



HAVANA COMMUNITY UNIT SCHOOLS #126

Where the Future of Education is Happening Now



Chromebook Basics: Introduction

2020-2021 School Year

Updated: 8/23/20

Student Responsibilities

The laptop is SCHOOL PROPERTY and yours to use for EDUCATIONAL purposes.

You should NOT DOWNLOAD any software or CHANGE ANY SETTINGS on your laptop unless you have permission from your teacher.

Make sure your laptop is CHARGED each night so you will be able to use it during the school day.

Do your best to protect it from getting damaged or broken.

How can you protect your laptop from damage?

Do not close the laptop with anything in it - earbuds, pencils, notebooks, etc. - or you could crack the screen.

Do carry your laptop in a sleeve, case, or small bag so you don't drop it.

Do not put heavy items or a lot of pressure on your laptop as it might cause the case to break.

Do not stuff it into a large bookbag as the pressure on the laptop could cause damage.

Do not leave the laptop on the floor (or in a bag on the floor) for someone to step on.

Do not leave it on the edge of a table/desk or on the bleachers as it may be knocked off.

Note about playing games, messaging, & other online activities ...

- You must have your teacher's permission (each time) to play games and they need to be approved sites.
- Never download software to play games or chat with other people.
- Playing games during class is not allowed and may result in you losing your laptop for a week or more.
- Messaging, e-mailing, or chatting with other students during class is not a smart choice.
- Do not use sites that help you “get around” the school filters. Sites are blocked for a reason!

Remember ... just because you CAN do something, that doesn't mean you SHOULD! Make SMART CHOICES!

Personal Electronic Devices - Cell Phones, Tablets, Watches, etc.

- 5th & 6th - Devices must be turned off and kept in a bookbag or another place designated by your homeroom teacher. You will not be allowed to take any devices to lunch and recess.
- 7th & 8th - Cell phones and laptops may be used during your lunch and recess; however, you will not be allowed to use school's wireless network.

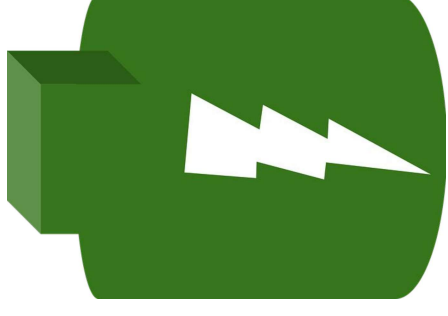
NOTES: During class time, devices must be turned off and kept in your bookbag. If your cell phone disrupts class or the teacher notices, the phone will need to be taken to the office. You will need to see Mr. Brady at the end of the day to get your phone.

Other things to remember ...

- You **SHOULD NOT** take pictures of other students or post information about other students on social networks/apps!
- No personal laptops or tablets will be used in the classroom; only school-issued devices. Outside devices will not be allowed on the wireless network.
- You may lose the privilege to use your cell phone if you do not follow the rules and use them in a school appropriate manner. This also applies to your laptop!

Battery Saving Tips:

Do not sign out (or log off) - just close the laptop's lid to put it in “standby” mode.



Other ideas:

- Turn down screen brightness.
- Avoid updates while running on battery.
- Turn off Bluetooth.
- Close out unneeded webpages or apps.

Chromebook Basics

The following slides will go through the information on your Tech To-Do List.

Get a laptop and a charger from your teacher.

Get labels from your teacher.

Use one to label your CHARGER - first and last name!

Use the other to label your LAPTOP - first and last name!

BEFORE WE BEGIN ...

- **It is very important to listen to your teacher's instructions and follow along with this tutorial.**
- **Please do NOT work ahead or try things on your own – you will have time to explore your laptop after we are done!**

Questions?

Computer Account Information

Havana Junior High School

Smith, Joe

ACCOUNT INFORMATION

Teacher: Tomm

Program	Username	Password
School Network	2025jsmith	126S12345 ↑ capital letter S
Google Account (School E-mail)	2025jsmith@havana126.net	126S38095
ALMA (Grades)	joe.smith	126S12345js
DreamBox (5) Study Island (5-8) Reading Plus (7-8)	2025jsmith@havana126.net	126S12345

NOTE: Use the Sign in with Google (Or Log In) link whenever you see it for school-related programs.

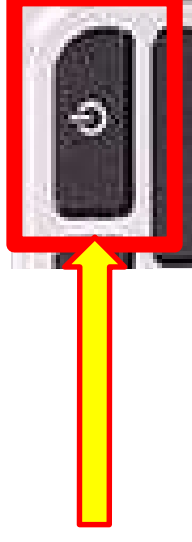
- ***You will need to remember computer information in case your laptop needs reset. Put the paper in a spot where you'll be able to find it.***
- ***Use the SAVE option on Chrome when available.***
- ***Don't share your information with other students.***

Getting started ...

1st - Open your laptop and wait for it to turn on.

Opening/closing the lid will cause it to “wake up or go into “standby” mode.

If your laptop was shut down, you may have to press the power button to turn it on.



NOTES:

- The first screen you see will be for the network connection to the school network.
If you are connecting to a different WiFi network, you will have to select it from the menu.
- Wait for the login screen to appear.
- If your computer will not turn on, it may have a dead battery and needs to be plugged in to start.

TECH CHECKLIST - SCHOOL NETWORK

Follow these directions to sign on to your laptop and access the resources you will need for school.

1st - Sign into the SCHOOL NETWORK by signing onto your laptop.

- Use your SCHOOL NETWORK USERNAME and PASSWORD from the chart.
- Click the CHROME icon to open a browser window.
- Enter the URL for the school website. Click ENTER on the keyboard.
- Enter your SCHOOL NETWORK USERNAME and PASSWORD in the authentication window that appears.
- Save the information if asked.



If you cannot get your computer authorized ...

- 1st - Double-check that you entered your information correctly. Only use the first part of your school e-mail (everything before the @ symbol.)*
- 2nd - Wait 10-15 seconds and try again.*
- 3rd - Restart your computer and try again.*
- 4th - Have your teacher send in a QNS request.*

Saving Passwords

Click SAVE anytime you see this message.

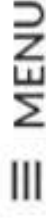


If you miss the message, look for the KEY at the top!

TECH CHECKLIST - HJHS STUDENT ZONE

2nd - Bookmark the HJHS Student Zone on your Chromebook.

- Click the MENU button at the top of the <http://havana126.net/> website
- Scroll down the list to find HJHS STUDENT ZONE.
- Click the ☆ to bookmark the site. You will use this webpage to access your teacher's website as well as links to the online programs you will use this year.



MENU

HJHS Student Zone



This page links to the teacher (classroom) websites and many of the programs you'll use this year.

NOTE: If you bookmarked sites last year, they should appear after a few moments as they are connected to your school Google account.

HJHS STUDENT ZONE
Letter Registration Form

Computer Issues? Check out the tutorials and how-to guides on the Tech Zone. If you still need help, click here to submit a request form.

5th Grade Mrs. French Mrs. Heig Ms. Ley Mrs. Dierker	6th Grade Mrs. Olson Mrs. McDaniel Mrs. Mount Mrs. Emme	7th/8th Grade Mrs. Pratt Mrs. Sennett Mrs. Snowden Mrs. Tomlin Mrs. Snowden Mr. Hawkins	5th-8th Mrs. Weegs Mrs. Brady Mrs. Dunker Mrs. Barclay PE Classes	reading plus Study Island HJHS Havana Public Library District eRead Illinois
Quick Links Building Menus Bullying Report Form HJHS Student Handbook	Counselor Mrs. Bryant	dreambox Animal Watch		
Check out the Tech Zone Havana Clip Art	Principal Mr. Brady			
	Asst. Principal Mr. Southwood			

TECH CHECKLIST - G-MAIL

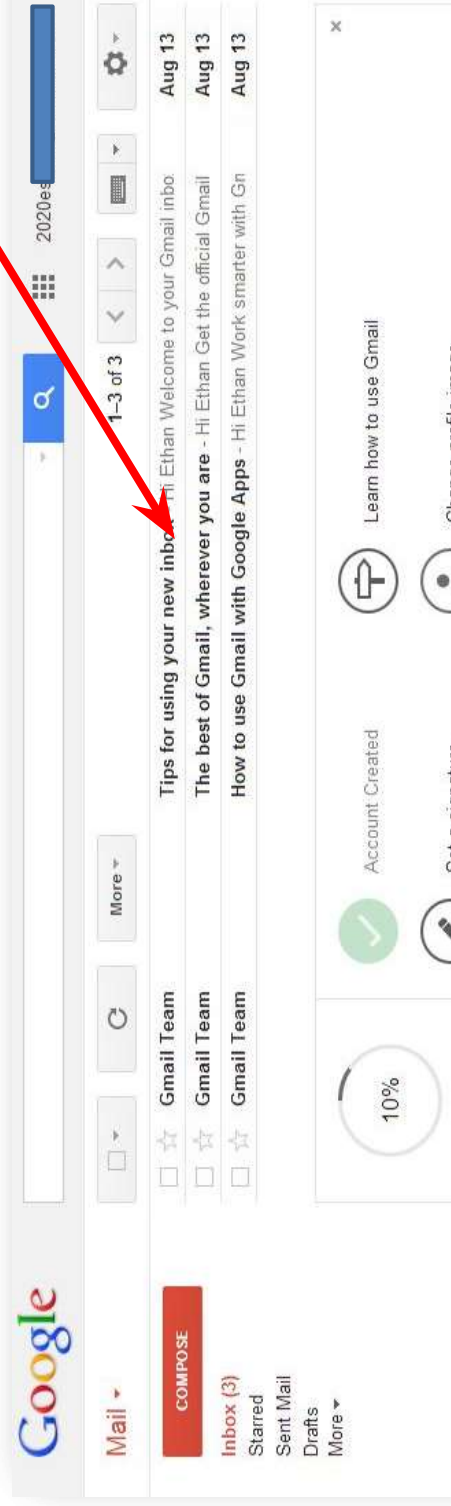
3rd – Sign into your G-Mail account.

- Click the + sign to open a new tab.
- Click the G-Mail link (or the 9-dot grid) in the upper-right corner to find the G-mail icon.
- Enter the GOOGLE ACCOUNT information from the chart. Save the information if asked.

Waffle Button



Your e-mail will be visible in your INBOX.



TECH CHECKLIST - ALMA

4th - Log into your ALMA Account

(New students only or those with a password reset)

- WAIT FOR THE E-MAIL FROM ALMA and then click the link in the message to set up your account.
- Enter your password ALMA password TWICE – with a capital S and two 126S12345js letters at the end in lowercase. ↑ capital letter S
- On the Welcome screen, enter your ALMA username and password. Click save if asked.
- Click the ☆ to bookmark the site.
- Click the circle with your initials (top-right corner) and then choose CONNECTED ACCOUNTS.
- Click CONNECT account for Google and use your school account information.
- You will now be able to use the Sign on with Google link to sign into Alma.

NOTE: Use the *Sign in with Google (Or Log In)* link whenever you see it for school-related programs.



If you have already connected your account (last year or before), you only need to click the SIGN IN WITH GOOGLE button to log in on ALMA.

TECH CHECKLIST - Register Your Laptop

5th -Register your laptop.

- Return to the HJHS STUDENT ZONE.
- Click the **LAPTOP REGISTRATION FORM** link to register your laptop. The QNS # is on a sticker on your laptop.

Computer problems?

Tell your teacher so he/she can send in a QNS request.

If you are not at school, go to the HJHS Student Zone to find the link to report your problem. Check out the TECH ZONE with tutorials and other helpful guides for using your Chromebook.



*Click the **LAPTOP REGISTRATION FORM** link to register your laptop. The QNS # is on a sticker on your laptop*

HJHS STUDENT ZONE

[Laptop Registration Form](#)

Computer Issues? Check out the tutorials and how-to guides on the Tech Zone. If you still need help, click here to submit a request from home.

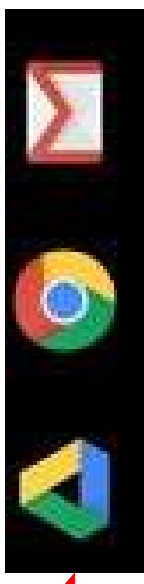
HJHS Laptop Registration Submit this form to register your laptop using the QNS # found on the sticker on your laptop. Your email address (laptop@harris.k12.nc.us) will be recorded when you submit this form.	
First Name *	Your answer
Last Name *	Your answer
Grade Level *	Choose
QNS Number (Listed on the sticker on your laptop) *	Your answer
Submit	

Google Drive Basics

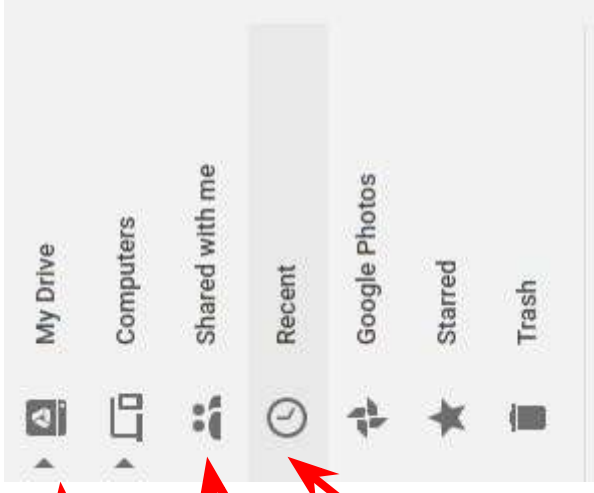
Click the GRID (waffle button) and then click DRIVE.



You can also click the DRIVE icon on your toolbar if you see it.



MY DRIVE - Shows all your files



SHARED WITH ME - Shows files shared with you by your teacher or classmates.

RECENT - Shows you the most recent files

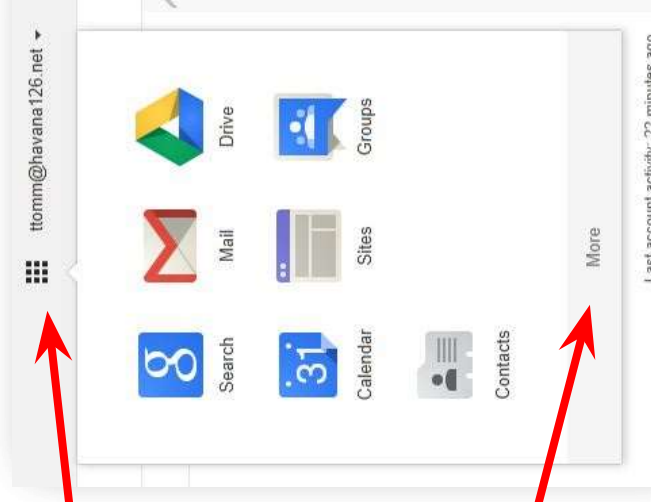
PEARSON EASY BRIDGE

1st - Click the GRID (waffle button.)

NOTE: You must be signed into your Google account!

2nd - Click MORE at the bottom.

3rd - Scroll down the window to find the PEARSON EASY BRIDGE icon and click it.



Your classes will be listed in this window once they are available.



CHROME Settings - Pop Ups



1st - Click the Chrome menu button



2nd - Click SETTINGS.

3rd - Click SITE SETTINGS.



Site Settings

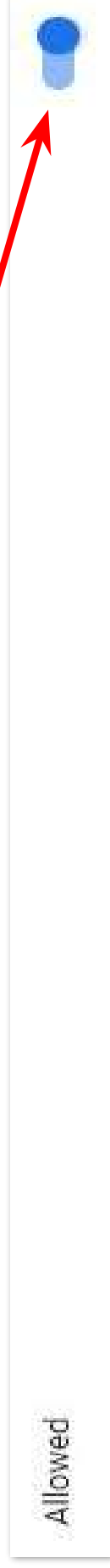
Controls what information sites can use and show (location, camera, pop-ups, and more)

CHROME Settings (Cont'd)

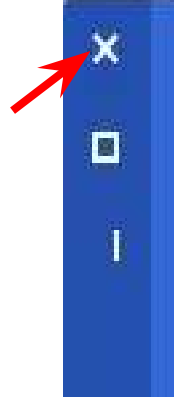
4th – Scroll down to POP UPS & REDIRECTS.



5th - Click the “button” to allow popups.

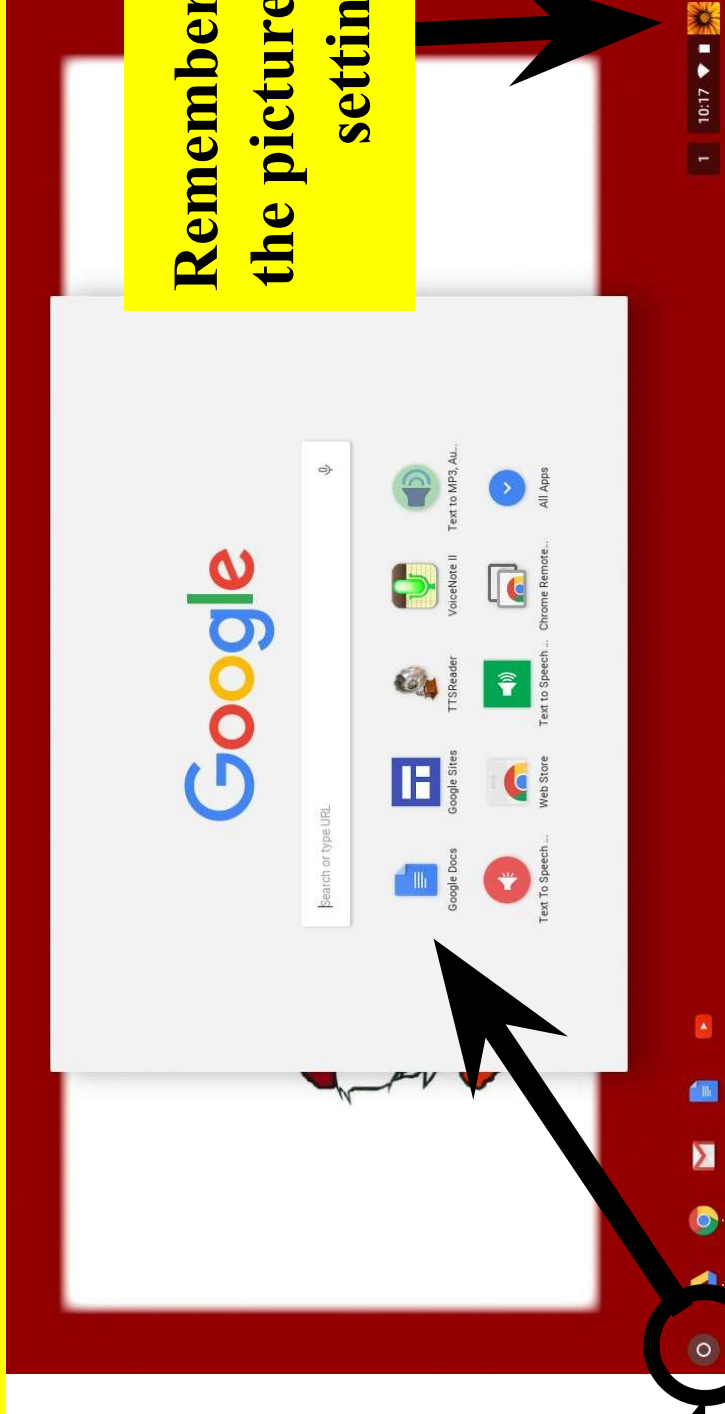


6th - Click the X in the top right corner to close the settings window.



Quick Clicks: Apps & Settings

Click the circle to see all the apps you have available. Click it again to close it.



Remember to click the picture to view settings.

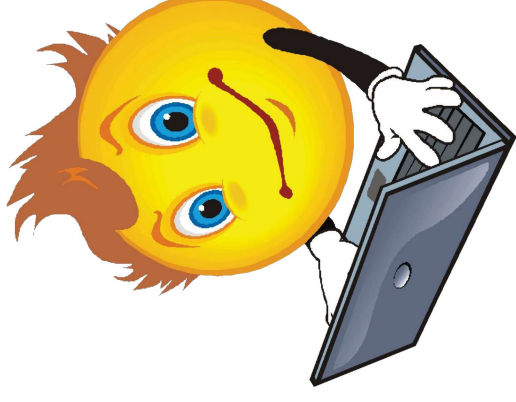
**Don't see a lot of icons at the bottom?
They will show up as you use new apps!**

**Close all open windows to
return to your desktop**



***Wait quietly for your
teacher's instructions.***

Time to Practice ...



- Can you ...**
- 1) Open the district website?
 - 2) Open the HJHS Student Zone page?
 - 3) Open your teacher's website?
 - 4) Find the calendar (of events) on the district website?
 - 5) Find the school menus and calendar?
 - 6) Send your teacher an e-mail? If so, do that now!

Ready to learn more?

Check out the Tech Zone
on the district website!

SCHOOL LINKS

- NC Student Zone
- HJHS Student Zone
- HS Daily Announcements
- Tech Zone**
- Information Now (Grades)
- Havana 126 Gmail
- Pearson Easy Bridge
- Havana School Libraries
- Bullying Report Form
- Threat Report Form

How-To Guides

- [Clear the cache](#)
- [Take a screenshot](#)
- [Submit a screenshot on Google Classroom](#)
- [Camera/Microphone Issues](#)
- [Flash Player Settings](#)

More Tutorials/Help

- [Chromebook Help](#)
- [Google Tutorials](#)
- [GCF Google](#)
- [Mrs. T's Tech Zone](#)