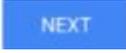


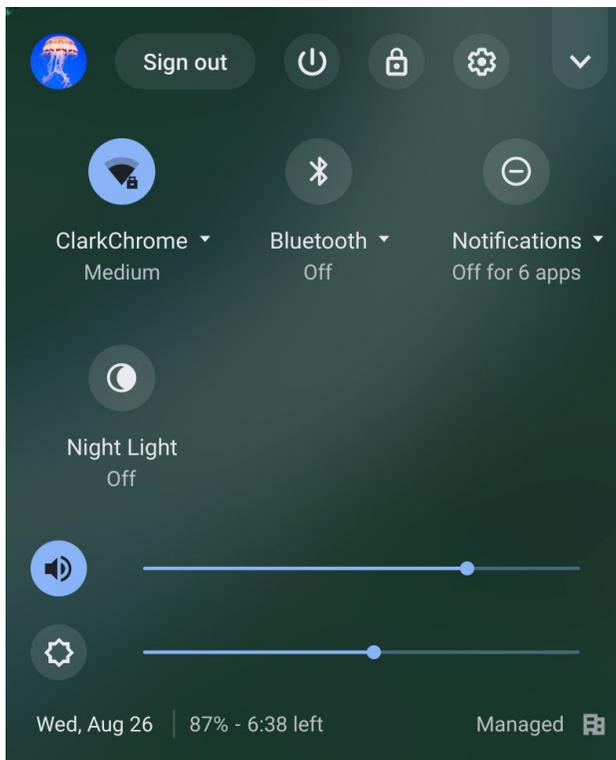
Chromebook Tips and Tricks

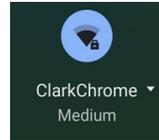
How to log in:

1. Many Chromebooks will power on when you open the lid. However, if nothing happens, press the power button  button, typically the upper right corner of the keyboard. Chromebooks boot up very fast, so you should be at the login screen in seconds.
2. At the “Sign in to your Chromebook” screen, click the  button on bottom right of the window.
3. At the login screen, enter your Clark County email address then password. Remember to use the @stu.clark.kyschools.us for student email addresses.

How to adjust settings, including joining a different wifi network:

1. When in range of CCPS wifi, the Chromebook will connect to ClarkChrome automatically.
2. To connect to another network, click the lower right corner status area where the clock and wifi indicator are. The menu will look something like this:





3. In the upper left of that menu is the **wifi indicator**. It will show the current network you're connected to, or if there is no connection. If you click the round button, that will toggle wifi on/off. Click the small down arrow to see a list of available networks. Choose the network you wish to connect to, and enter the **security key** if prompted. (If using a public wifi connection, you may have to open the Chrome browser to agree to their terms. It will often open automatically for you to do this, however.)
4. From the same settings menu seen in step 2, you can adjust the **volume** (the speaker icon), **brightness** (the sun icon underneath it), or access other **settings** (the gear icon). If your Chromebook supports Bluetooth and you don't use it, you may toggle it off to save battery life.
5. This same menu is where you can **log out** or **shut down** (the sign out button or power button).

Accessing and using apps

1. Everything on a Chromebook actually runs in the Chrome browser, so anything--email, Google Docs, Drive, etc.--can be accessed via the Chrome

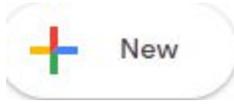
browser. 

2. Across the bottom of the screen, some common apps will be pinned. These will

be Chrome , Gmail , Docs , and Drive .

3. Other apps can be accessed through the app launcher. You can click on the

lower left of the screen on this icon , or click the magnifying glass key on the keyboard on the far left side of the keyboard.

4. With Google Drive, you have unlimited storage. Using the large  button, you can create Google **Docs** (word processing), **Sheets** (spreadsheets, like Excel), and **Slides** (like PowerPoint). All documents are auto-saved in Drive.

5. To **Share** documents in Drive, select the file and then click this icon  in the upper right. You can decide what permissions you want to give, like editing/commenting/view only. Alternatively, with Docs/Slides/Sheets, there is a

large Share button in the upper right: 