














Tab 1

TECHNOLOGY TOOLS

KEYBOARD SHORTCUTS			
Copy		Zoom In	
Paste		Zoom Out	
Bookmark		Zoom Reset	
New Tab		Rotate Screen	
Find		Caps Lock	
Print		Screenshot	

TROUBLESHOOTING & HELPFUL TIPS

Printing	If you hit print and nothing happens or printers don't appear in the dropdown menu: <ol style="list-style-type: none"> 1. Click "See more..." 2. After the Papercut login screen appears, select "Sign in with Google". 3. Once you're signed in, all your printers will appear!
The 10-Second Rule	If a Chromebook is acting "weird" or slow, hold the Power button for 10 seconds to give it a fresh start <u>or</u> press Refresh  + Power button.
Bookmarks	Found a website or guide you use every day? Click the star icon on the far right of your URL bar. This saves it to your "Bookmarks Bar" so you can find it with one click next time.
Gmail Labels	Think of labels like folders for your email. You can tag an email as "Payroll," "Training," or "Principal" to keep your inbox clean.

CHROMEBOOK "QUICK FIXES"

When a student says their Chromebook is "broken," check these common culprits first:

Checking WiFi	Look at the Wi-Fi icon in the bottom-right corner. If it shows bars, the Chromebook is connected. If there's an X, verify that the Wi-Fi toggle is turned on. If it's already on, restart the device.
Typing Wrong Letters?	If a student reports keyboard issues, check the indicator next to the time. If it displays "INTL" or "EXTD" rather than "US," select it and switch the keyboard back to US .
Accessibility Settings	If the screen appears a strange color or a voice is reading everything aloud, click the time, go to Accessibility , and uncheck any features that are turned on.

Access the Full Digital Toolkit

[Click here](#) or search **Tech Toolkit** in HelpJuice for the live article, including Skyward Mobile guides, direct login links, and more!

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