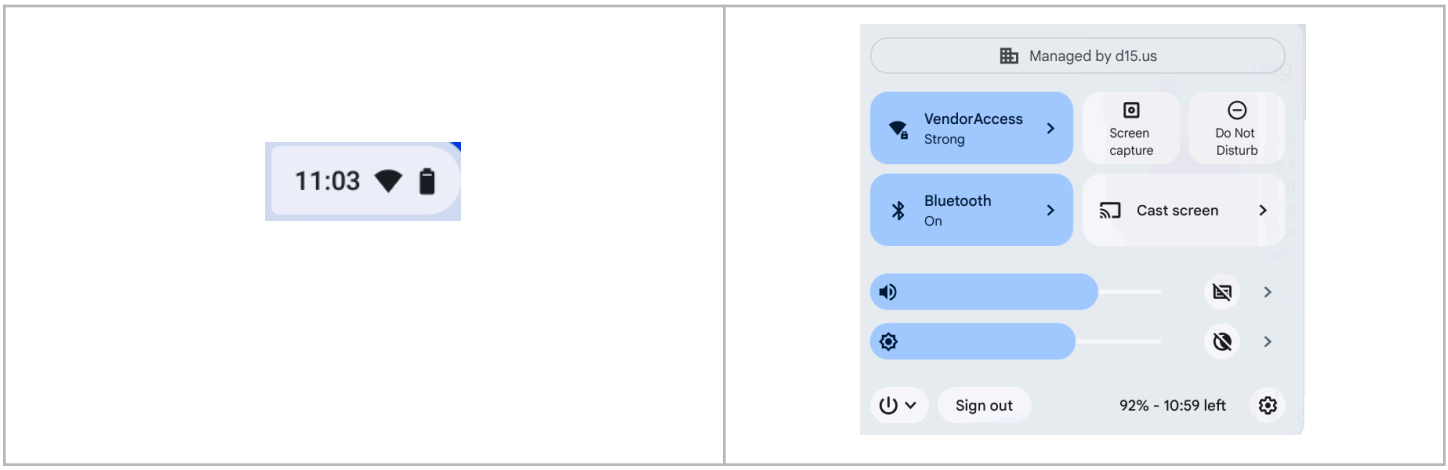
# How-To MSD15 Chromebook

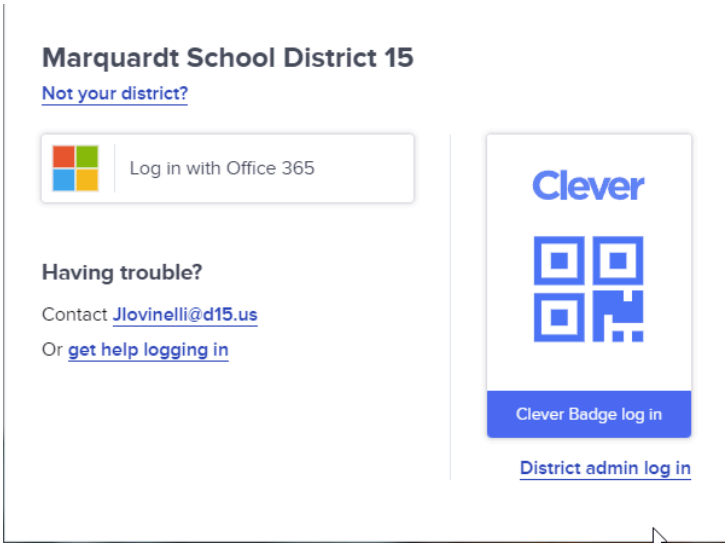
## Internet:

At school the MSD15 Chromebook will always automatically connect to the school's Wi-Fi. To connect devices at home, start by changing the Wi-Fi settings. An automatic pop-up should appear; if not, manually select the Wi-Fi setting from the bottom right of the screen. A pop-up will then allow you to choose your router settings for connection.




## Chromebook Login:

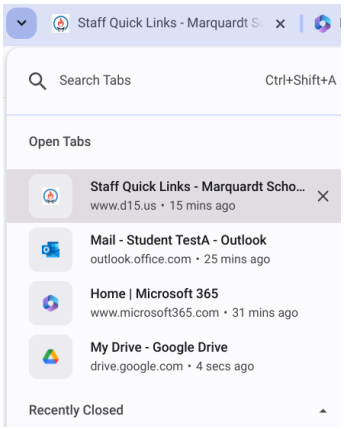
Turn on the Chromebook to see the Clever Badge login screen. After badge authentication, accept the Google Terms (a one-time process). Once confirmed, this will take you to the desktop.
If you don't use the Clever Badge, select the **Login** button on the Clever screen and **Login in with Office 365** using District email and password.



# How-To MSD15 Chromebook

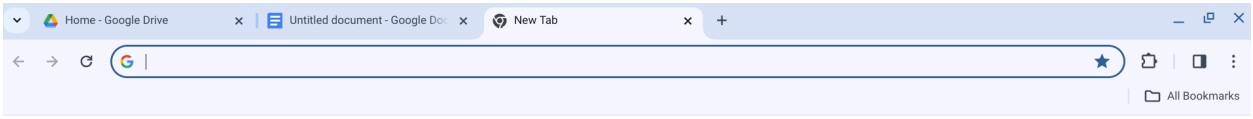
## Browser & Basic Features:

**Google Chrome** is the only browser installed on a Chromebook.

| | |
|---|---|
| The top left dropdown button displays current and recently opened tabs<br><br>Displays **Open Tabs** and **Recently Closed** |  |

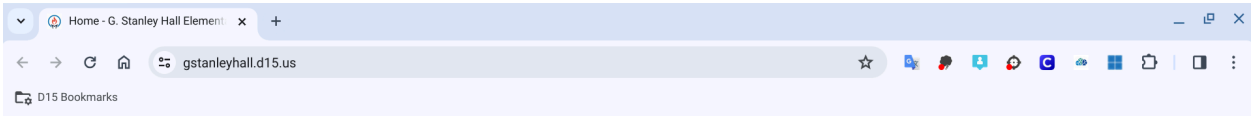
## Bookmarks:

The Star in the address bar adds a bookmark of the current page.




## Extensions:

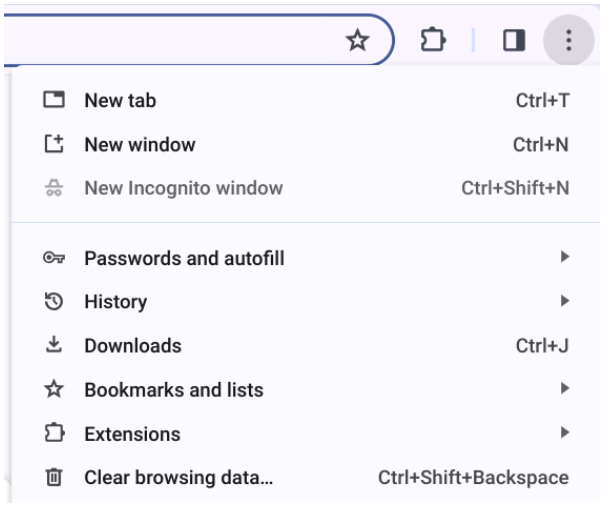
The Default Extensions symbol (right of the address bar) shows the extensions.
i.e. Google Translate, Co:Writer, Classroom relay status, Snap&Read, and Clever




Extensions in order from left to right are;

- ★ Google Translate
- ★ Co:Writer
- ★ Classroom relay status
- ★ Snap&Read
- ★ Clever
- ★ Add to Google Classroom
- ★ Windows Accounts

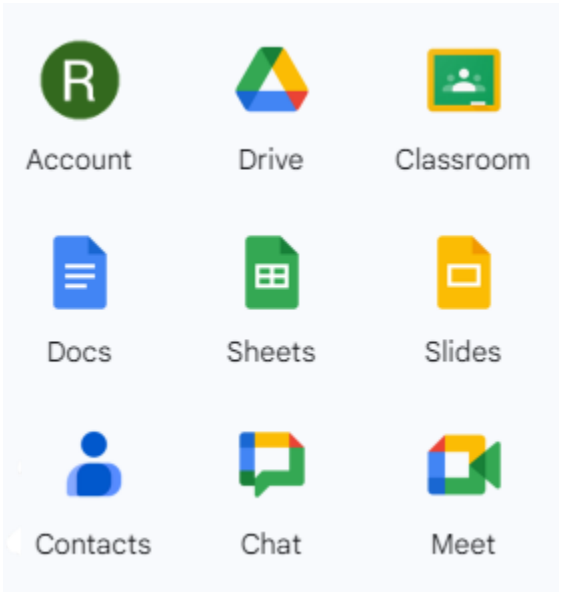
# How-To MSD15 Chromebook

| | |
|---|---|
| The three dots/ellipsis on the far right display settings, including **Clear browsing data** to optimize Google Chrome. |  |

**Taskbar/Shelf:**

The taskbar (shelf) at the bottom includes time, power options, display, sound settings, and sign out. Launcher (far left, circle) allows application searching or direct clicking.




| | |
|---|---|
| **App Comparisons:**<br>★ Chrome - Edge<br>★ Drive - OneDrive<br>★ Docs - Word<br>★ Sheets - Excel<br>★ Slides - PowerPoint<br>★ Meet - Teams<br>★ Classroom - Teams |  |

# How-To MSD15 Chromebook

### Chromebook-Specific Shortcuts

- Ctrl + Shift + L – Lock your Chromebook's screen.
- Ctrl + Shift + Q – Log out of your Chromebook. ...
- Alt + E – Open the Chrome browser's menu. ...
- Alt + 1-8 – Launch applications located on Chrome OS's “shelf,” or taskbar. ...
- Alt + [ – Dock a window to the left side of your screen.

### Updating a Chromebook:

Chromebook checks for new updates regularly, and when an update is available, it will automatically apply after a restart.

### Google Drive & Storage:

All files are automatically saved to Google Drive. Google Drive is a cloud-based application that syncs files and folders across various Google platforms

Examine Google Drive storage frequently. Files in the Trash will be automatically deleted in 30 days. The bottom left of Google Drive displays the used storage within its maximum size.

### Case:

District Chromebooks come with a protective case. The Chromebook fits snugly, and you don't need to remove it from the case to use. The Chromebook includes a USB-C charger, and at full charge, the battery should last between 11-12 hours.

### Miscellaneous:

Chromebooks will be connected to the same Lightspeed Web Filter and Classroom Relay.
Students have no access to printing on the Chromebook.
Students have no access to Gmail, they will continue to use Office 365 email.
Students have no access to Google Calendar.
Students need to bring a charged Chromebook to school everyday.