Introduction to Chromebooks
Chromebook Logins K-8

- Open the Chrome Book
- Login Credentials: firstname.lastname@jpschools.org

Fun Fact: Some students have a number at the end of their name.

- Login to the JPS network
- Login: firstname.lastname@jpschools.org
- Click NEXT and Enter the PW

Fun Fact: All PWs are 7 digits. Some students might not need a leading zero!

Use a zero & then the lunch number/Clever ID
Example: 0123456
Chromebook Logins 9-12

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Fun Fact: Zeros and capital Os look similar. So do lowercase Ls and capital Is.

The pattern: one capital letter, five lower case letters, one number, and one symbol
Example: Dhfgha1@
The Chromebook Touch Pad

**Click:** Press down on the lower half of the touchpad. Since the tap-to-click is enabled by default, you can quickly tap the touchpad to click.

**Right-click:** Click the touchpad with two fingers.

**Scroll:** Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.

**Drag and drop:** Click the item you want to move with one finger. With the second finger, move the item. Release both fingers to drop the item at its new location.

**TIP:** If the touchpad is too tricky, plug in an external mouse. ***These may need to be purchased.***
Chromebook Home Basics

App Launcher: See installed apps and shortcuts

App Shelf: Click the icon to launch the app. Opened apps have a small line underneath its icon

OmniBox: Enter web addresses and/or search with keywords

System Tray: Connect to the Internet and Verify Keyboard Language
Chromebook Home Basics

The “Waffle”--App Launcher:
See all the available apps such as Drive and Classroom. Download additional apps such as Kami.

TIP: There are two App Launchers on a Chromebook: the Waffle and the Circle on the bottom left. On a regular laptop, there is only a Waffle.
Chrome Profiles

Profiles: Click on the Circle with the Initial to change profiles. This is helpful when you have more than one user for the device.

TIP: Some programs like Google Classroom can only be accessed using a school profile. Always check to see that you are on your school profile.
Chrome: Navigation Tools

Chromebook Keyboard: See the unique features not available on a traditional keyboard.

- Go to the previous page in your browser history
- Go to the next page in your browser history
- Reload your current page
- Open your page in full-screen mode
- Switch to your next window
Chrome: Navigation Tools

Search:
Launches your apps

- Decrease screen brightness.
- Increase screen brightness.
- Mute/unmute the audio.
- Decrease the volume.
- Increase the volume.
Helpful Keyboard Shortcuts

CTRL Shortcuts:

CTRL + N: Open a new window
CTRL + T: Open a new tab
CTRL + Shift + A: Select all
CTRL + C: Copy
CTRL + V: Paste

Screenshots

Screenshot of the entire screen - Ctrl +
Select the area for a
Screenshot - Ctrl + Shift +
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- one capital letter, five lower case letters, one number, and one symbol

Example: Dhfgha1@
TIP:

- Students must login with their login credentials at the school site.
- Then power down the computer. Closing the lid does not power the computer down. Hold the power button down until the Chromebook powers off.
- If not when they get home, they will not be able to login and will have to come back to the school site.
Chromebook Login Troubleshooting

1. Turn on Chromebook
2. Do not sign in yet
3. Click on the **TIME** in the settings tray
4. Select Not Connected
5. Select your home network from the list that populates
6. Type your password
7. Click connect

**TIP:** A working Internet connection is required to login to a Chromebook.
Chromebook Login Troubleshoots

**TIP:** If the Chromebook can’t type “@” to login, the keyboard is in Spanish (ES) and needs to be changed to English (US) in the settings tray.

- Click on the **TIME** in the settings tray
- Select **Accessibility**
- Select **Keyboard**
- Select **English**
Chromebook Login Troubleshoots

- **Account Locked**: Contact the school for a reset.
- K-8 students will still use their student number after the reset.
- 9-12 students will have a new PW.
- Do not attempt to reset the PW yourself. This will result in needing the school to reset.

- **Possible Hardware Issues**: Hold the refresh key and the Power Key for a hard reboot.
The Waffle Apps

**Google Drive:** Access your personal documents, sheets, and slideshows.

**Google Classroom:** Access assignments and class notices

**Google Docs:** Similar to Word. Used for most written assignments.

**Google Forms:** Used for quizzes and gathering data.
The Waffle Apps

**Google Sheets:**
Similar to Excel. Used for computation.

**Google Slides:**
Similar to PowerPoint. Used to create visual presentations with images and writing.

**Google Calendar:**
Used to manage events and Google Classroom assignments.

**Kami:**
Used to annotate PDFs.
Chromebook Care 101

- Keep food and drink away from the Chromebook. Water bottles can be placed on the floor to prevent water damage.
- When closing the lid, be sure to remove objects like pencils or pens. The screens are fragile and these items can crack the screen.
  - Do not store under heavy items like textbooks. This can also crack the screen.
- When walking with your Chromebook, the lid should be closed. Make sure the Chromebook is secure and being carried with two hands if possible.
- To clean the screen, use a dry microfiber cloth. Never use liquids.
  - Unplug Chromebooks gently.
  - To save the battery, close the lid. Re-charge at the end of the day.
Google Apps and Mobile Devices

- Many Google apps can also be used on an iPad, iPhone, and Android devices.
- Each app must be added. The apps are free!
- iPads and iPhones users find apps at the App Store
- Android users find apps in the Google Play Store
Google Apps and Mobile Devices

TIP: When using Google Classroom on a mobile device, you must have the Google Meet App installed in order to access a Google Classroom Session.

- Without the app, you can see the work in Google Classroom, but you can’t attend the live session.
- If you see the camera icon, Meet is installed.
Visit the JP Schools Website at https://la50000440.schoolwires.net/jpschools to check out various resources and get to easily access the Clever platform and the Student Progress Center.

Clever houses different instructional apps such as Lexia, iReady, Learnzillion, Studies Weekly, DBQ, Zearn, and STEMscopes. Many students use these apps daily.

The Student Progress Center allows you to monitor your child’s academic progress.
Accessing Clever:
- Click Families
- Select Clever
- The login and PW are the both the same: the student’s number.
- Your child’s teacher can give you this number.
TIP:
- Make sure the Clever platform says Jefferson Parish Schools at the top.
- If you are asked for a school, type in Jefferson Parish Schools.
Accessing Clever:
- The login and PW are the both the same: the student’s number.
- Your child’s teacher can give you this number.

TIP:
- If students can’t login, teachers can create a one time backup code.
- Click here to access logging in with a backup code.
Accessing the Student Progress Center:

- Click Families
- Select Student Progress Center
Accessing the Student Progress Center:

- If you have already registered, enter your username and PW
- Click Login
- If you have forgotten your PW, click Forgot Password?
Accessing the Student Progress Center:
- If you are a new user, you must register.
- Click register new user.
- Then sign in.

**TIP:** If you attempt to register, and it says you are already registered, contact the school to find out your username. Then you can reset your password.
Family Resource Center for Online Learning:
- Click Families
- Select Family Resource Center for Online Learning
- View Google Support, Online Policies, Virtual Learning Tips, Connectivity Work Aroun, Help Videos for Parents and Students, and the Student & Parent Help Desk
Accessing ESL Information:
- Click Departments
- Select Teaching and Learning
- Select ESL Program
In the Omni Box type in: kahoot.it

Type in this code to join the game:
01417474