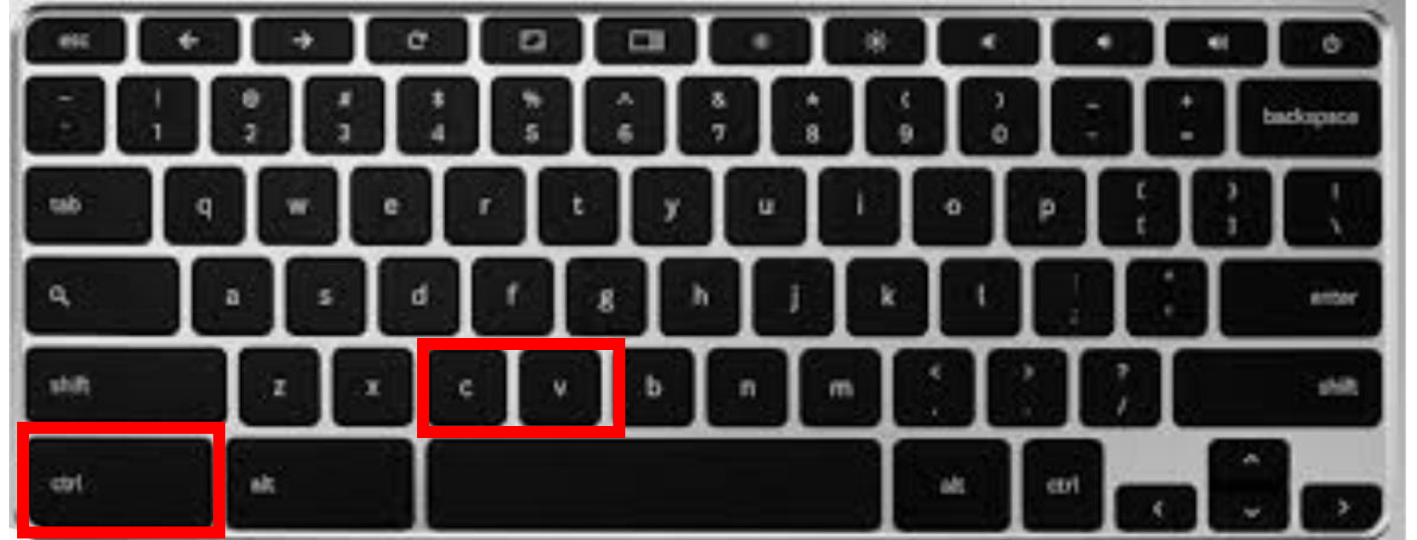
You need to use keyboard shortcuts to copy and paste on a Chromebook.

To Copy:

Hold down **CTRL** and press **C** at the same time.

To Paste:

Hold down **CTRL** and press **V** at the same time.



How To Take a Screenshot

Hold down **CTRL + Switch Window Key** to take a full screenshot.



Hold down **CTRL + SHIFT + Switch Window Key** to take a partial screenshot. Click and drag to take a picture.

Learn the Most Popular Shortcuts!

Using Shortcuts is a MUST for Navigating a Chromebook

Pressing “CTRL+ALT+/" brings up the keyboard viewer. From here, you can easily view ALL the shortcuts.

Shortcuts	Description
CTRL+N	Open a new window
CTRL+T	Open a new tab
SHIFT+ESC	Open the Task Manager page
CTRL+?	Open the Help Center page.
CTRL+C	Copy
CTRL+V	Paste
CTRL+Z	Undo
CTRL -	Zoom Out
CTRL +	Zoom In

TouchPad Gestures

5 Gestures to Know:

1. Swipe horizontally with two fingers to go Forward and Back in Chrome.
2. Swipe vertically with two fingers to scroll up and down.
3. Swipe horizontally with three fingers to slide between open tabs in Chrome.
4. Swipe down with three fingers to open the Task Switcher, which spreads out all open apps in a bird's eye view.
5. Click with two fingers to right click.

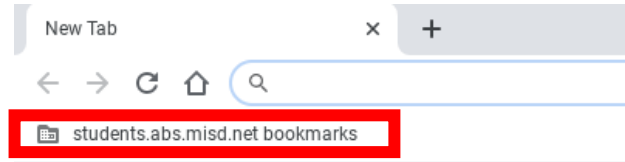
How to Access Schoology

1

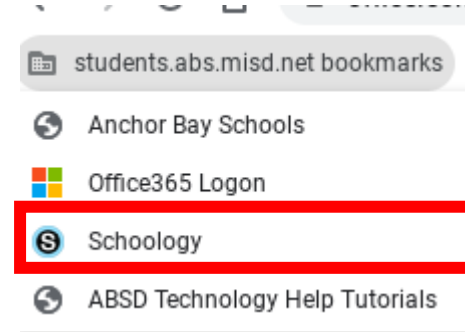
Launch Google Chrome



2



3



4

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

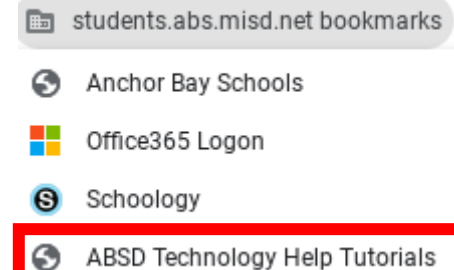
[Sign-in options](#)

Log in with your school email and password

Next

5

You should be logged into the Schoology home page.



Click on this bookmark for Technology Help Tutorials

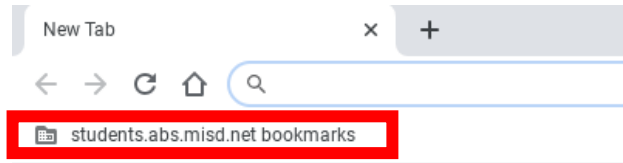
How to Access OneDrive

Chromebooks are used primarily for web access. The desktop version of Microsoft Office isn't available on the device. Instead, you can access OneDrive from Google Chrome.

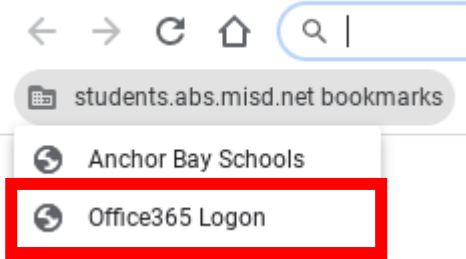
1 Launch Google Chrome



2



3



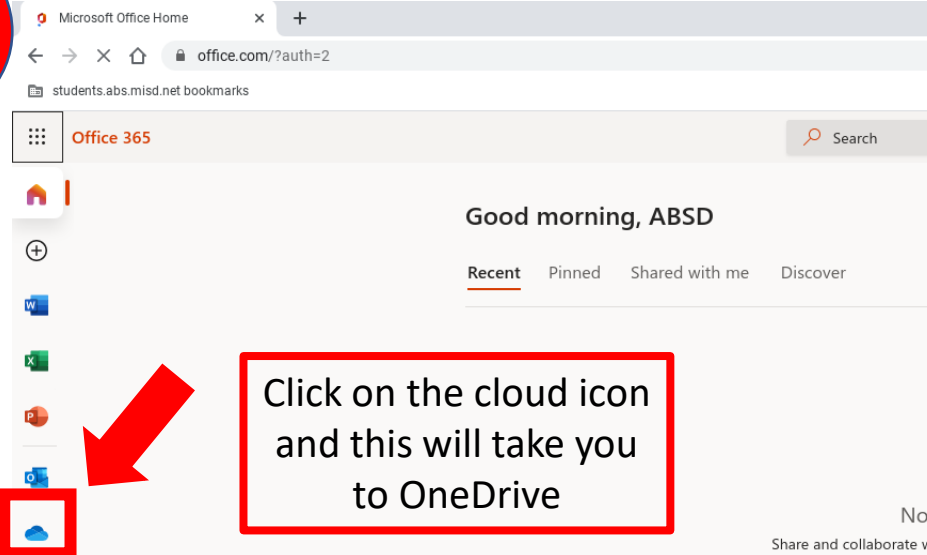
4

Microsoft
Sign in
Email, phone, or Skype
No account? [Create one!](#)
Can't access your account?
[Sign-in options](#)

Log in with your school email and password

Next

5



[Click here](#) for a video tutorial on downloading Microsoft files from Schoology, moving to OneDrive, and working on the file online to submit as an assignment

How to Fill Out a Fillable PDF on a Chromebook

[Click here](#) for a tutorial

Editing PDFs on a Chromebook is different from editing on a PC. Please make sure you follow all the steps in the tutorial to ensure your work saves properly.

The most important tip to remember is make sure you **rename the file** and **save to My Files**, before uploading to Schoology.

Can I Print on a School Chromebook?

You won't be able to print from a school Chromebook.

Alternative:

- You can either email the document to yourself or upload the document to OneDrive.
- From there, you can log into any personal devices you have that are connected to your printer. Access OneDrive or email and print the document.

Additional Resources & Support

Please [click here](#) for more technology help resources on our website.

Please email ABSDTechSupport@abs.misd.net for technical assistance.