

QUICK START

Chromebooks and How to Log on

Your Chromebook needs to be taken care of while it is assigned to you. You are responsible for it and any damage that may occur.



Thank you for...

- Carrying it with two hands. It is best to carry it with the top closed.
- Not eating or drinking while using it. It is electronic and electricity and water do not get along.
- Placing it on flat surfaces when you are using it. This way it won't slip and accidentally fall and break.
- Making sure all the buttons remain in their proper place. If buttons come off, some can be put back on but others cannot and the computer will need to be repaired.
- Reporting any problems (see contact information below) you may have while using your Chromebook.

Turning on Your Chromebook



- Sometimes your Chromebook will come on when you open the lid. Sometimes it will not.
- The power button is the top right side of the Chromebook, along the edge.
- You need to press that small button for 1 second and then release. Be patient, sometimes it takes a few seconds for the Chromebook screen to light up and begin working.

Logging on to your Chromebook

My Login Name and Email Address	Current Password	Write Your New Password Here
(see the bottom of the last page, your login is the email address)	password	

- Your "**Login**" is your student email address. It will start with your first initial, middle initial, last name and a number(s) and then be a combination of your last name and first initial. Some of you may have more or less letters.
 - Example: kljackson1@stu.lcusd9.org would be a student email address
 - When the sign in screen appears, enter the first part of your email address in the blue box. You do NOT need to enter the @stu.lcusd9.org part because it is already typed in the blue box for you.
- Your "**Password**" at this point is password. You will be prompted to change it as soon as you log on. Remember what you changed it to.
- Be careful typing in your login and password. If it does not work, chances are you made a typing mistake.

- When you type in your password, there is an “eye” icon at the far right end of the blue password box. If you click on that “eye” it will let you see what you are typing. If someone has helped you and it still does not work, let your teacher know right away.
- Log out – When you’re ready to shut down, hold down the power key for a few seconds to log out. Alternatively, you can also select “Sign Out” or “Power Off” from the menu as selected by clicking on icon next to the clock and battery indicator in the lower right hand corner of the screen. **You need to shut down your Chromebook nightly for software updates.**
- Your Chromebook is expected to last about 4-6 hours on a full charge. The charging port is located on the side of your device while the battery life indicator is located on the lower right hand corner of the screen.

Chromebook Keys & Shortcuts:

For starters, there is no **Caps Lock** key. This has been replaced with a dedicated Search key which will launch the App Menu. The App Menu is a place where all your Web Apps are located, you can perform searches here. Many of your simplest functions are:

Ctrl + C – Copy

Ctrl + X – Cut

Ctrl + V – Paste

Ctrl + P – Print



Ctrl + Alt + Up Arrow key – Home

Ctrl + Alt + Down Arrow key – End

Alt + Up Arrow key – Page Up

Alt + Down Arrow key – Page Down

Alt + Backspace – Delete the next letter (forward delete)

Ctrl + Backspace – Delete the previous word

Ctrl + F5 – Take Screenshot



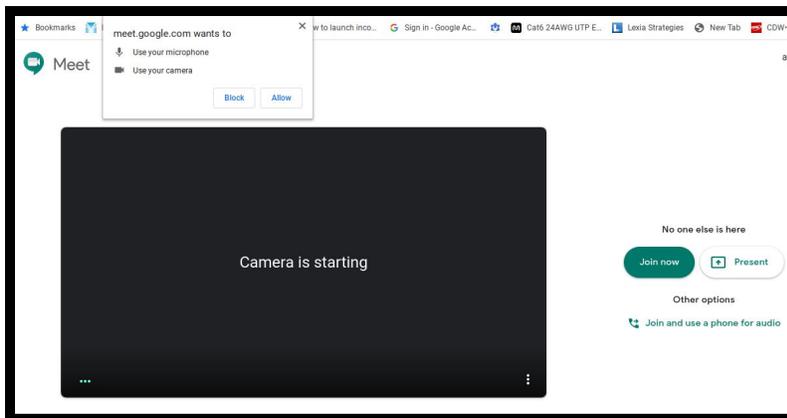
If You Have Trouble

- If you have trouble logging on to your Chromebook or any of the programs
 - Contact your teacher as soon as possible! Your teacher can help you with most of the of problems you may be having. If your teacher cannot help you, they will get a hold of our Technology Department for help, Adam Richter (arichter@lcsd9.org).
- If something bad happens to your Chromebook
 - Contact your teacher as soon as possible! Your teacher can tell the Administration and the Technology Department and a possible replacement Chromebook may be issued to you.
- Do not wait to report any trouble you are having or you will fall behind in your classes.
 - The phone number for the school is 618-537-4553 (LES) or 618-537-4423 (Jr/Sr High). They can put your parents/guardian in touch with the right people to solve your problem.

Remember, do things the GREYHOUND way!! Be Respectful, Be Responsible, and Be Safe!!!

Joining Google MEET from your school issued Chromebook

1. Your instructor will send you a link to join the Google Meet, either through Google Classroom, Seesaw or an email. Simply click on the Google Meet link.
2. You'll arrive at a webpage that looks like this. Don't use a personal Gmail account.



3. You should mute yourself prior to joining.

I can't see the presentation, but I can hear it!

- The presenter hasn't started the presentation yet.
- Leave and rejoin the meeting to reset your view. This usually solves many problems!

I keep getting disconnected from the meeting!

- If your wifi or internet connection is not reliable or too slow, you will be disconnected. Use a more reliable internet connection. We don't recommend using public wifi hotspots because they can be unreliable.

Your child's **first day of school is Monday, August 24th**. Teachers will provide additional information on their class schedule and how and when classes will be conducted and when they will meet online.

REMEMBER - We are here to help.
Reach out to your classroom teacher(s) or
our office staff.



LES - Anne Marie Vandelloo - 618-537-4553 -
amv@lcsd9.org

LHS/LJHS - Nikki Waters - 618-537-4423 -
nwaters@lcsd9.org

District - Lisa Hardy - 618-537-4611 -
lhardy@lcsd9.org

District Technology - Adam Richter - 618-537-4423
arichter@lcsd9.org