

School Broadcaster Chrome Extension Setup Guide

Complete Administrator Configuration Instructions

Click [HERE](#) to view an instructional video covering the installation process. **The video does not show that you also need to include your school domain in the JSON configuration area! See section 5.2** for information regarding the additional code needed.

Click [HERE](#) to watch a video on how to make a screensaver graphic easily with ChatGPT.



Quick Overview

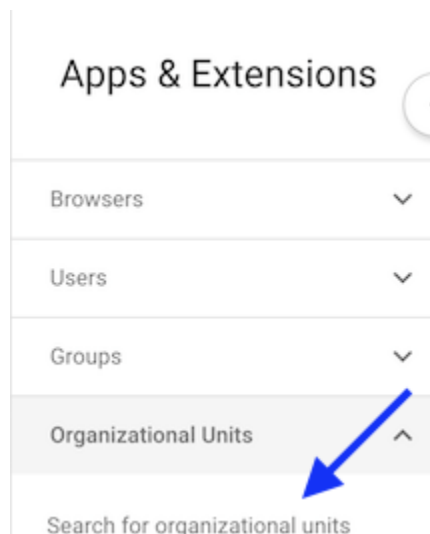
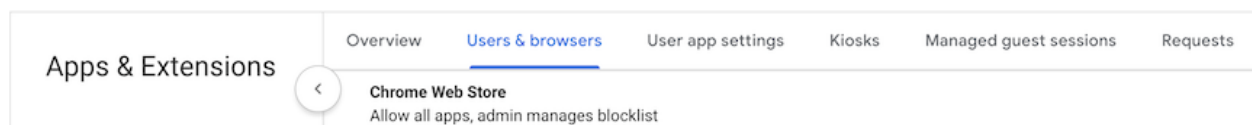
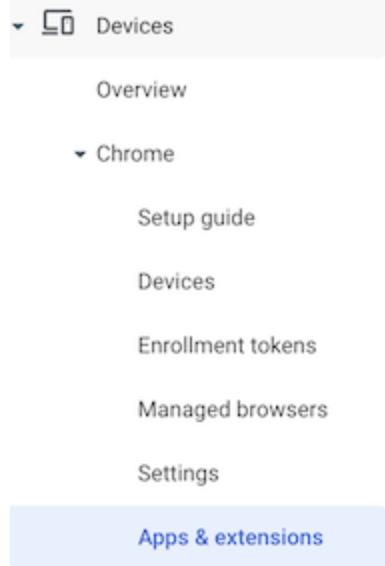
This guide walks Google Workspace administrators through setting up the School Broadcaster Chrome Extension for their school district. The process takes about 30 minutes and immediately provides a free announcement system for your Chromebooks or Chrome enabled Macs & PC's.



Step 1: Install Extension via Google Admin Console

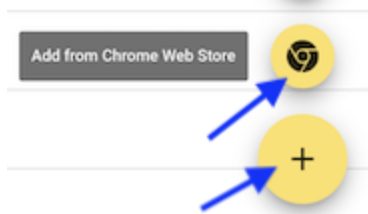
1.1 Access Admin Console

1. Go to admin.google.com
2. Sign in with your Google Workspace administrator account and follow steps 3,4, and 5 shown in the three pictures below.
3. Navigate to **Devices** → **Chrome** → **Apps & extensions**
4. Select User & Browsers
5. Select a test OU that you have user access and a test machine to for the first test deployment. Be granular with your first deployment to get experience deploying and configuring the School Broadcaster extension. For example, you may want to deploy this on the school district IT organizational unit.
6. Skip to Step 2 below to determine which OU's you want to deploy to then return to here.



1.2 Add School Broadcaster Extension

1. Hover your mouse over the **"+ Add Chrome app or extension"** The icon is yellow. Select the option above the icon to search the Chrome Web Store.



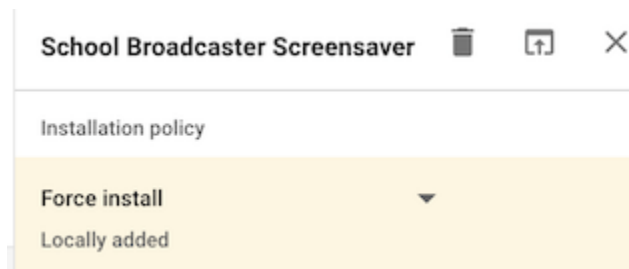
2. Search for **"School Broadcaster Screensaver"** in the Chrome Web Store
3. Select the extension from the search results
4. Click **"Select"**

1.3 CRITICAL: Set Installation Policy

! IMPORTANT: You **MUST** configure these settings or the extension won't work properly

Installation Policy:

- Set to **"Force install"** (NOT "Allow install")
- This automatically installs on all Chromebooks or Chrome Devices in the selected OU's
- Students cannot uninstall or disable the extension



Pinning Policy:

- Set to **"Do not pin"**
- Extension works in background - doesn't need to be visible in toolbar
- Reduces visual clutter for students

User Control:

- Set to **"Do not allow user to remove or disable"**
- Prevents students from disabling the extension
- Ensures consistent message delivery

1.4 Choose Deployment Target (Organizational Units)

This is where you decide which students/staff get the extension:

Option A: Deploy to All Students

- Select "**Students**" OU (or your equivalent)
- All student Chromebooks will get announcements

Option B: Deploy by Grade Level

- Select individual OUs like "**Grade 9**", "**Grade 10**", etc.
- Each grade can have different announcement sheets

Option C: Deploy by Building

- Select "**Elementary School**", "**Middle School**", "**High School**"
- Each building gets customized messages

Option D: Deploy to Everyone

- Select your **root organization**
- Students AND staff get announcements

💡 **Pro Tip:** Start with one OU (like "Grade 12") to test, then expand to others.



Step 2: Understanding the OU Strategy

Why Use Different Sheets for Different OUs?

Single Sheet Approach:

- Deploy to "All Students" OU
- Use one Google Sheet
- All students see identical messages
- **Best for:** District-wide announcements, weather delays, general reminders

Multiple Sheet Approach:

- Deploy to specific OUs (Grade 9, Grade 10, etc.)
- Each OU gets its own Google Sheet
- Customize messages by grade/building
- **Best for:** Grade-specific content, building-specific events, targeted communications

Example Multi-Sheet Setup:

- **Grade 9 OU** → "Freshman Announcements" sheet → Welcome messages, orientation info

- **Grade 10 OU** → "Sophomore Announcements" sheet → PSAT info, class ring sales
 - **Grade 11 OU** → "Junior Announcements" sheet → SAT prep, college planning
 - **Grade 12 OU** → "Senior Announcements" sheet → Graduation info, scholarship deadlines
-

Step 3: Create Your Google Sheet

3.1 Create New Google Sheet

1. Go to sheets.google.com
2. Click **" + Blank "** to create new sheet
3. Name it something clear like **"Grade 9 Announcements"** or **"School Announcements"**

3.2 Set Up Your Sheet Structure

Put your first message in cell A1:

Welcome back students! Remember to check your email daily.

For timing control, put seconds in cell G1:

300

(This means 5 minutes of inactivity before announcements show)

Important: Leave cell H1 empty for now (this is where license keys go later)

3.3 Share Your Sheet & Plan Access Control

 **IMPORTANT: Determine who needs access BEFORE going live**

Step 1: Talk with Your Principal before setting up sheets to explain the various options.

Who should be able to add/edit announcements?

- Should department heads have access?
- Do you want teachers to submit requests, or direct edit access?
- Who will be the primary content manager?

Step 2: Set Up Appropriate Sharing Based on your principal's guidance, choose the right sharing level:

Option A: Admin-Only Control

1. Keep sheet permissions as **"Restricted"** (only you can edit)
2. Others submit announcement requests via email/form
3. You maintain quality control and consistency
4. **Best for:** Small schools, strict messaging control

Option B: Limited Editor Access

1. Share with **specific people** (principal, assistant principal, secretary)
2. Give them **"Editor"** access
3. Anyone else submits requests to these designated editors
4. **Best for:** Medium schools, shared responsibility

Option C: Broader Access

1. Share with department heads/trusted staff as **"Editors"**
2. Provide guidelines document for appropriate content
3. Consider using **"Commenter"** access for some (they suggest, you approve)
4. **Best for:** Large schools, distributed management

Step 3: Configure Public Viewing (Required for Extension) Regardless of who can edit, you **MUST** also:

1. Click **"Share"** button (top right)
2. Click **"Change to anyone with the link"**
3. Set permission to **"Viewer"** (not Editor!)
4. Click **"Copy link"** and **save this link**

 Why Both Settings Matter:

- **Specific editor sharing:** Controls who can modify announcements
- **"Anyone with link" viewing:** Allows the extension to read the sheet
- **Both are required:** Editors can update, extension can display

Step 4: Create Content Guidelines Share these guidelines with all editors:

- Keep messages under 200 characters for best display
- Use clear, actionable language
- Avoid personal information or sensitive details
- Test image links before adding to ensure they work
- Coordinate timing-sensitive announcements

 **Pro Tip:** Start with restrictive access and expand as you see how the system works in your environment.

Step 4: Extract Sheet ID

Finding Your Sheet ID

Your Google Sheet link looks like this:

`https://docs.google.com/spreadsheets/d/1ABC123XYZ456DEF789GHI/edit#gid=0`

Your Sheet ID is the long string between **/d/** and **/edit:**

Copy this part: `1ABC123XYZ456DEF789GHI`

Copy Your Sheet ID Here:

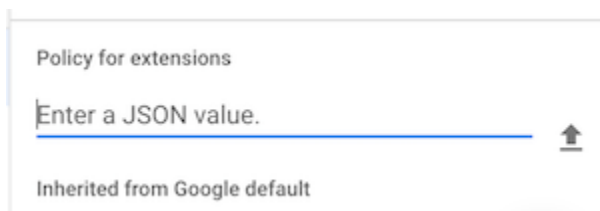
[Paste your Sheet ID here for easy copying]

Example: `1GfK5gdFF4xl9NwJqqze8XKNZR_3RW54qgWm0sfQZTxE`

Step 5: Configure Extension in Admin Console

5.1 Set Policy Configuration

1. Back in Google Admin Console, find your School Broadcaster extension
2. Click on it to open configuration
3. Look for **"Policy for extensions"** or **"Configure"**
4. You'll see a JSON configuration box



5.2 CRITICAL: Enter JSON Configuration

⚠ YOU MUST ALSO ENTER THE FOLLOWING JSON CODE FOR YOUR WORK DOMAIN OR THE EXTENSION WON'T WORK ON CHROMEBOOKS:

This is EXACT example code for the holtonks.net domain. Copy and replace the information below in your JSON configuration and replace holtonks.net with the domain of the users logging into that specific OU.

```
{
  "messageSheetId": {
    "Value": "1_P2sX5e5trUSNg8qV4oUOwMZUQqIZsPRW1MRFMkPflA"
  },
  "domain": {
    "Value": "holtonks.net"
  }
}
```

Replace **YOUR_SHEET_ID_HERE** with your actual Sheet ID: Use this example sheet to test if necessary. **It works best if you copy and paste the following code into the JSON area in the extension configuration and then replace the text below with your sheet id directly. Watch the video at the top of this document to see this process.**

```
{
  "messageSheetId": {
    "Value": "YOUR_SHEET_ID_HERE"
  },
  "domain": {
    "Value": "YOUR_DOMAIN_HERE"
  }
}
```

⚠ IMPORTANT: Use only straight quotes (") not smart quotes (" or ") - smart quotes will cause "Invalid JSON" errors!

5.3 What Happens If You Don't Enter JSON:

✗ NO JSON = EXTENSION DOESN'T WORK

- Extension will only show demo content
- Students will see: "Contact your IT Department to configure messages"
- No custom announcements will appear
- Extension essentially becomes useless

✓ CORRECT JSON = FULL FUNCTIONALITY

- Extension reads your Google Sheet
- Custom announcements appear after idle time
- Free version works immediately (A1 cell)
- Ready for license upgrade (H1 cell)

5.4 Save and Deploy

6. Click **"Save"** after entering JSON
7. Settings are immediately saved
8. Student Chromebooks will update within 15-30 minutes

5.5 Deployment Timeline

- **Configuration saves immediately**
- **Student Chromebooks update within 15-30 minutes**
- **Force update:** Students can restart Chrome or sign out/in
- **Test with:** Have a student wait 5 minutes on idle Chromebook



CRITICAL DEPLOYMENT CHECKLIST

Before You Deploy - Verify These Settings:

☒ **Installation Policy:** "Force install" (students can't remove)
 ☒ **Pinning Policy:** "Do not pin" (runs in background)
 ☒ **User Control:** "Do not allow user to remove or disable"
 ☒ **JSON Configuration:** Properly formatted with your Sheet ID
 ☒ **Sheet Sharing:** "Anyone with link can view"
 ☒ **Test Message:** Content in A1 cell of your sheet

What Happens If Settings Are Wrong:

✗ "Allow install" instead of "Force install":

- Extension doesn't install automatically
- Students must manually install (they won't)
- No announcements appear

✗ Missing JSON configuration:

- Extension shows demo content only
- Custom announcements don't work
- Students see "Contact IT Department" message

✗ Incorrect Sheet ID in JSON:

- Extension can't access your sheet
- Shows "Loading messages..." permanently
- No custom content displays

 Sheet not shared properly:

- Extension can't read sheet content
 - Shows "Loading messages..." or error
 - Privacy settings block access
-

Step 6: Understanding Timing Controls

G1 Cell: Idle Time Control

What it does: Controls how long students must be inactive before announcements appear

How to use it:

- Put a number (in seconds) in cell G1
- **300** = 5 minutes (default)
- **180** = 3 minutes (faster)
- **600** = 10 minutes (slower)
- **60** = 1 minute (testing mode)

Why this is useful:

- **Shorter times (60-180 seconds):** More frequent reminders for important deadlines
- **Longer times (600+ seconds):** Less intrusive for focused work periods
- **Real-time changes:** Edit G1 and changes apply within 1-2 minutes

Example Timing Scenarios:

- **State testing week:** Set G1 to 600 (10 minutes) - less disruptive
 - **Emergency weather:** Set G1 to 60 (1 minute) - urgent visibility
 - **Normal operations:** Set G1 to 300 (5 minutes) - balanced approach
-

Step 7: Free Version Features

What Works Immediately (No License Required):

-  **Single message display** from cell A1
-  **Custom timing** via G1 cell
-  **Real-time updates** when you edit the sheet
-  **Image support** via Google Drive links
-  **Cross-tab detection** (works across all browser tabs)

Free Version Limitations:

-  Only shows content from A1 cell
-  No message rotation (A2, A3, A4, etc. are ignored)
-  Shows "trial mode" reminder message

Perfect for Testing:

The free version is ideal for:

- Testing deployment to make sure extension works
- Emergency announcements (single urgent message)
- Evaluating student response and adoption
- Training staff on the system

Step 8: Premium License Features

What a License Unlocks:

-  **Multiple messages** in cells A1, A2, A3, A4, etc.
-  **Auto-rotation** through all messages (20 seconds each)
-  **No trial warnings** or limitations
-  **Full functionality** for entire license period

How to Add a License:

1. **Request license** from Granular Training ([contact form](#))
2. **Receive license key** via email (looks like: `yourschool-edu.123125.ABC123`)
3. **Open your Google Sheet**
4. **Click cell H1** (column H, row 1)
5. **Paste the license key exactly** as provided
6. **Press Enter**
7. **Wait 1-2 minutes** for automatic detection

License Key Format:

yourschool-edu.073125.M4TUPE

└─ Your domain └─ Expires └─ Security code

After Adding License:

- Extension automatically detects the license within 1-2 minutes
 - All messages (A1, A2, A3, etc.) start rotating
 - Trial warnings disappear
 - Full functionality activated for license duration
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Step 9: Adding Multiple Messages

How to Add More Messages (With License):

A1: Welcome back! Check your schedules in PowerSchool.

A2: Basketball tryouts start Monday at 3:30 PM in the gym.

A3: Don't forget: Picture retakes are Thursday morning.

A4: Library will be closed tomorrow for maintenance.

A5: Yearbook orders due by Friday - don't miss out!

Message Rotation:

- Each message displays for **20 seconds**
- Automatically cycles: A1 → A2 → A3 → A4 → A5 → A1 (repeat)
- **Add new messages:** Just type in the next available cell (A6, A7, etc.)
- **Remove messages:** Delete content from cell

Supported Content:

- **Text messages** (up to ~200 characters display well)
 - **Google Drive image links** (must be publicly viewable)
 - **Mixed content** (some cells text, some images)
-



Step 10: Testing and Troubleshooting

Quick Testing:

1. **Set G1 to 60** (1 minute for quick testing)

2. **Open any website** on a test Chromebook
3. **Don't touch anything** for 1 minute
4. **Announcement should appear** as full-screen overlay
5. **Click anywhere** to dismiss
6. **Reset G1 to 300** for normal operation

Common Issues:

"Nothing happens after 5 minutes"

- Check: Is the extension installed on that OU? Open a test device in the correct OU and pin the School Broadcaster extension. It will provide relevant troubleshooting information plus the ability to force updates which is helpful when troubleshooting.

School Broadcaster

Debug Console v2.2

● Extension Status

Background Script:	Connected
Content Script:	Active
Mode:	ADMIN CONFIGURED
Last Update:	2:26:11 PM

● Configuration

Sheet ID:	1iS7KuByII9pkPTmritQoYIBOUIG9iRM45 VU7iYM9Gfg
Idle Timeout:	20s
License Key:	[EMPTY]
Message Count:	2

● Current Messages

1: Today is Fathers Day!

2: School Broadcaster trial mode - Contact your IT Department t...

● Debug Log (Last 10 entries)

- Check: Is Sheet ID configured correctly?

- Try: Student sign out/in or restart Chrome

"Shows 'Loading messages...'"

- Check: Is the sheet shared as "Anyone with the link can view"?
- Check: Is there content in cell A1?
- Wait: Can take 2-3 minutes for first load

"License not working"

- Check: Is the license key pasted exactly in cell H1?
- Check: No extra spaces before/after the license key
- Wait: Takes 1-2 minutes to detect license changes

Force Updates:

- **Student devices:** Sign out and back in to Chrome
 - **Sheet changes:** Wait 1-2 minutes for automatic refresh
 - **Extension settings:** Changes apply within 15-30 minutes
-



Step 11: Multi-OU Deployment Example

Example: High School with Grade-Level Targeting

Setup:

1. Create 4 Google Sheets:
 - "Freshman Announcements"
 - "Sophomore Announcements"
 - "Junior Announcements"
 - "Senior Announcements"
2. Deploy extension to 4 different OUs:
 - **Grade 9 OU** → Configure with Freshman sheet ID
 - **Grade 10 OU** → Configure with Sophomore sheet ID
 - **Grade 11 OU** → Configure with Junior sheet ID
 - **Grade 12 OU** → Configure with Senior sheet ID

Result:

- Each grade sees relevant, targeted messages
- Freshmen see orientation info, seniors see graduation info

- Easy to manage different content for different audiences
 - Each grade can have its own licensed vs. free setup
-

Step 12: Timeline Summary

Initial Setup (One-time):

- **Google Admin configuration:** 5 minutes
- **Sheet creation and sharing:** 3 minutes
- **Policy deployment:** 2 minutes
- **Student device updates:** 15-30 minutes
- **Total setup time:** ~20-35 minutes

Daily Operations:

- **Add/edit messages:** 30 seconds
- **Changes go live:** 1-2 minutes
- **License installation:** 2 minutes
- **Timing adjustments:** Instant (edit G1)

Ongoing Maintenance:

- **No ongoing maintenance required**
 - **Update messages as needed**
 - **Renew licenses annually**
 - **Monitor student feedback**
-

Support and Next Steps

Need Help?

- **Technical Support:** support@granulartraining.com
- **License Requests:** [\[License Request Form\]](#)
- **Sales Questions:** info@granulartraining.com
- **Phone Support:** 785-362-2345

Ready to Upgrade?

Once you've tested the free version and confirmed it works well for your students, consider requesting a license to unlock:

- Multiple rotating messages
- No trial limitations
- Enhanced messaging capabilities
- Professional appearance

Request your license today to transform every Chromebook into an effective communication tool!

This guide covers the complete setup process. Most administrators complete setup in under 30 minutes and see immediate results with their students.