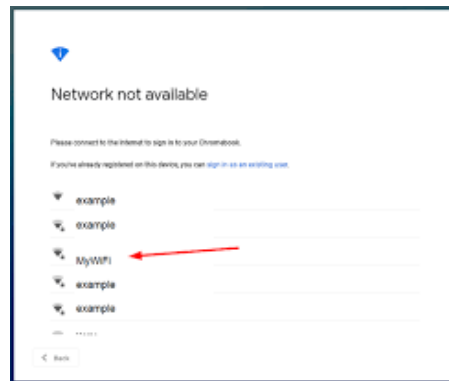


Getting Your Chromebook Up and Running

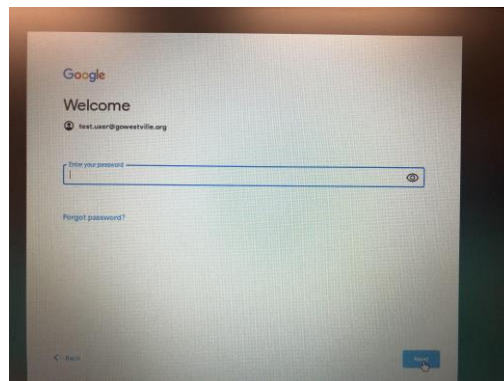
Step One – Turn it on the power button usually located on the upper right of the keyboard.



Step Two – Access a wireless internet network and enter your password when prompted. Students devices are automatically set-up for wireless internet at school- there is nothing to do.



Step Three – Sign-in using your school-issued email account. The student email account is the student's first name.last name. For example, John Doe's log-in = *john.doe@gowestville.org*



Step Four – When you will see a clean screen saver with several quick links on the bottom bar.



Chrome is the internet browser for accessing email and drive storage.



This will link to their online courses. Courses will appear Monday 8-24. More info on accessing e-courses is coming.



Rosetta Stone is a quick link for WHS Spanish students.

Chromebook Tips and Support

Remember – As outlined in the Chromebook Policy the district-issued device has the potential to become the personal property of the student to whom the device is issued. Take care of the device and maximize the potential it can help students down the road.

Best Practices for Keeping Your Chromebook Charged and Extending Battery Life

- Turn down the screen brightness
- Avoid updating the Chromebook while running on battery
- Unplug unneeded devices
- Turn off Bluetooth when not in use
- Shut down and turn off your Chromebook when it is idle and not in use
- Avoid excess heat (leaving it in a vehicle on a sunny day) and keep cool when possible
- Avoid using your Chromebook while it is charging (this generates more heat)
- Power cycle the device early in use – (run the device until it is completely drained of power and will not turn on, then completely charge it to 100% without using it until it is full). Doing this process early in the lifespan of the device helps “train” the battery to last longer, hold charge better, and utilize the full battery capacity.

Maintenance Tips to Remember for Your Chromebook

- Do not remove your school issued bar code and student sticker tag- this is the system the school uses to inventory your Chromebook. If your tag is removed contact the school immediately.
- Do NOT take your Chromebook to an outside computer service if you have a repair or maintenance need. Contact your school if you need a repair or issue resolved.

Questions and Technical Support

- The best place to start with a technical question would be calling the school and/or contacting a classroom teacher for support. Anticipate that early on there will be questions and many technical issues related to this large-scale device roll-out.

Student Issued Email Account and Password

- The school has issued all students email accounts. These email accounts are formatted the same (firstname.lastname@gowestville.org). Returning students may use the passwords they have used in the past. If a student is new and/or does not remember their password, they should contact their school. Remember, never share your password!