CCSD21 Sub Technology Guide

Please click here to fill out a form if you'd like to meet with our tech team for questions or support.

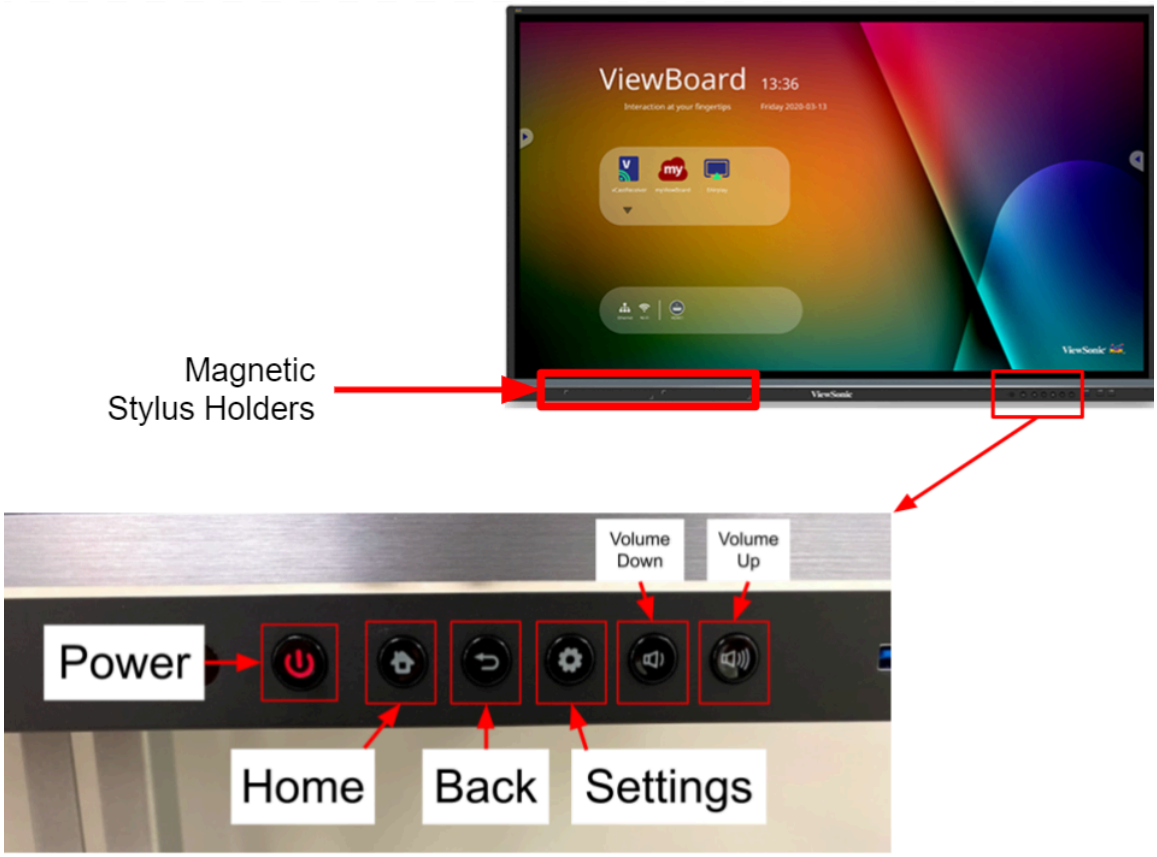
Securly Pass Directions (middle school only):

Cooper Link | London Link | Holmes Link

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ViewSonic Board Controls

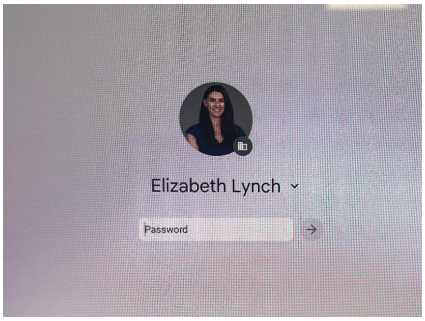
Button	Description
Power	Turns the board on/off
Home	Returns the board to the main home screen
Back	Returns the board to the previous screen
Settings	Displays the settings screen where you can switch inputs. You can also quickly adjust volume and brightness.

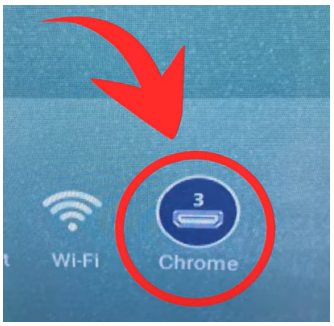


Using the Chromebox on the ViewSonic Monitor

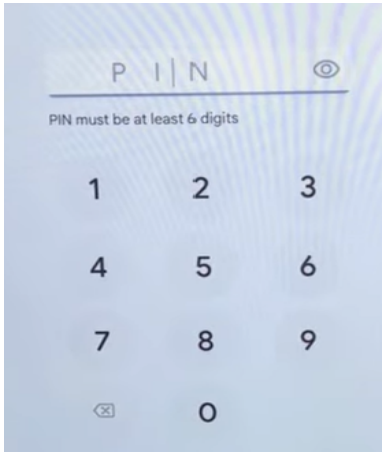
This is our recommended way to use the ViewSonic monitor because you can use your laptop and the Chromebox as two independent displays. This allows you to show a different website on each screen, giving you more flexibility.

1. Turn the ViewSonic on. If you see this sign in screen, use the same username and password you used to sign into your laptop. If you don't see this sign in screen, tap the "Chrome" button to get there.





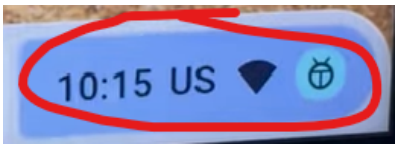
2. Skip creating a PIN if you're asked.



3. Tap the Gmail button to get to the sub plans and links the teacher shared with you.



4. Sign out when you leave the room so no one else can get into your account. Sign out by tapping the time and choosing "sign out".





How to Connect to the Viewsonic Monitor: VCast

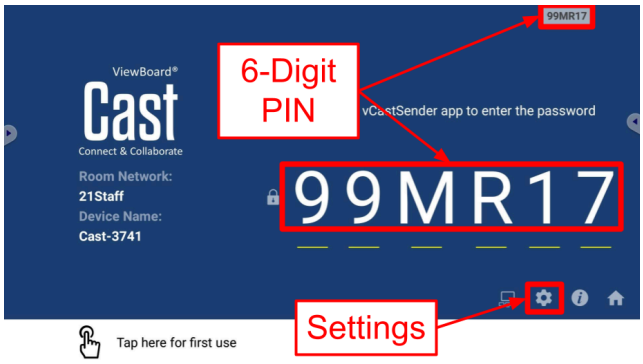
1. On the ViewSonic monitor, go to the home screen
2. Open the “vCastReceiver” app 

    a. If the app is not present on the home screen, tap on the downward facing arrow icon  and scroll down to the “vCastReceiver” app
    b. You can long press the app and drag it to the favorites bar for future quick access
3. On your Chromebook, open the “vCastSender” Windows app 
    a. The app should be on your taskbar
4. Once the app is open, type in the 6-digit PIN displayed on the ViewSonic monitor (**Pic 1**), then click on “OK” to connect
5. Once connected, to begin casting to the ViewSonic display, click on:

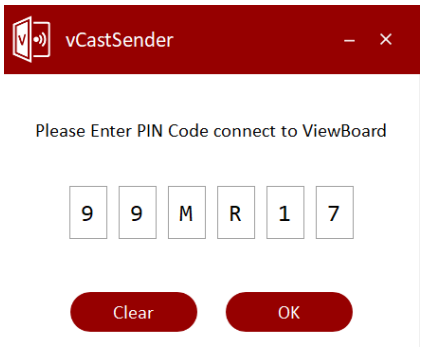


    a. Use the dropdown menu below the cast button (highlighted in blue in picture above) to display either your **full screen** or to **extend your screen**

Pic 1: vCastReceiver app on the ViewSonic Monitor



Pic 2: vCastSender app on a Chromebook



How to Connect to the Viewsonic Monitor: Wired

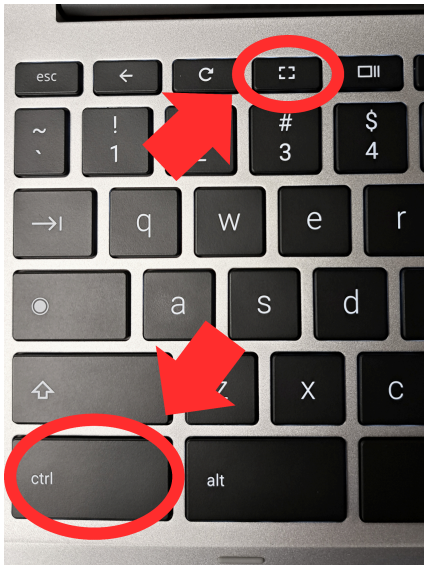
1. Make sure the HDMI cable is plugged into the HDMI port on the ViewSonic monitor.



2. Plug the other end of the HDMI cable into your computer.
3. Make sure the ViewSonic monitor is set to input: “**HDMI 2**”



4. If you can only see the wallpaper and none of your windows when you plug into the ViewSonic, hold the “ctrl” and fullscreen button at the same time (as shown in the picture). The ViewSonic will now mirror what’s on your computer.



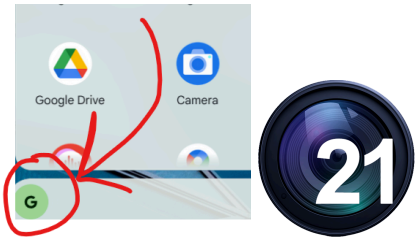
Connecting a Document Camera When Using the Chromebox

This is our recommended way of connecting a document camera if you're using the Chromebox on the ViewSonic monitor.

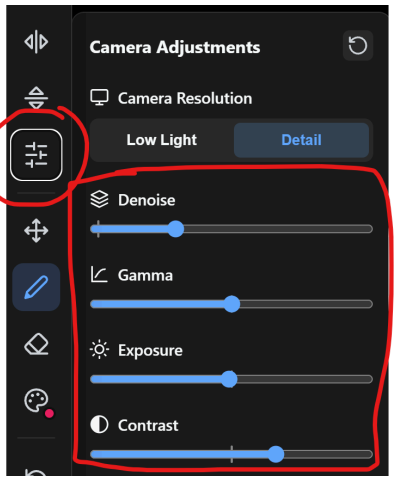
1. Sign into the Chromebox and check that the document camera is plugged into the front of the ViewSonic monitor, or directly into the Chromebox (behind the ViewSonic).



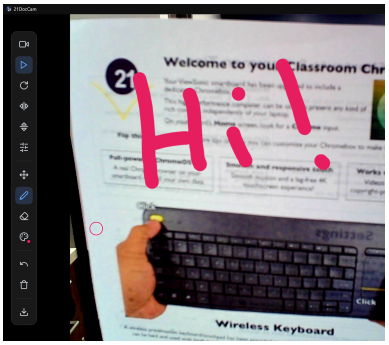
2. Once you're signed into the Chromebox, tap the G in the corner and open the 21DocCam App. This app is also located at the bottom of your screen, or you can click this link: https://doccamapp.ccsd21.org/



3. You can use these controls if the screen looks too dark or out of focus.



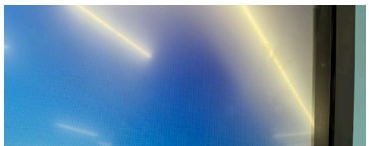
4. You can now pinch the screen to zoom in, draw on the page, and more!



Connecting a Document Camera When Using VCast or Wired Connection

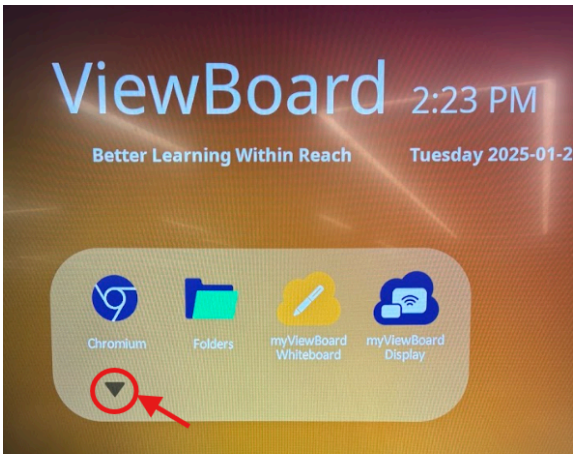
This is our recommended way of connecting a document camera if you're connecting to the ViewSonic monitor using VCast.

1. Plug the USB cable from Document Camera into one of the USB ports in front of the ViewSonic.

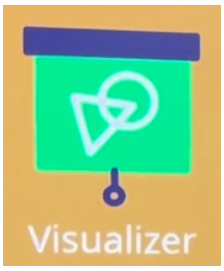




2. From the ViewSonic homescreen, press the dropdown menu arrow to access all the apps (press the home button on the monitor if you don't see this screen).



3. Choose the Visualizer app to start using the Document Camera.



General Chromebook Troubleshooting

Please click here to see the full document.

Get answers to these common issues:

1. What should I do if a website isn't working?
2. How do I change my taskbar's position?

3. How do I exit full screen in Chrome?
4. How do I close multiple desktops?
5. How do I reopen a closed tab?
6. How do I turn off accessibility features if they get turned on by mistake?
7. How do I get the CCSD21 Links folder back if it disappears?
8. How do I right-click on the trackpad?
9. How do I do a hard reset?
10. How do I remove an account and re-add it?
11. How do I change the keyboard back to the regular English layout?
12. How do I change the device language?