Chromebook Tutorials

Logging in to your Chromebook for the first time:

- Open your chromebook and accept the End-User License Agreement
- Connect to your Wifi
- Sign in to G Suite using your MarionGS email
  - The same as your Office 365 Email, but with @MarionGS.com at the end instead of @stu.k12.wv.us
- Allow for apps to download and for the computer to update.

Downloading Clever and Other Apps

- Open up a tab in Google Chrome
- Click on "School Links" on the bookmark bar.
- Select the Marion County Technology Portal, and Navigate to the "Logging in to your Chromebook for the first time" tab.
- Scroll to the bottom and open the MarionGS App Store
- Add Clever to Chrome and login using your Marion GS Email.

Using Clever for Schoolwork

- Download the Clever Extension for Google Chrome, and sign in using your MarionGS account. Pin the Clever icon to your extension bar
- Use the pages your teachers and the school district have created to find the apps you will use for school.
- After you are given a password to an application, log in through Clever and it will save your password.
- After you have found all of your apps, use Clever to navigate between Google Classroom, textbook websites, and anything else you have been asked to use.

Navigating Google Classroom

- From Clever, open Google Classroom to see all of the classes where you are a student.
- The Stream will show you all new announcements from your teachers.
- The Classwork Tab will show you all of your assignments for each class.
- You can email your teacher through the People tab.
- On the Stream for each class, the box to the left side of the screen will show you all upcoming assignments for that class.

Completing Google Forms in Google Classroom

- Open the Form through the assignment in Google Classroom.
- Follow the directions and answer the questions your teacher sent to you.
- After completing the form, click "submit" to send the Form back to your teacher for grading.

Completing a Worksheet in Google Classroom

- If your teacher assigned a document that they want you to type on and complete, you will see it under "Your Work".
- The Doc will have your name, then the name of the assignment.
- Open the Doc in Google Docs and fill in whatever information your teacher asked for.
- After you are done, go back to the assignment page and click "Turn In" under "Your Work".

Creating you own document for an assignment in Google Classroom

- If your teacher asks you to create a Google Doc, Google Slide, Google Form, or anything else, click "Add or Create" under "Your Work".
- If you are creating this material for the first time (starting the assignment), create a new Doc, Slide, Sheet, or Drawing. Work on your assignment and click 'Turn In'.
- If you already have the work done in Google Drive or on your computer, attach it to the assignment and click 'Turn In'.

Viewing Material in Google Classroom

- If your teacher sends out material for you to view that is not an assignment, you will see it as a material.
- There is nothing to turn in, but you should read it by clicking on the material just like you would for an assignment and viewing whatever your teacher attached.

Contacting Your Teacher Through Google Classroom

- If you have a question about an assignment a teacher gave you, you can contact them through Google Classroom.
- Under the assignment, type a private comment to your teacher and send it to them.
- Or, go to the "People" tab on Google Classroom and email your teacher. Remember to be polite and professional.
- If a teacher requests that you contact them through something other than Google Classroom, follow their directions.

Using the Calendar in Google Classroom

- Click on the menu on the right side of the screen to view the Calendar.
- The Calendar will show you each assignment you have due for each class.
- Use this like a planner to schedule your work so you don't miss an assignment.
- You can view all of your classes on the calendar at once, or use the menu on the top to view one class at a time.

Working Offline in Google Suite

- The Chromebook will not allow you to download assignments
- If you open an assignment while you have access to WiFi, you will be able to edit it offline by either keeping it open or going to the Google Docs App.
- When you edit it offline, the Chromebook will save it for you until you can connect to WiFi again, then upload it to Google Drive.
- So if you do not have access to WiFi at home, make sure you open all of your assignments before you leave school, your teacher will give you time to do this.