

# Chromebook User Guide for Students and Families



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# 1. Getting Started

## 1.1 What is a Chromebook?

Chromebooks are similar to laptops. Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. Your child will be able to access class assignments, homework, CANVAS, virtual meetings with your teacher and much more.

## 1.2 Chromebook Hardware

Chromebook hardware may differ depending on Chromebook models. Please refer to the photos below regarding ports and the keyboard.

Right View:

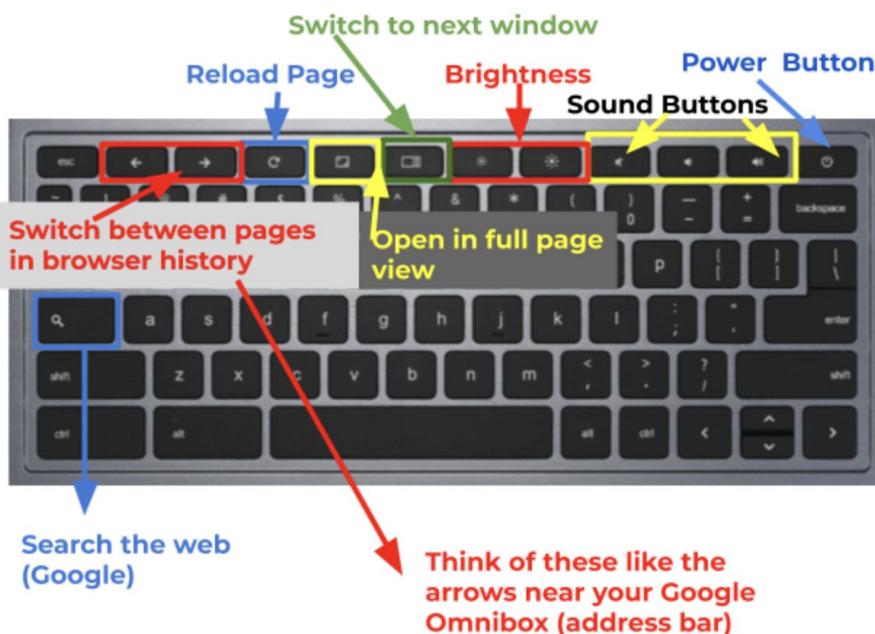


1. Combo headphone/microphone jack
2. Noble Wedge Lock slot (not needed)

Left view:



4. AC Power Adapter
5. USD Card Reader
6. Full Size HDMI
7. 2 USB 3.1 Gen1



Your Chromebook keyboard works just like a regular keyboard, with a few small differences:

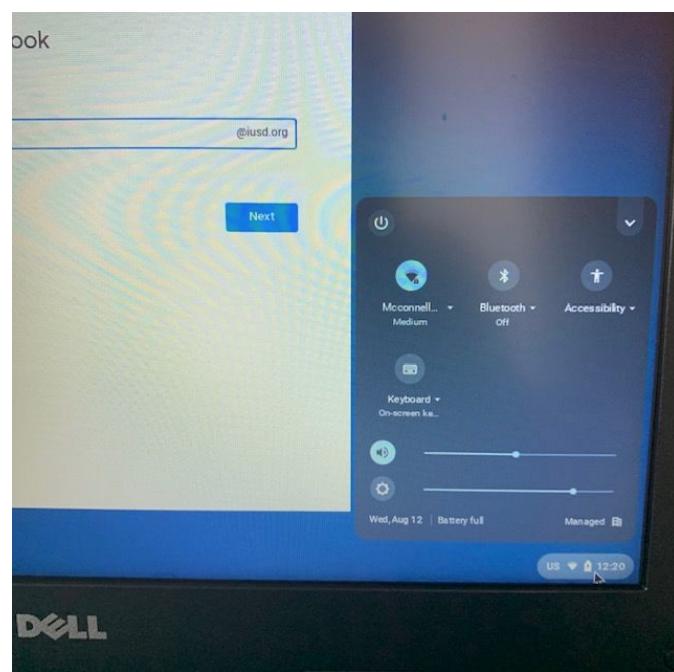
- Use the Search button to search your apps and the web
- To turn caps lock on or off, press Alt + Search

### 1.3 Powering on & off

Your Chromebook will turn on right as it's opened! If after several seconds it does not turn on, you can press the power button on the keyboard. Shutting the lid will log you off.

### 1.4 Accessibility Dashboard

In the lower right hand corner, there is a small toolbox for accessing WiFi networks, adjusting brightness, sound, settings, and setting accessibility settings such as enlarged cursors or high contrast screens. Feel free to access this at any time, though some settings are restricted by Irvine Unified School District.



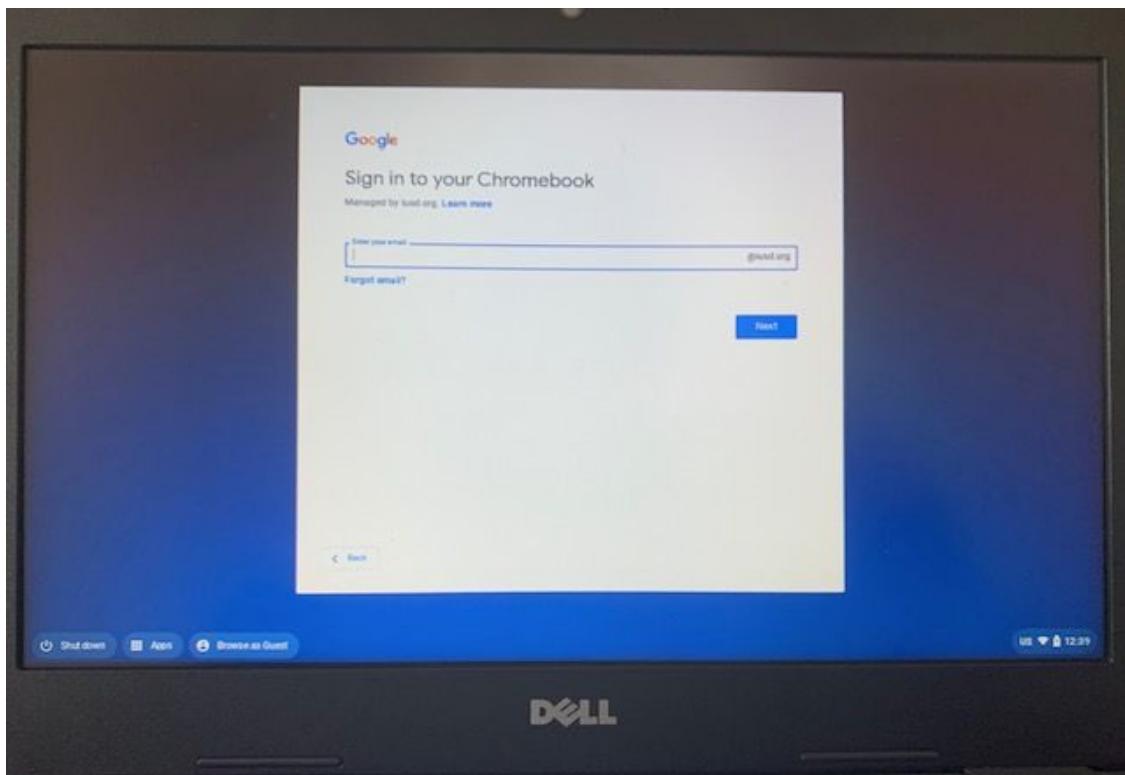
## 1.5 Charging Your Chromebook

Your Chromebook should be charged every evening. Make sure that the Chromebook does not completely die as this can damage the battery. Only charge your Chromebook with the IUSD charger loaned with the device!

## 2. Using Your Chromebook

### 2.1 Logging In

When you open your Chromebook, you'll see a screen that looks like this:



This is where you will enter the student login information. Here is a guide to show you how to obtain the student username and password: [How to find student username & password](#)

The username will look something like this: 32lastnamefirstname@iusd.org  
The 32 in the username is the student's graduating class.

## 2.2 Connecting to WiFi

Before you log in, you may be asked to connect to a wireless network. Please connect to your home network through the Accessibility Dashboard as described above. Chromebooks only work when they are connected to WiFi, though some apps may have an offline mode.

## 2.3 Accessing Apps

Your students will be using specific apps to do schoolwork. Here are a list of apps and icons one can access on a Chromebook



- **Chrome** - your internet browser to access the internet, similar to Internet Explorer and Mozilla Firefox. You can access Google Chrome from any device, not just a Chromebook!



- **Docs** - similar to Microsoft Word, a place to create and store documents



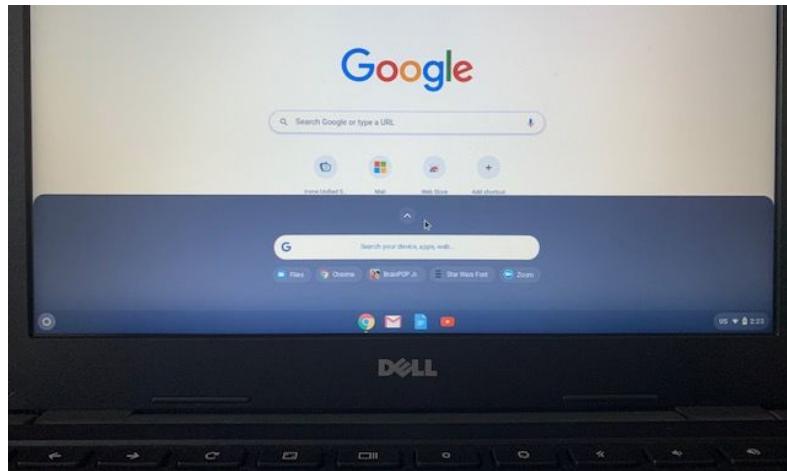
- **Slides** - similar to Microsoft Powerpoint, a place to create and store slide presentations



- **Drive** - a Google Cloud storage space that can be accessed anywhere, with any device

At any time once logged in, you can click on the nine dots (called the Google Waffle) in the upper right hand corner to quickly access a variety of Google apps while remaining logged in.

You can also click on the gray circle on the bottom left of your Chromebook and select the “Up” arrow to bring up a tray with an assortment of apps. This screen is often referred to as a “Launcher”.



## Bookmarks

Once a student logs in a Chrome browser (accessible by clicking the rainbow Chrome button and also opening the Chromebook), there is a “IUSD.org bookmarks” located at the top left hand side of the Google browser window with resources your student may frequently access. This is where your student will find easy and direct access to frequently used bookmarks, like **CANVAS** and **Clever**.

### **3. FAQs**

**Q: Who do I contact if my Chromebook is having technical problems?**

A: Please contact your student's teacher or [helpdesk@iusd.org](mailto:helpdesk@iusd.org)

**Q: Who do I contact if my student can't log in?**

A: Please contact your student's teacher who can provide login information or walk through the login process with you. Please refer to "Logging In" above.

**Q: Can you print from the devices?**

A: Digital online file sharing between staff and students is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink and toner use, thereby saving money. If your student is required to print, please visit this guide to set up home printers in the accessibility dashboard. [Print from a Chromebook at home](#)

**Q: Can the Chromebooks be used with another username or personal Gmail account?**

A: No. Students cannot access a district-owned Chromebook with any other login other than their district-assigned login. Students should not login to any web-based service with a personal account; the Chromebook is for approved school work.

**Q: Can documents and bookmarks created on the Chromebook be accessed on another device?**

A: If a student logs into another device (a PC laptop, iMac, etc.) with their school username, all of their information (bookmarks, documents, applications, etc.) will be available to them on that device *when using a Chrome browser*.

**Q: Can parents use the Chromebooks?**

A: When a student is logged into the Chromebook, parents can use them to check on student work and view their browsing history. The Chromebooks are not intended for personal use by the student or their parents.

**Q: How can I clean or sanitize my Chromebook?**

A: A small alcohol wipe that is used for cleaning lenses, without excess liquid can be used to clean the chromebook screen and keyboard.

If you have any further questions, please contact your child's teacher.

We look forward to having your students back to school with us!

Please stay safe and remain healthy.