

How to Prepare Your Chromebook for ACT

For detailed instructions on how to complete these tasks, click the link.

You must use a school issued chromebook for testing.

The day before:

- [Clear out your cookies and cache](#)
- [Check for Updates](#) - Chrome Version must be [124 or higher](#).
- Any issues with your chromebook - See Mr. Illes in the Media Center to get it fixed or pick up a loaner chromebook

The night before:

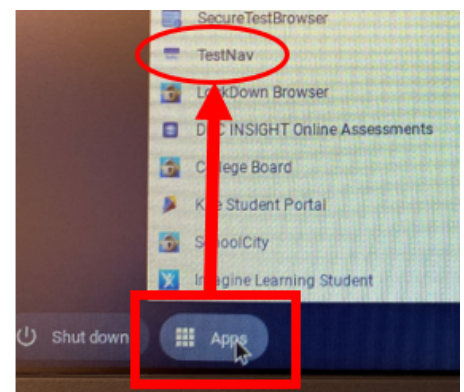
- Log out of your chromebook and [Shut Down Your Device Completely](#)
- [Charge Your Chromebook Fully](#) (Use the port on the right side of the Chromebook)
 - *Please note that most rooms will not be able to accommodate having your chromebook plugged in as ACT has very specific requirements for the room layouts and you cannot move the desks closer to an outlet.*
- [Chromebook not charging or turning on?](#)

The morning of:

- Power your computer on and make sure that it is fully charged.
- Do not log into your chromebook.
- If you are having any trouble with your chromebook stop by room 420, where there will be help available to solve any technical issues before the test begins.

When in the testing room:

- When your Test Administrator instructs you, open your chromebook up.
- Power on, but do not log in. If you are logged in, log out.
- Open TestNav from the apps list  found on the bottom left corner of your chromebook next to the Shutdown button.
- Select **“The ACT”** from the **“Where do you want to go?”** list (Top left icon)
- Do not log in until you have been instructed to do so.
- Do your best!



Detailed Directions:

- 1) Clear out your cookies and cache for ALL TIME with Ctrl + Shift + Backspace and click "Clear Data." Make sure to change the Time range to ALL TIME

Clear browsing data

Basic

Advanced

Time range

Last 4 weeks

☐

Browsing history (Managed by the administrator)

Clears history from all signed-in devices. Your Google Account may have other forms of browsing history at myactivity.google.com.

☒

Cookies and other site data

Signs you out of most sites. You'll stay signed in to your Google Account so your synced data can be cleared.

☒

Cached images and files

Frees up less than 318 MB. Some sites may load more slowly on your next visit.

Cancel

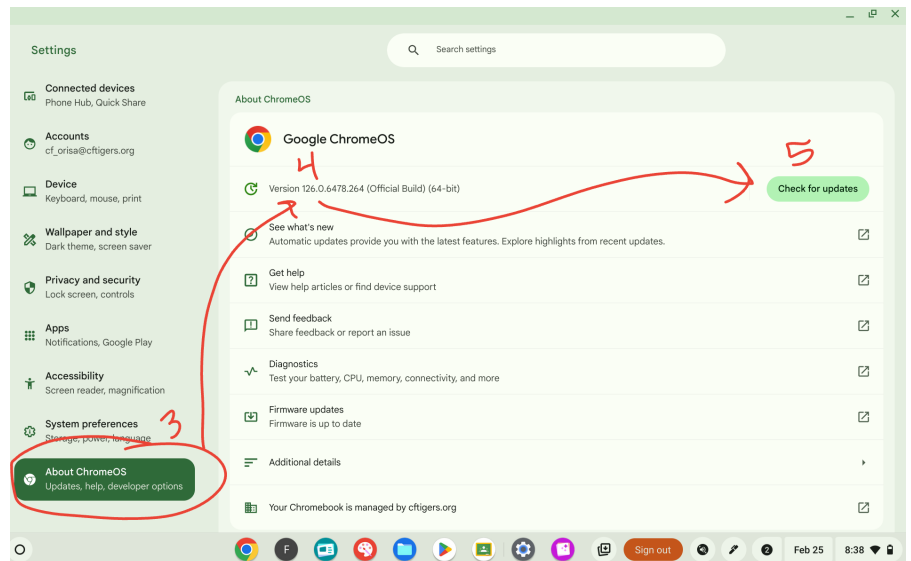
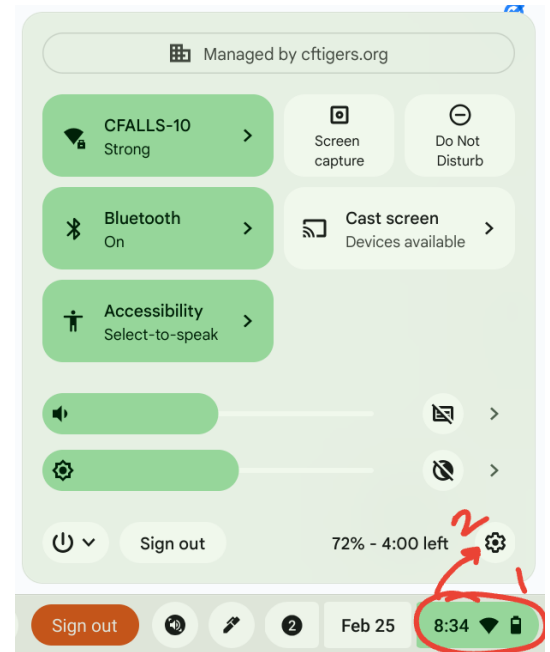
Clear data

2) Check for Updates

[\(Video Tutorial\)](#)

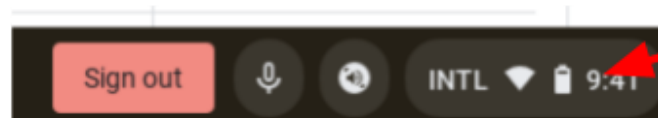
- 1) Click on the Clock (should be in the lower right corner unless the student has moved their taskbar).
- 2) Click the “Settings” gear.
- 3) Click “About ChromeOS” on the lower left menu.
- 4) Check your version, which should be [at least 124](#).
- 5) Click “Check for updates” to see if there are any available updates.

Note: This procedure may take several times to get your device fully updated, or require a restart to your device. Repeat steps 1-5 until your device is updated to at least 124.

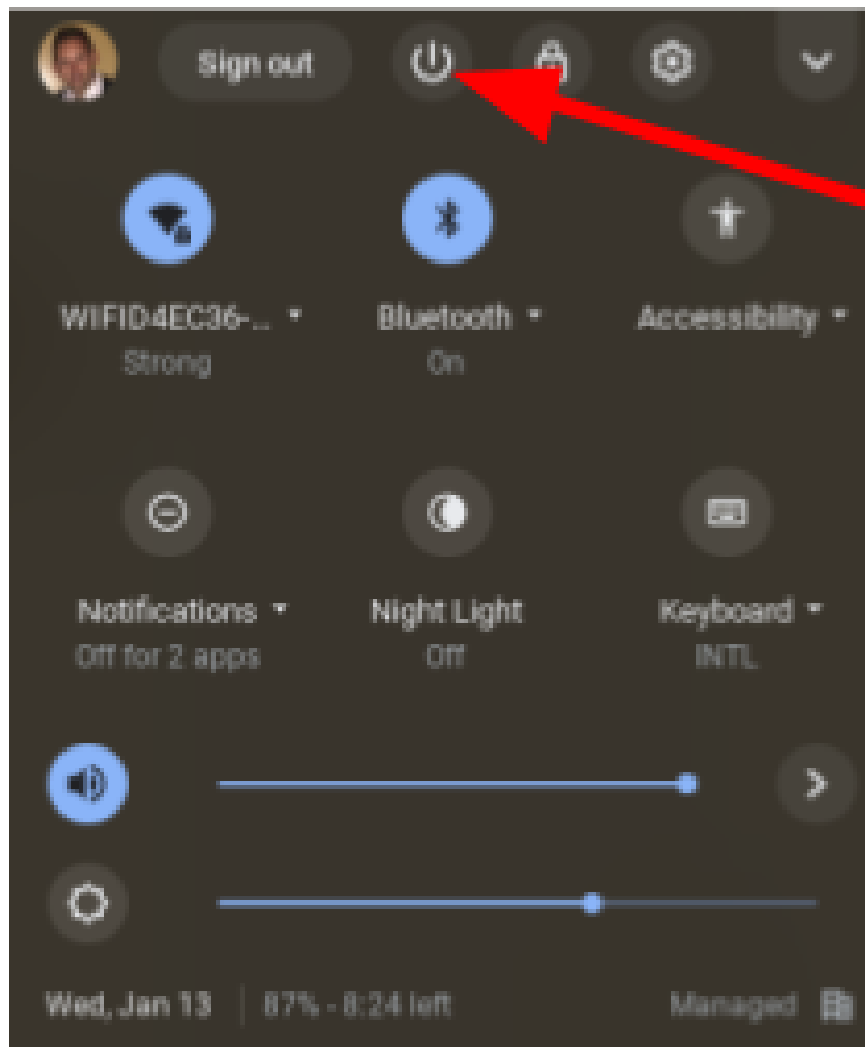


3) Shut Down Your Device Completely

1) Click on the clock at the bottom right hand corner of your screen



2) Click the Power button.



4) Charge Your Chromebook Fully

Tip #1: For G6/7/8s: There are two ports the charger will fit into. When looking at the Chromebook, the main charging port is on the right side. The Chromebook could also be charged from the left side port, if needed.



When plugged in and charging, an indicator light on the right side turns red for charging, white for fully charged, or blinking white for not fully charged.

There is a USB 3.0 port on the left side that issued chargers fit in. Devices can be charged through this port, but **NOT WITH the issued chargers**. It is best to only use this port to connect to other peripherals as directed by your teacher.



Tip #2: Be sure your device is plugged in securely to the outlet, is not disconnected in the middle, and is plugged in securely to the device.

Tip #3: Be sure the outlet used has a continuous power supply. Some outlets are turned off by a light switch. Turning off the light switch will stop your device from charging. If it is still not charged, try a different outlet in a different part of the house.

Tip #4: For **ACER and DELL Chromebooks** - charge your chromebook using the port on the left hand side of the chromebook. If the light is not coming on, follow the instructions below for Chromebook not charging or powering on.

5) Chromebook not charging or powering on? Plug in your chromebook and hold down the refresh and power button at the same time for about 10 seconds. Your chromebook will power on or it will begin charging (charging light will turn on). If your chromebook has not been charged for a while and has been at zero power, you may need to leave your chromebook plugged in for a few hours and then retry the refresh and power key reset.

Mr. Illes will be in the media center the day before testing if you have any technical issues. Please note that most rooms will not be able to accommodate having your chromebook plugged in as ACT has very specific requirements for the room layouts and you cannot move the desks closer to an outlet.