

[Scavenger Hunt Activity](#)

Use the scavenger hunt activity to explore your chromebook. This activity is much more fun than this boring digital reference and gives you the ability to track your progress and alert me when you get stuck.

- Multiple choice questions.
 - Done - choosing this means you understand the information
 - I need help - will let me know if you have questions.
 - Other - gives you the opportunity to ask a specific question or take notes.
 - This activity is self-paced and you can edit your answers anytime.
 - The same information is covered in both the scavenger hunt and this reference guide.
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Chromebook Plus Digital Reference Guide

Welcome to your new Chromebook Plus! This new device offers a streamlined, fast, and secure experience, designed for modern teaching. This guide quickly outlines the key differences from your MacBook Air and provides essential first steps.

IMPORTANT: First-Time Setup Instructions

Your device must be unboxed and started on the school's network before you take it home.

This is a critical step for the initial setup, device enrollment, and ensuring you have all necessary school resources and security policies installed.

1. **Unbox** your new Chromebook Plus.  **If there are any papers on the charger please remove them.**
2. **Turn it on** by pressing the power button. You will see it connect to LPSPDprivate and then switch to LPSEmpDev. Once connected to LPSEmpDev, **restart** the laptop to install our policies.
3. **Sign in** with your school Google Account (your email address and password). Feel free to skip adding a pin.
4. Once you see the desktop and can open your web browser, the setup is complete. Your drive files, settings, and Chrome tabs will sync instantly and you can now take it home.

Chromebook Plus vs. MacBook Air: What's Different?



The biggest difference is the operating system. Your MacBook Air runs macOS, while your new Chromebook Plus runs ChromeOS High Royalty. We chose the Chromebook Plus specifically for its enhanced features which provide powerful advantages for educators:

Feature	Lenovo 2 in 1 (14IRU10)	MacBook (M1 2020)
Screen Size	14 inches (larger)	13.3 inches
Memory	16 GB (faster at multitasking)	8 GB
Processor	Intel ® Core (TM) 5 220U	M1Chip
CPU	10-core CPU with 2 performance cores and 8 efficiency cores	8-core CPU with 4 performance cores and 4 efficiency cores
Battery	15.5 hours	15 hours
Ports	<ul style="list-style-type: none"> • 2x USB-C® (USB 10Gbps / USB 3.2 Gen 2), with USB PD 3.0 and DisplayPort 1.4 • 3.5 mm headphone jack • 2x USB-A (USB 5Gbps / USB 3.2 Gen 1) • 1x HDMI® 1.4b • 1x microSD card reader 	<ul style="list-style-type: none"> • 2x USB-C (USB 4 / USB 3.1 Gen 2 / Thunderbolt 3) and DisplayPort • 3.5mm headphone jack
Screen	Touch screen, converts into a tablet.	Not touch
Security	Built-in Security: ChromeOS has layers of protection that make it virtually immune to viruses and malware, meaning no more worrying about virus scans or complicated firewall settings.	Need to purchase and install separate security apps.
Management	Updates happen automatically and quickly in the background, reducing IT downtime and keeping your device secure with zero effort from you.	Mac management system does not work very well in our environment so many things will not update automatically without Gerry's help.
Integration	Seamless Google Workspace: Full, deep integration with Google Classroom, Drive, Docs, and Meet—the tools you use every day.	Need to install Google Drive for Macbook to set up any sort of integration yourself. Even with this set up it is still not perfectly seamless.
AI Features	Your Chromebook Plus has built-in AI features (like noise-cancellation in video calls	None

	and background photo editing in the built-in Gallery app) to help streamline tasks.	
AGE	2025 (brand new)	2020 (5+ years old)

Basic Functionality:






1. The Interface

- **The Shelf:** The bar at the bottom (similar to the Mac "Dock") be sure to pin your favorite apps.
 - ☐ Pin the Keyboard Shortcuts app
 - ☐ Pin the Explore App
- **Launcher :** Click the bottom-left circle icon  (or press the Search/Everything key on the keyboard ) to open the application list, search for apps, or search the web.
- **Status Area** (The Time/Clock): The bottom-right corner (similar to the Mac menu bar) shows your Wi-Fi, battery, and time. Click it to open the Quick Settings panel to adjust volume, brightness, and sign out.

2. Mouse/Trackpad Gestures

- Right-Click: Tap the trackpad with two fingers simultaneously.
- Scroll: Place two fingers on the trackpad and move them up or down.

Essential Keyboard Shortcuts

All the possible shortcuts and the <u>ability to customize</u> them can be found in the built-in Shortcuts app. Be sure to check it out and pin it to your shelf!			
Caps lock on/off  	Search current page: ctrl f	Select all: ctrl a	
Copy: ctrl c	Paste: ctrl v Paste as plain text: ctrl shift v	Cut: ctrl x	
Undo: ctrl z Redo: ctrl y	Page up: fn ^ Page down: fn v	Go to top of page: fn < Go to bottom of page: fn >	
Zoom in: ctrl = Zoom out: ctrl - Reset zoom: ctrl 0	Reopen last tab or window closed: ctrl shift t <small>*good classroom management trick</small>	Task Manager:  	

😄 Top Row of Keys



- | | |
|--|---------------------------------------|
| 0. Exits full-screen mode or closes dialog boxes. | 8. Toggles keyboard backlight on/off. |
| 1. Goes to the previous page. | 9. Toggles mic on/off |
| 2. Refreshes the current page. | 10. Turns sound off. |
| 3. Toggles full-screen mode. | 11. Decreases volume. |
| 4. Shows all open windows (Overview mode). | 12. Increases volume. |
| 5. Take a full/partial screenshot or screen recording. | 13. Opens the accessibility Menu |
| 6. Dims the screen. | 14. Toggles Talk to Text on/off. |
| 7. Brightens the screen. | 15. Locks the screen. |

🔖 Bookmarking Tips & New Tricks

- Chrome Settings > On startup > Continue where you left off
- Pin tabs you use everyday.
- Group tabs of things you always use together.
- Bookmarks bar
 - Use folders to organize bookmarks you want to save but do not use very often.
 - Keep names as short as possible for easy legibility (delete the name if the icon is enough to ID it.
 - Clean up the bookmarks once a month.
- TIP: Paste this into your URL bar and Bookmark the page to stay up-to-date on new features.
chrome://whats-new/

✍ Stylus (optional):

- Your touch screen device will work with most **USI 2.0** styluses. The following brands have been tested and confirmed to work:
 - ★Lenovo USI 2.0 magnetic (\$50 on [Amazon](#)) - It comes with 1 long lasting AAAA battery that is not rechargeable. I noticed a glitch where if you navigate away from your doc when the keyboard is open, it whites out half of the screen so you cannot see the

entire document when you navigate back to it. Quitting Chrome fixes the issue (until the next time you forget to close the popup Keyboard).

- Metapen USI 2.0 without a magnet (\$30 on [Amazon](#)) - rechargeable battery. Staff noticed that the palm rejection feature does not work in Google Slides but does work in Cursive and Canvas.
- Penoval USI 2.0 magnetic (\$60 on [Amazon](#)) - rechargeable battery. So far no notable glitches. Best pen for the artist.
- Stylus tools and apps
 - Laser pointer
 - Magnifying glass
 - Chrome Canvas App (drawing)
 - Chrome Cursive App (notebook)

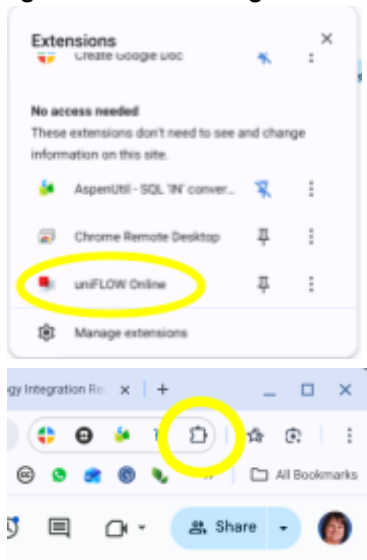
✓ Recommended Chrome Extensions

- [Quick Create Google Workspace](#) (pin) - quickly create new Google files
 - Tip: click on the settings to customize your choices
- [Read & Write for Chrome](#) (pin) - Literacy support tools for both teachers and students
 - [Orbitnote](#) - PDF editor that works with R&W (pin optional)
 - [Screenshot Reader](#) - OCR to read text in images (do not pin)
- [Equatio](#) - for math and science formulas
 - Tip: try the microphone feature to speak your equations
 - [Accademy](#)
- [Brisk](#) (pin) - AI Teaching Assistant

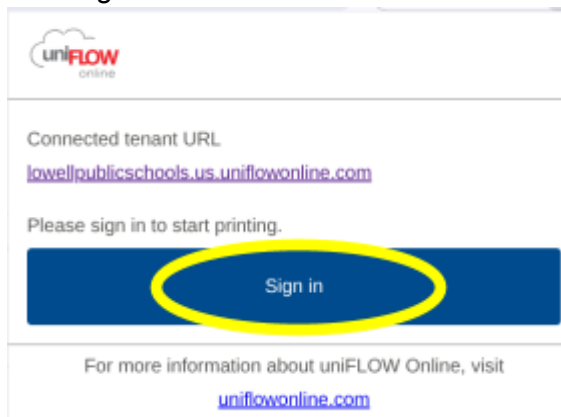


Setting up the Uniflow Extension for Printing

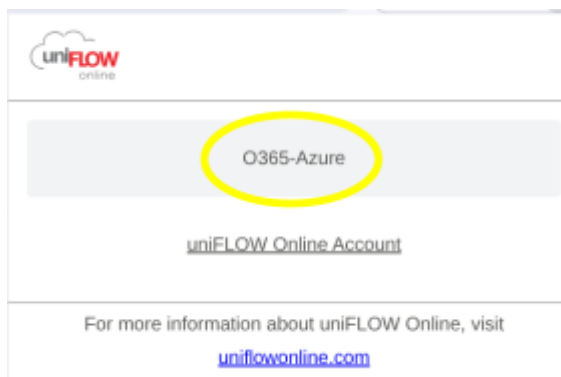
1. Click on the white puzzle icon at the top right corner of Google Chrome.



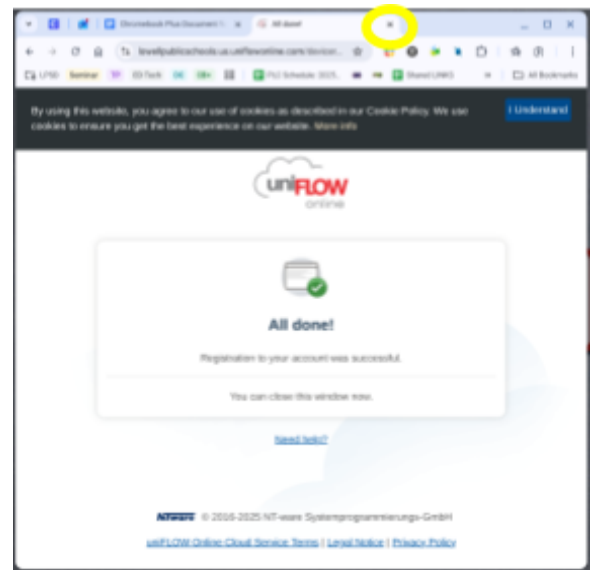
2. Select 'uniFLOW Online'.
3. Click sign in



4. Click on 'O365-Azure'.



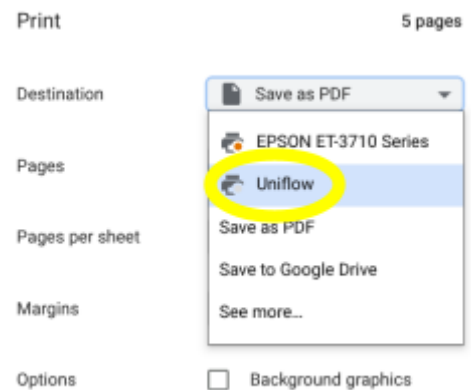
5. Close the Uniflow tab.



6. Click Print.

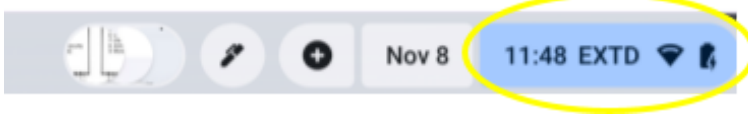


7. Choose Uniflow for your destination

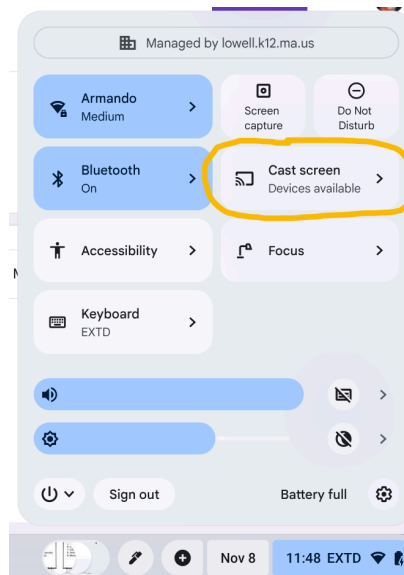


Chromecast to the Clear Touch Screen

1. Make sure the Collage app on your Clear Touch is up-to-date and has the correct settings.
 - a. [Updating Collage Video](#)
 - b. Note: Make sure that “Allow Chromecast device” is checked off in settings.
2. Click on the Status Area of your chromebook (lower right corner).



3. Click on cast screen



4. Click on the correct clear touch from the list.
 - a. Check the collage settings on the Clear Touch to see what you need to be looking for
5. Troubleshooting:
 - a. Make sure collage on the clear touch is up-to-date and has the correct settings
 - b. on your CB+ toggle WiFi off/on
 - c. Temporary solution: switch your CB+ WiFi to LPSDprivate (Our network manager is actively diagnosing the need to do this sometimes and should resolve this soon.)
 - d. Restart both the Clear Touch and your CB+

Protecting your New Laptop (optional)

Currently there are no cases designed specifically for Lenovo 14IRU10 2in1, however, perhaps one will become available in the future. There are options available for 14" laptops that may work for you. One key issue to consider prior to purchase is how it will affect your use of the ChromeBook in tablet mode. Here is a list of some cases found on Amazon:

Note: Tap the link once to see a preview.

Feature	One	Two	Three	Four	Five
Price	\$12.99*	\$19.99	\$23.99	\$34.99	\$37.99
Rating	4.4	4.7	4.8	4.6	4.6
Shell	soft	soft*	soft	hard*	hard
Attachment	elastic	N/A	N/A	Rubber grips	Adjustable clips*
Laptop Mode	Keep on*	remove	remove	Keep on*	Keep on*
Tablet Mode	remove	remove	remove	remove	remove
Accessory Storage	no	yes*	Detachable Pouch*	yes	yes
Color Choices	11	8	6	Black	Black
Carrying Handle	no	yes*	yes	yes	yes
Shoulder Strap	no	no	no	yes	yes
Weight	4.2 oz	10.2 oz	14.1 oz	1 lbs	2.18 lbs

*indicates a feature that caught my eye

Click [HERE](#) for a reference guide.

Click [HERE](#) for a scavenger hunt activity.