

# Getting Started with Chromebooks

*Palo Alto Unified School District*

## Getting Started with Chromebooks

Going Google 101

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Get familiar with your Chromebook. Explore the similarities and differences between using ChromeOS on the Chromebook with the Chrome web browser on your Macbook. Learn to set preferences and accessibility options. See some of the best extensions and learn how to sync bookmarks, extensions, and apps across devices so that anything you do on one device is instantly available on any other. Learn strategies for organizing your own digital content, ie. creating folders and subfolders, employing naming conventions, and tagging files so that they are instantly “Google-able.” and how to teach your students to do the same.

**Audience:** Grades 3-12 Teachers

**Pre-Req:** Prior experience using Google Chrome, Drive, and Docs

**Materials:** Chromebook, WIFI connection

### **8:30 AM** Chromebooks in the Classroom

We’ll take a close look at the hardware features of the Chromebook and explore the Chrome interface. You’ll learn how to manage student logins, set preferences and accessibility options, and define the classroom management practices you’ll employ for checking in/out the devices to students from their storage carts. Our work will prepare you with an initial understanding of how to reinforce students responsible use and care of the Chromebooks while the devices are being used in your classroom.

**Activity:** Draft your Classroom Responsible Use Policy; Google Drive-r License

**Tools:** Google Docs, Google Drive, Google Drawings

### **10:00 AM** Brain Break - GoNoodle!

### **10:15 AM** Hacks for ChromeOS & the Google Chrome Web Browser

On this tour, you’ll explore the similarities and differences between using ChromeOS on the Chromebook with the Chrome web browser on your Macbook and the Chrome browser on your Android or iOS devices. Learn how profiles allow you to “split personality” using a single web browser so that work stays work and your personal life stays personal. We’ll explore some of the best extensions and learn how to sync bookmarks, extensions, and apps across devices so that anything you do on one device instantly is available on any other.

**Activity:** Customize the Bookmarks Bar with Favicons

**Tools:** Google Chrome, Google Drive

### **11:15 AM** Q&A