

Chromebook Guide

Chromebook

A Chromebook is a web-enabled laptop running the Chrome operating system. Using G Suite and other hcpss.me apps, students will be able to author, create, collaborate, research and more. With no software to install or update on the device, the computer starts up quickly and syncs information across devices for users. The 10-hour battery life will allow full use of the devices throughout the school day.

Acer Chromebook Features

360° hinge

Touch Screen

2 Cameras

Recessed Keys

Spill Resistant



Touchpad & Touch Screen

- Touchpad is tap-enabled
- Single tap with 1 finger to click
- Double tap with 2 fingers to right click
- Zoom in or out by sliding two fingers together or apart on screen

TIP:

Use familiar tablet and track pad gestures on the touchpad & screen to navigate.

Logging In

Staff & students log in using their Active Directory (AD) credentials.

1. Press the power button on the left side of the device, closest to the screen.
2. Press **Next** on the **Sign in to the Chromebook** screen, and then log in on the familiar blue AD login screen.

Accessing Apps & Files

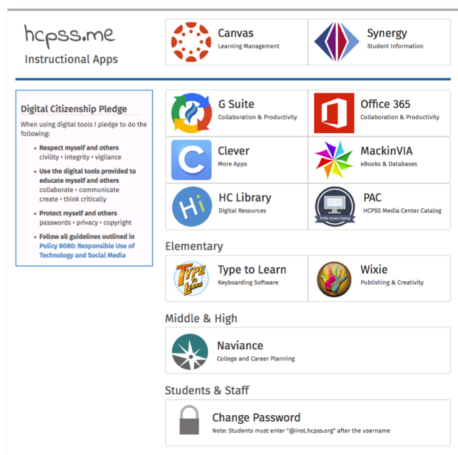


Shelf - Similar to the Task Bar in the Windows 10 OS and the Dock in OSX OS.

- Applications can be pinned to the Shelf by right clicking
- Minimized windows can be accessed by clicking on their icon on the Shelf


○ **Launcher** - In the left corner of the screen, click the circle to view a list of recently used apps, and click the Up arrow to see all the available apps.

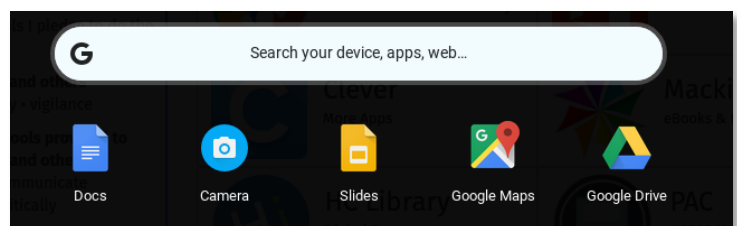
hcpss.me Apps



Select Canvas to find student learning modules and assignments.

Access a wide variety of web accessible applications via hcpss.me that enable students to produce, create, collaborate, publish, research and much more!

Press the  **Search** button on the keyboard to search the device, apps, web ...



Lock Screen / Sign Out

Locking the screen when not in use and logging out when finished helps keep your user account secure.



Click and hold the lock button on the keyboard until the screen locks.



Tap the red **Sign Out** button, and select **Sign out now**.