

***PARENT'S GUIDE FOR
WEST GENESEE
CHROMEBOOKS***



SEPTEMBER 2020

This handbook has been developed to assist you and your child in the use of the Chromebook and how to use it to access the resources that your child will need for instruction. Visit the West Genesee Website for additional information and videos.

Chromebooks are a unique class of mobile computing devices, designed specifically for Web-based tasks. They run on the Chrome operating system which is similar to the Chrome web browser that you would use on a PC or Apple computer. There is very little storage provided on the device itself as everything is stored in the cloud.

All West Genesee students have been issued a Chromebook and a Chromebook charger. It is the responsibility of each student and family to treat the Chromebook with care and follow some basic guidelines :

- **Protecting your Chromebook from damage**

- Use your Chromebook on a table or a desk and keep your work area clean and clear. You should not use your Chromebook while it is sitting on your bed or lap.
- Make sure your charger is routed in a way that it will not be accidentally tripped on or pulled out, and keep your Chromebook charged so it is ready to use.
- Keep food and drinks away from your Chromebook
- Avoid placing your Chromebook on the floor or furniture like beds and couches.
- Make sure there is nothing in the way when you close the lid to your Chromebook. Even small items like pencils or erasers can damage the screen if they are on the keyboard area when you close the lid.
- Never place objects on top of your Chromebook. Excessive pressure from the weight of objects can damage the screen of your Chromebook, even if it is closed.
- Close your Chromebook if you are going to move it or carry it. Picking your Chromebook up by the screen can cause serious damage to the screen.
- Never place your Chromebook in a book bag with large books or other heavy objects. Use a bag designed for protecting computers and always handle the bag containing your Chromebook with care.
- If you experience any problems with your Chromebook, send an email to wgtechhelp@westgenesee.org with the details of the problem.

- **Cleaning your Chromebook**

- Use a soft, slightly damp cloth. Do not use liquid or aerosol cleaners.
- To disinfect your computer, use 70% isopropyl alcohol cleaning wipes to gently clean hard, nonporous external surfaces. Do not use ethyl alcohol or other liquid cleaners.
- Do not spray anything directly on the Chromebook.

- **Caring for your Battery**

- Only use the AC adapter that came with your computer.

If you need help with your Chromebook or login, please email wgtechhelp@westgenesee.org.

- Plug the AC adapter into the computer, and connect it to a power outlet.
- You can continue to operate your computer on AC power while your battery is charging.
- Turning your computer off while the battery is charging will significantly reduce charging time.
- **Once fully charged the battery life is approximately 6 hours. The Chromebook can be used while it is plugged in.**

Features of West Genesee Chromebooks

- Touch screen
- Camera
- Microphone
- USB Mouse can be attached

How to connect to your wi-fi

- Turn on Wi-Fi
 - At the bottom right, select the time.
 - Select Not Connected .
 - Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to a Wi-Fi network.
 - Turn on Wi-Fi.
 - Your Chromebook will automatically look for available networks and show them to you in a list.
- Pick a network and connect
 - Select your home Wi-Fi network .
 - Type the network password.
 - Select Connect.

Logging into a West Genesee Chromebook

Every West Genesee student has been issued a West Genesee Google account. Their username and password for this account is what they use to login to the Chromebook. After the initial login (entering username and password) a profile is created on the Chromebook for that student. From that point on they will only need to click on the profile and enter their password.

We have 3 rules for a student's username:

- **Kindergarten, 1st Grade, 2nd Grade** - first initial, last name, last 2 digits of their graduation year
 - example Kindergarten username - asmith33@westgenesee.org
 - example 1st Grade username - cjones32@westgenesee.org

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- **Grades 3-12** - depending on how long they have been in the district they will log in with one of the following:
 - first initial, middle initial, last name - lbrown@westgenesee.org
 - first initial, last name - sbarron@westgenesee.org

Student Passwords:

- Passwords for all Kindergarten students are the same. This will be communicated to you separately.
- **Passwords for grades 1-6** are "xxxx" and then the student's lunch pin, i.e. xxxx1234
- **Passwords for grades 7-12** are initially set to be "wgc" and then the last five digits of their SIS # (which is easily found on Schooltool), i.e. wgc01234. However, at this level students do have the option to change their password.

How to take a photo or video with your Chromebook

- In the left corner of your screen, select the Launcher .
- Open Camera . Then, on the right side, choose an option:
 - Select Photo > Take photo .
 - Select Video > Start recording .
 - Select Square > Take photo .

How to find or delete your photos or videos

- Find your photos and videos: In the bottom right corner of the Camera , select the thumbnail of your most recent photo or video. To see the photo or video larger, select it.
- Delete your photo or video: Select Delete .
- Save photo or video: Photos and videos taken with the Camera  can be found in the "Downloads" folder of your Files .

Accessing necessary resources for curriculum

- K-5 Elementary Learning Sites - students will see this website when they login to their CBs. If it does not appear, click on WG Links under the address bar at the top and choose the link. These websites are designed by grade level and contain links to the digital resources they need for online learning whether in school or at home.

If you need help with your Chromebook or login, please email wgtechhelp@westgenesee.org.

Using Zoom on a Chromebook

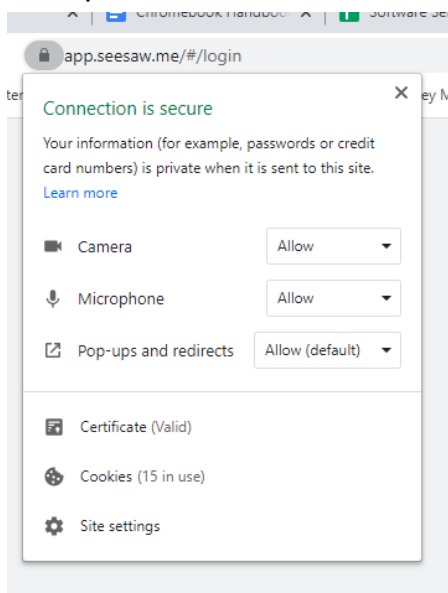
- Teachers will invite students to a Zoom “meeting” by providing them a link
 - once a student is in the meeting use the controls in the bottom left hand corner to control mute and video

How to shut down/ log out of Chromebook

- closing the lid will log your child out of the Chromebook or
- clicking in the bottom right corner and choosing Sign out

Troubleshooting:

- If the Chromebook is not operating the way you expect the first thing you should do is power it all the way down. To do this, hold in the power button on the right-hand side of your Chromebook until the screen goes black. Wait a minute or so and then power it back on.
- Camera or microphone issues
 - from the web site where the camera or microphone is needed click on the lock (🔒) to the left of the website name in the address bar. Be sure “Allow” is chosen for microphone and camera. If not, use the drop down arrow to change it.



- What to do if you have problems with audio
 - make sure volume is turned up and not muted
 - to adjust volume click on one of the speaker icon keys (🔊) on the top row of the Chromebook
 - visit another website such as Youtube to see if you have audio on that site
- If you still have microphone or audio issues try using a headset.

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