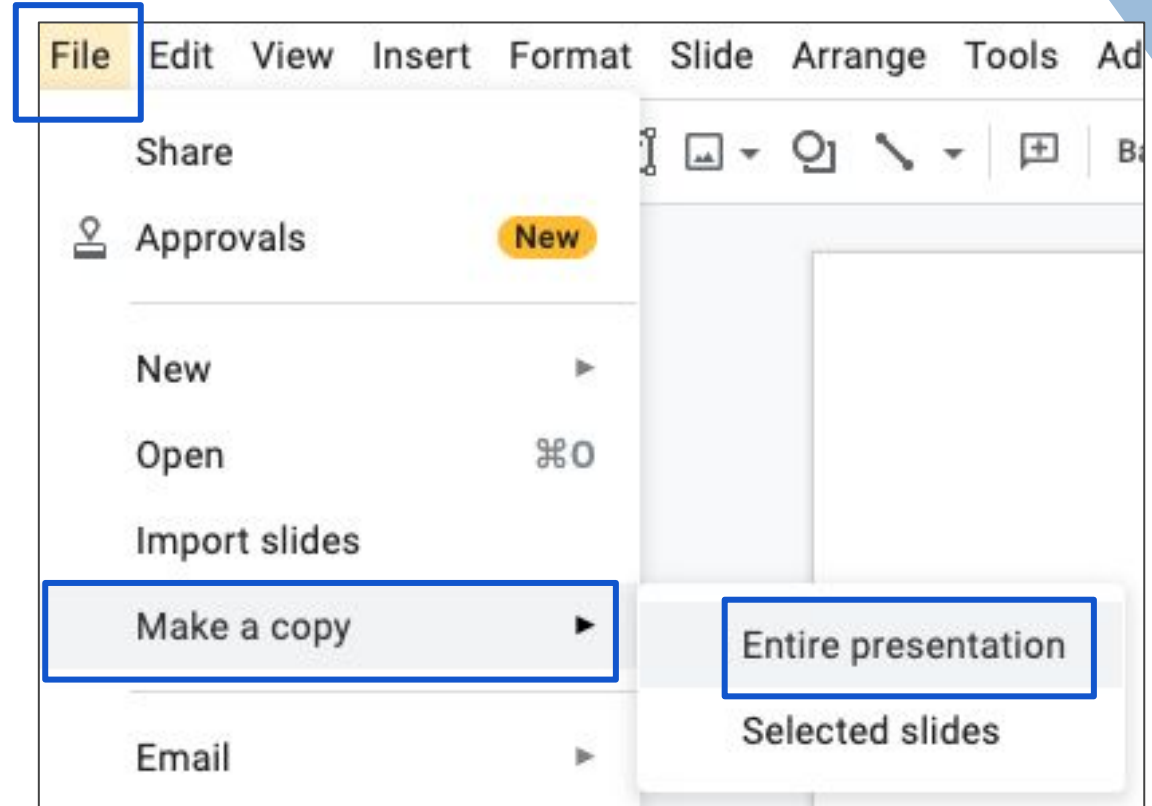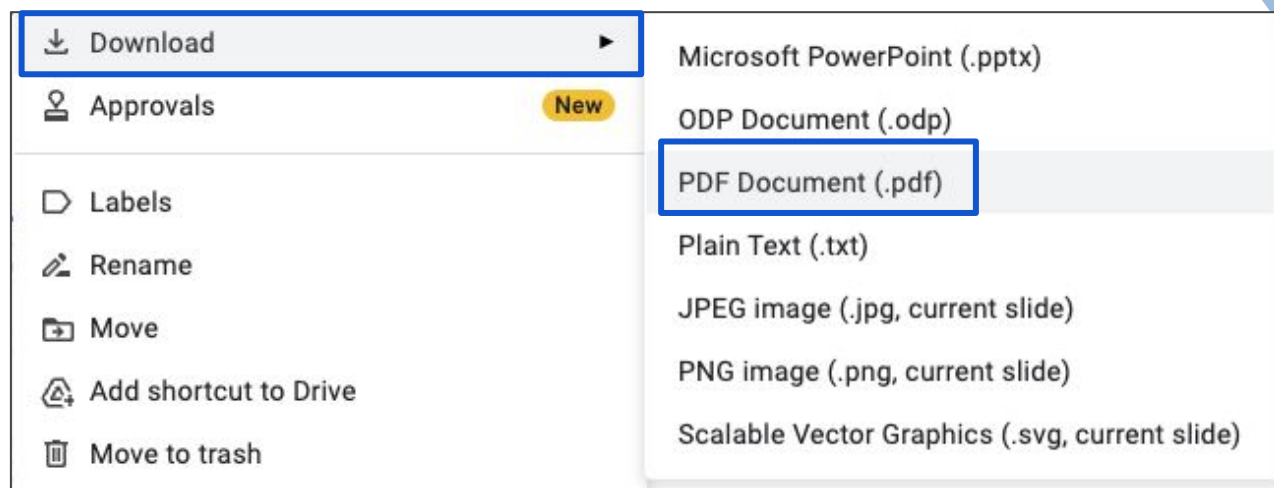# To edit, make a copy

1. File
2. Make a copy
3. Entire presentation

To download as a PDF

1. File > Download
2. PDF document (.pdf)
3. It will download to your computer

Lesson Plan

Materials and preparation needed

- Mouse, headphones
- Handouts (Slide #10, #18, #19, #20)

Objectives: Students will get to know their Chromebook, mouse, keyboard, and adjust their Chromebook to their liking.

Warm-up Activity- Learners will learn about each other and find what they have in common with one another. (Click here for warm-up)

Class activities

- Chromebook (5 mins), Activity #1
- Keyboard (23 mins), Activity #2,# 3, #4
- Desktop (5 mins), Activity #5
- Mouse (15 mins), Activity #6
- Settings and Accessibility (60 mins), Activity #7, #8, #9, #10, #11

Wrap-up
Learners share a takeaway from today's lesson

Introduction to Chromebook

Your name
Today's date/session/etc.

Please customize this to work best for your learners. Slow down for beginners or speed up as needed. Hide slides or move slides, edit animations, change the wording ,etc. Take as long as you need to complete a lesson.

Today we will

get to know the Chromebook, mouse, keyboard and settings.

- identify common keys on the keyboard.
- use mouse to navigate
- find WiFi and device settings
- customize screen and text size

Warm Up

Suggestions, choose one

1. Icebreaker questions. Choose a few and split into groups.

2. People Bingo: Select an appropriate bingo card. The player has to get the other player to sign their name. Only one name can be signed in each box. (See website for detailed instructions)

3. What do we have in common?
   a. Person shares a fact about themselves.
      i. "I like chocolate."
      ii. If true for you, raise hand. If not, don't raise hand.

Before you turn on your Chromebook

Chromebook
Left side

charger

USB

audio

Connect your mouse

Mouse USB port

- Plug in the USB.

- Wait a few moments for the mouse to connect.

Connect your headphones and microphone

Audio jack

- Plug in the jack.

- Wait a few moments for the mouse to connect.
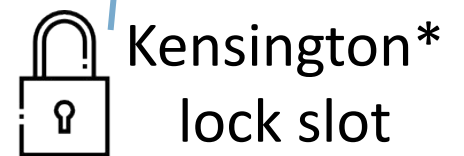
Chromebook
Left side

Activity 1
❏ Connect your charger, mouse, and headphones.

charger

USB

audio
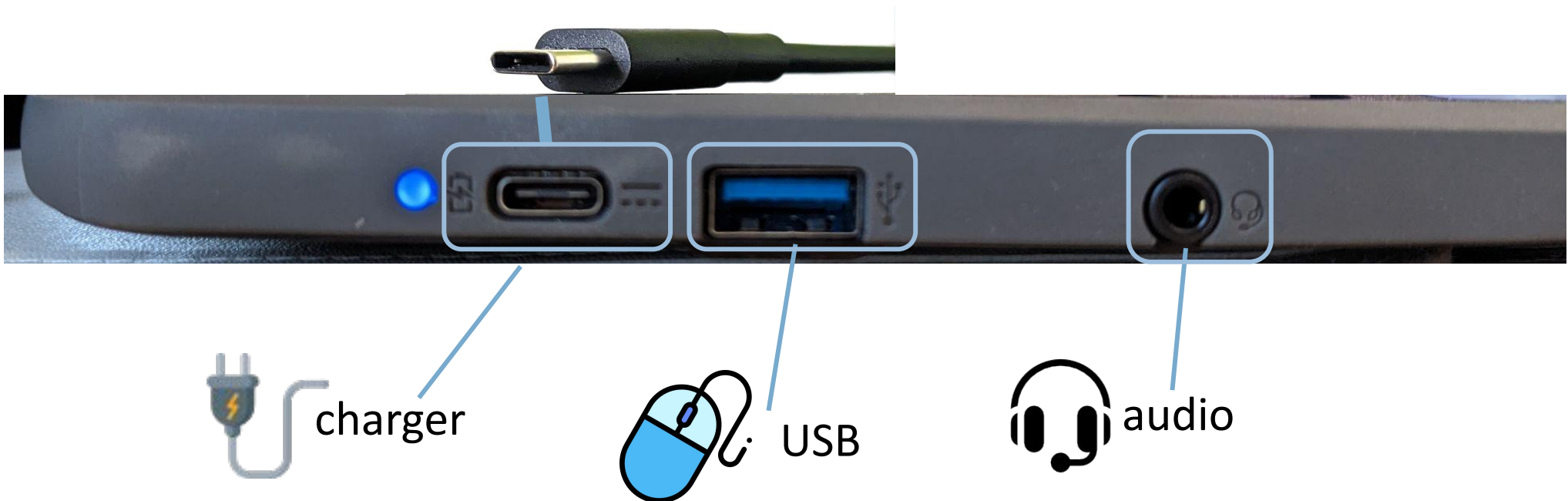
Chromebook
Right side

What kind of cable is the charger?

USB-A

USB-C

Kensington* lock slot

Keyboard

Shut down

Lock
(apps still running)

Sign out
(apps will close)

Power

esc | ← | → | C | ⬚ | ▭ | ● | ○ | ⌇ | ◀ | ◀) | ≈ ⏻

~ ` | ! 1 | @ 2 | # 3 | $ 4 | % 5 | ^ 6 | & 7 | * 8 | (9 |) 0 | – - | + = | backspace

tab | q | w | e | r | t | y | u | i | o | p | { [| }] | | \

🔍 | a | s | d | f | g | h | j | k | l | : ; | " ' | enter

shift | z | x | c | v | b | n | m | < , | > . | ? / | shift

ctrl | alt | | alt | ctrl | < | ^ v | >
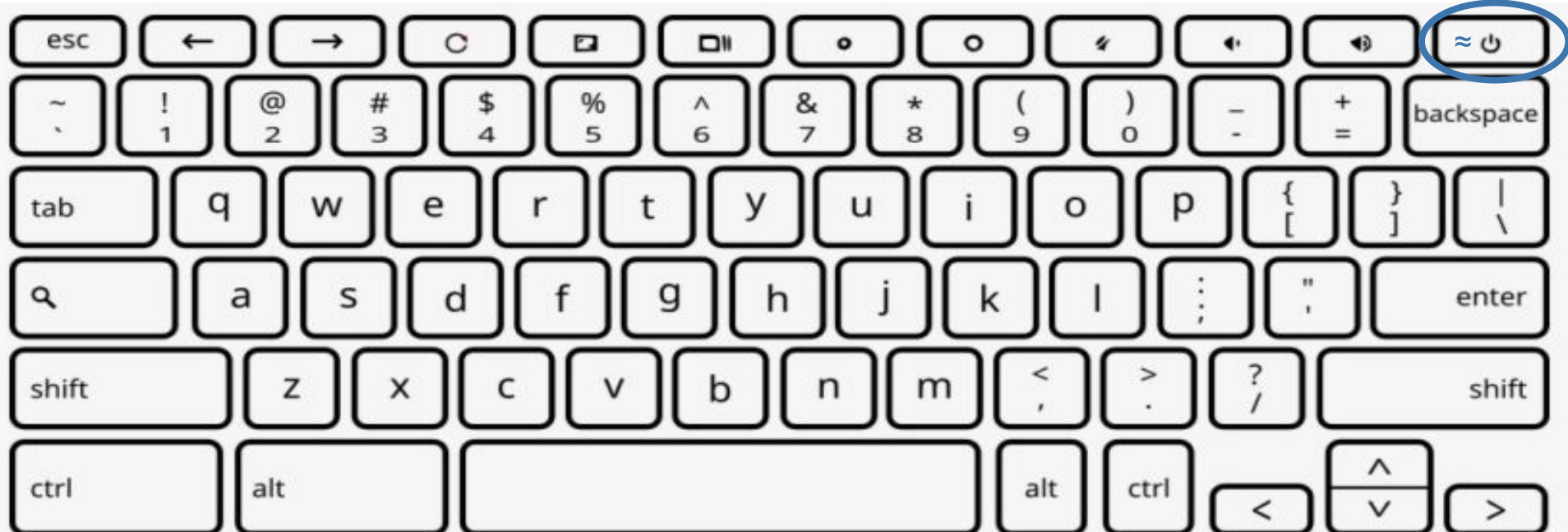
Now your Chromebook is on!

Keyboard

backspace	Erases to the left
enter	Send; move down to the next line
shift	Capitalize single letter; types "upper" characters (! ? >)
	Add space between words, letters, numbers, etc.
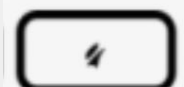
Keyboard
Controls

esc	←	→	C	▣	❏❚	○	○	⟋	◂	◂❱	⏻
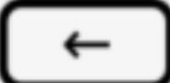
1	esc		7	○	
2	←		8	○	
3	→		9	⟋	
4	C		10	◂	
5	▣		11	◂❱	
6	❏❚		12	⏻	

Keyboard
Activity 4 Answers

esc	←	→	○	▢	▭❙❙	○	○	⚡	◁	◁))	⏻

1	esc	escape; turn off full screen	
2	←	back	
3	→	forward	
4	○	refresh; check Gmail for new emails	
5	▢	make full screen/ turn off full screen	
6	▭❙❙	shows windows opened	

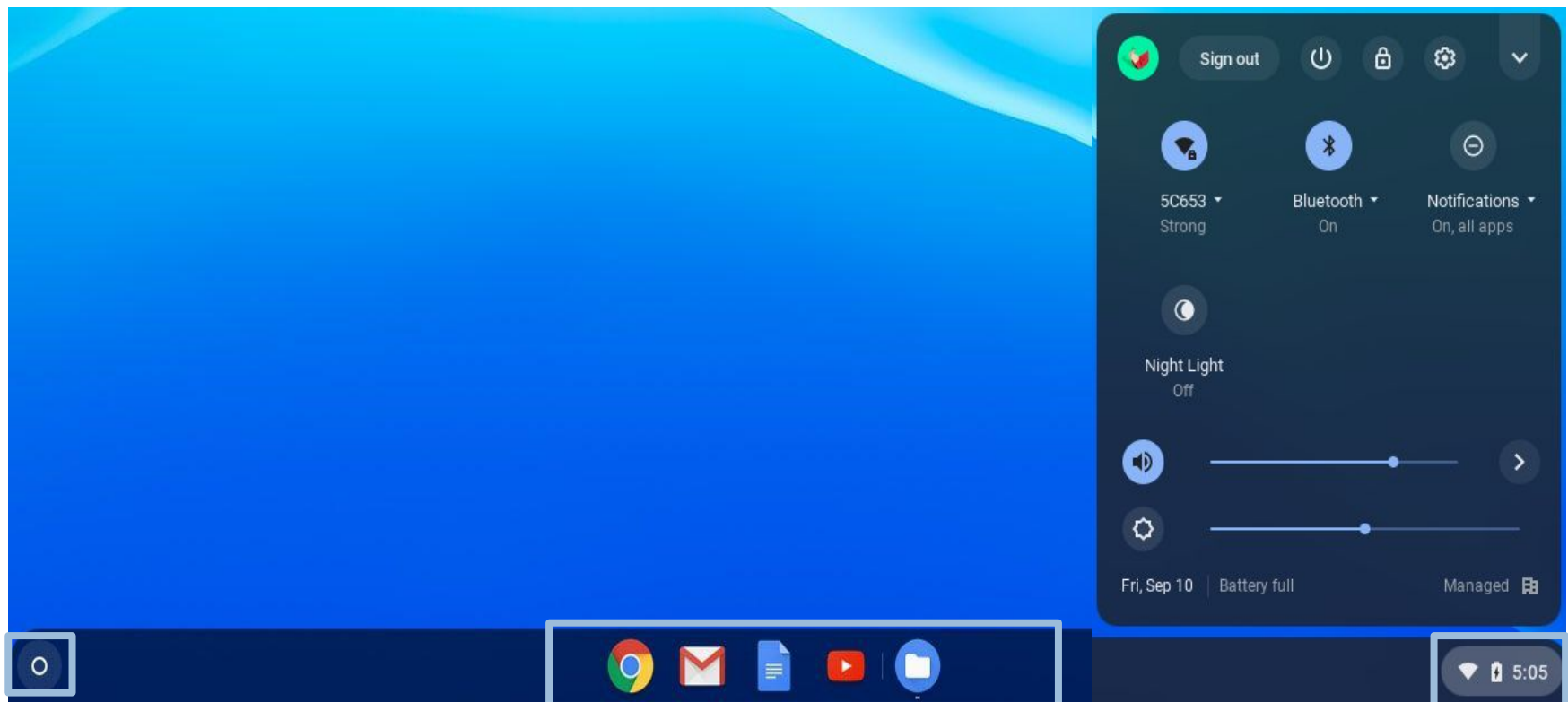|		
7	○	decrease screen light
8	○	increase screen light
9	⚡	mute, no sound
10	◁	decrease volume
11	◁))	increase volume
12	⏻	power on, wake up

Setting up your Chromebook

The first time you turn on your Chromebook, you will set these up. You only need to do this once.

1. **ChromeVox** > option to turn on screen reader

2. **Wi-Fi connection** > choose the name of the internet connection

3. **Google terms of service** > permission to send information to Google to help improve Google operating system features and performance

4. **Google Assistant** > option to use your voice to ask Google for information. It will ask for your permission.

5. **Connect to your phone** > you might see this if you have an Android phone

6. **You are all set**

Desktop

Your desktop is the first thing you see after signing in.

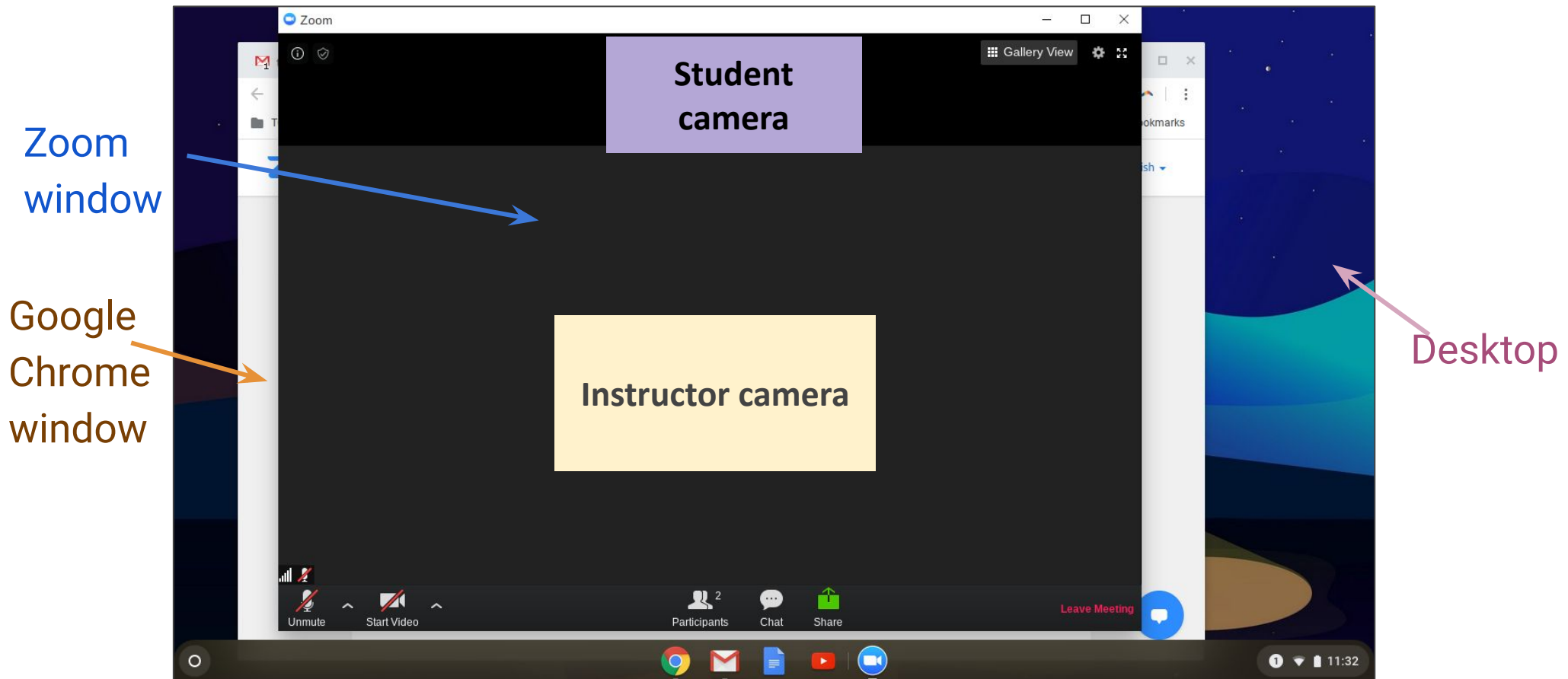

Google apps   Main apps   Settings

- Sign out
- Shut down
- WiFi

Desktop
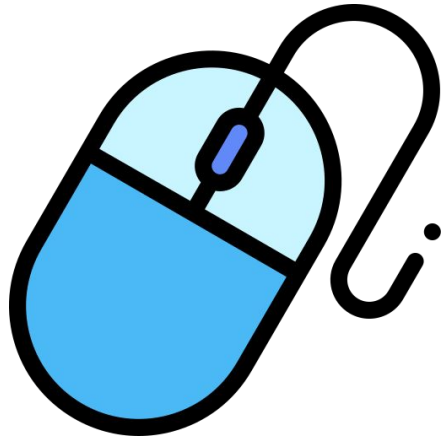## Fullscreen and half screen

Zoom window

Google Chrome window

Student camera

Gallery View

Instructor camera

Desktop

Unmute   Start Video   Participants 2   Chat   Share   Leave Meeting

11:32

1. What does this [⊡] key do?

2. How can it help you?

Mouse

Mouse
How to hold a mouse
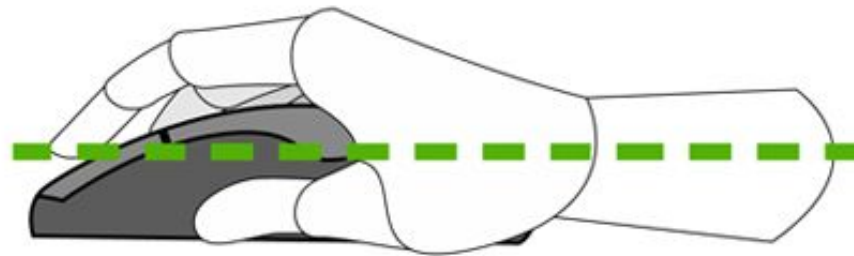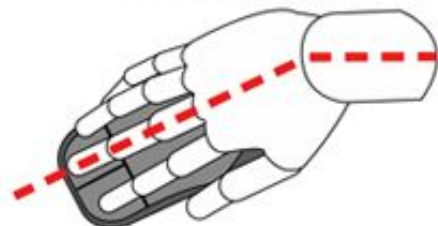
Avoid injuring your wrist and arm by holding your mouse this way.

INCORRECT
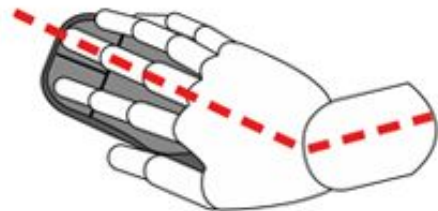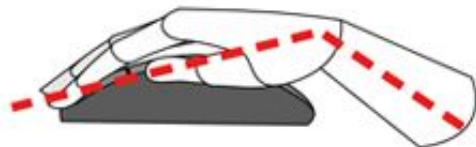
INCORRECT

CORRECT

Mouse
Scrolling

Wheel
- Scroll (move) up and down
- Push down to open a link in a new tab

Left
- Regular click
- Double-click
- Drag and drop
- Highlight

Right
- Opens menu
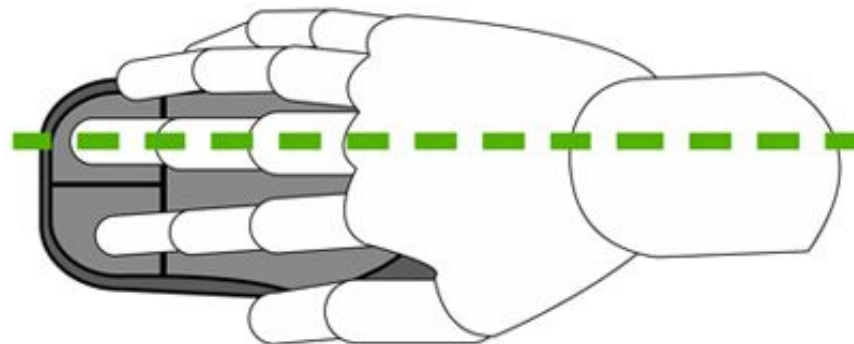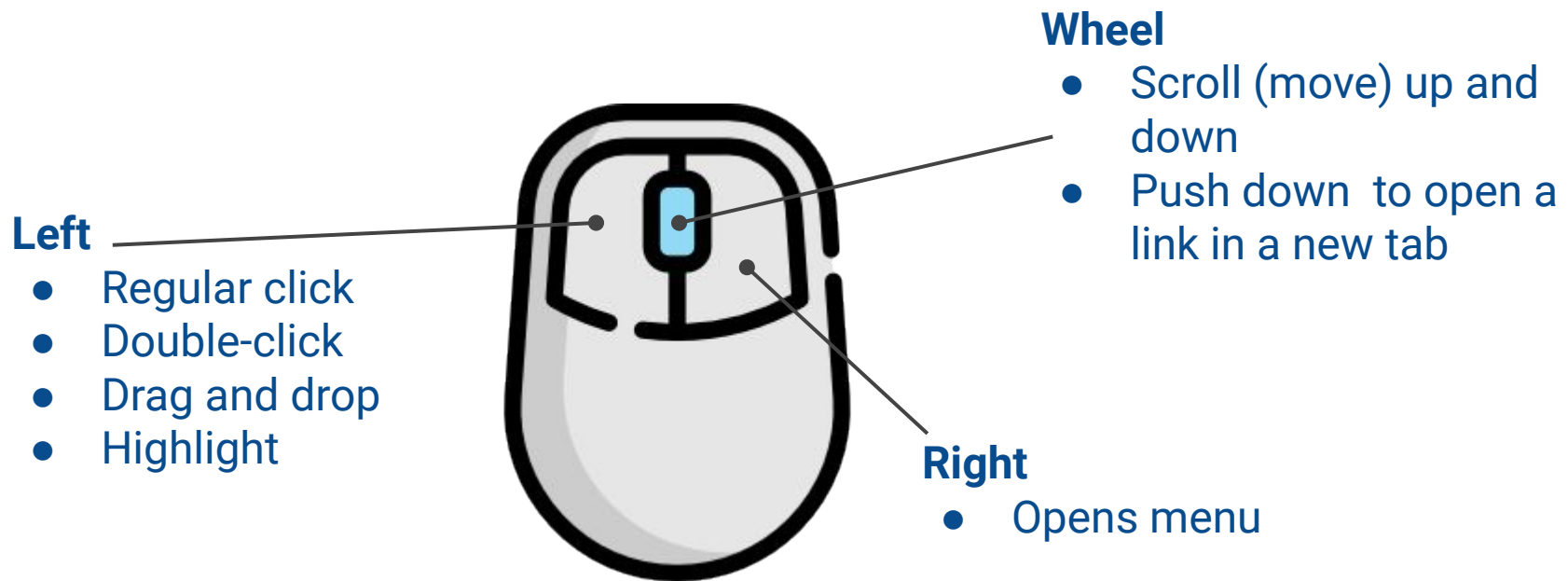
Mouse
Practice

Activity 6
❏ Practice your mouse skills on Mousercise! Website
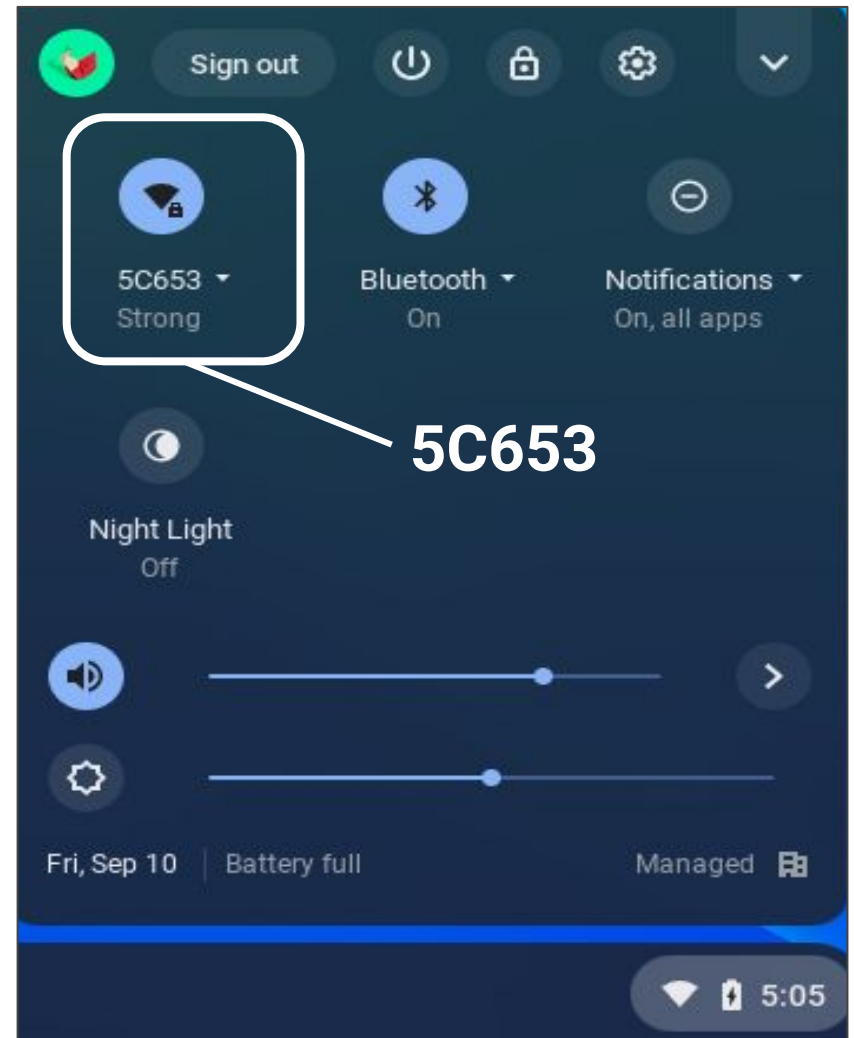
Mousercise Activity

Settings and Accessibility

Wi-Fi Settings

Activity 7

❏ Find your Wi-Fi network and password

1. Write the name of *your* home Wi-Fi network.
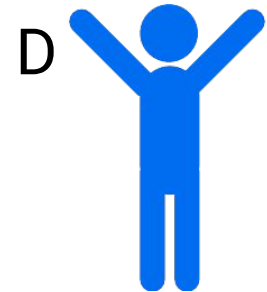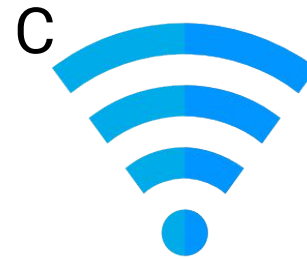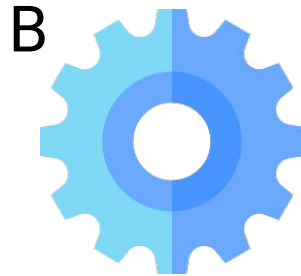
_____

2. Write *your* Wi-Fi network password.

_____

What do these mean?

These icons on your phones, tablets, websites, and other devices. What do they represent?
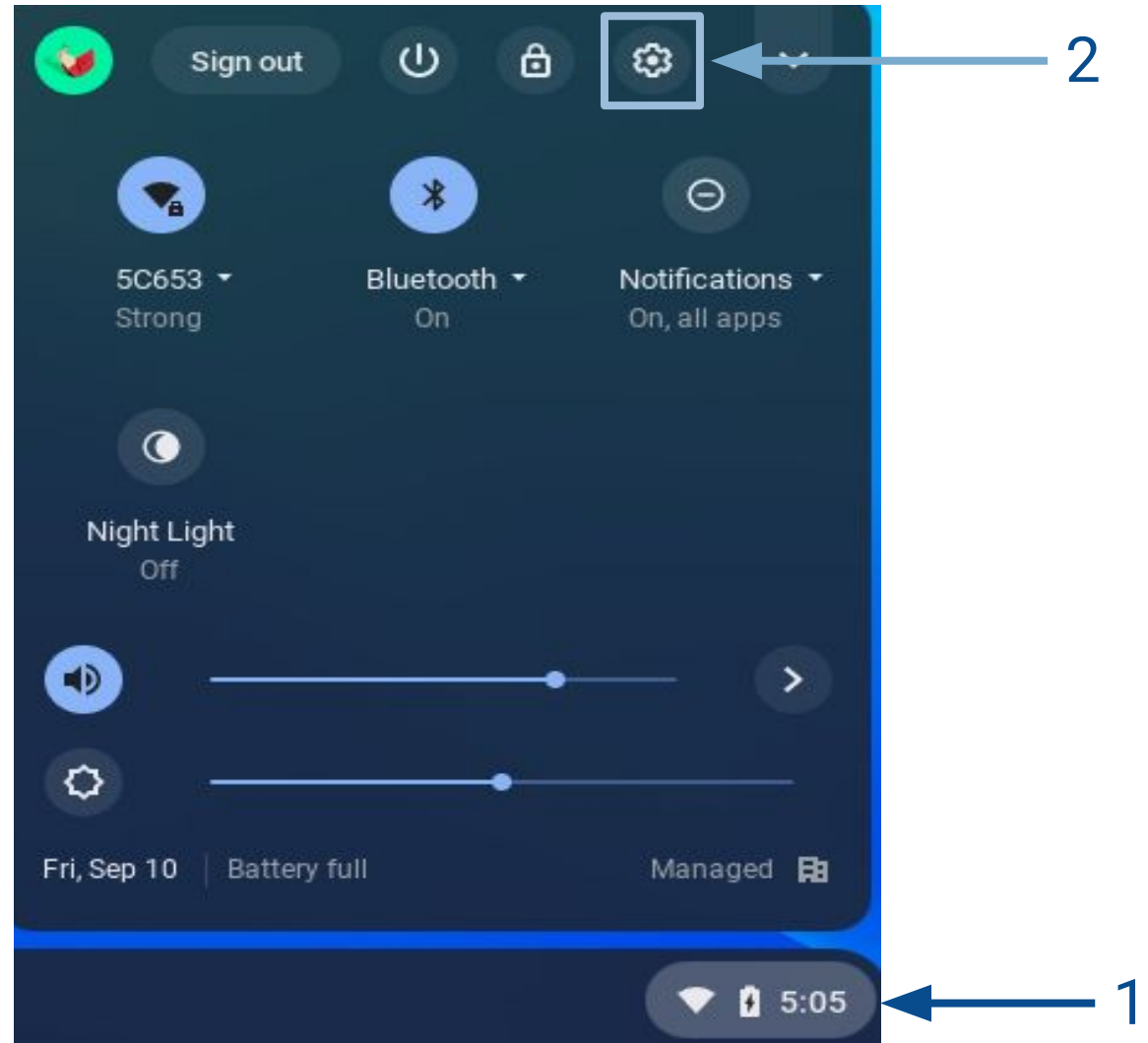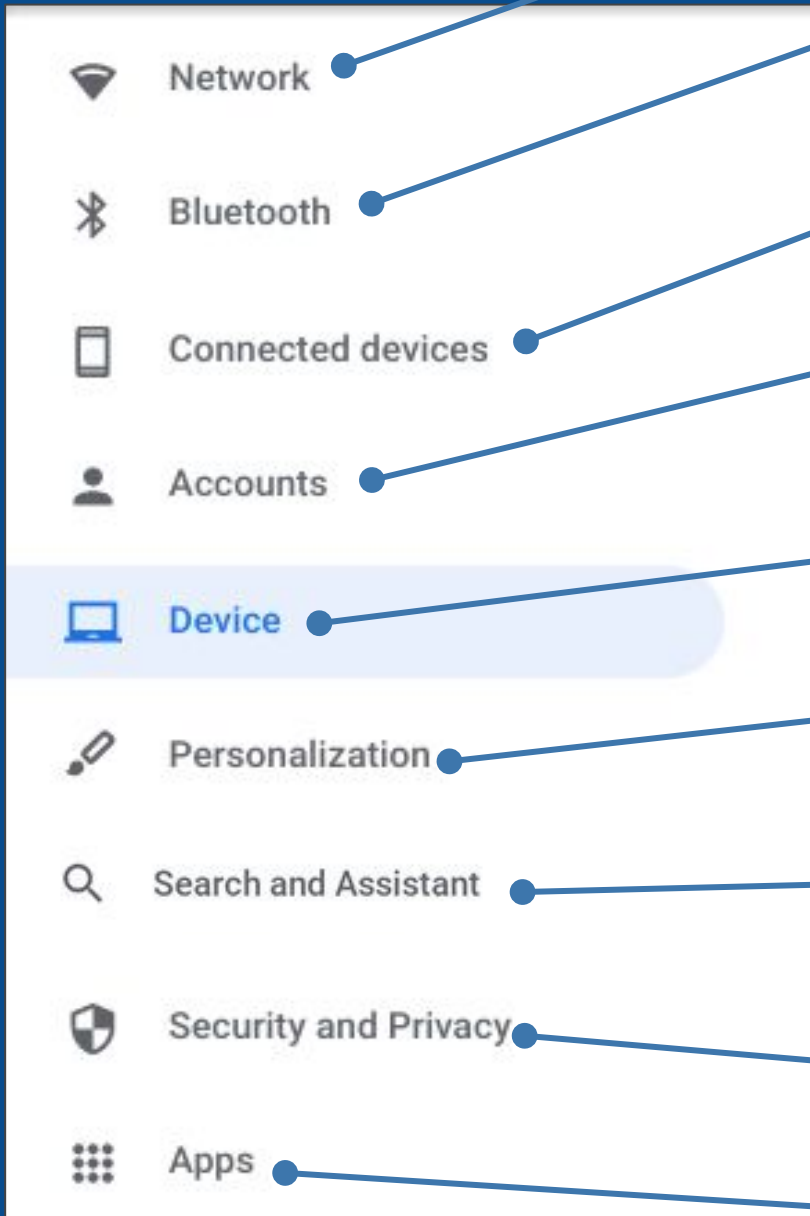
A

B

C

D

Wi-Fi

Accessibility

Settings

Display

Chromebook Settings

Activity 9

❏ Click the time on the bottom right.

❏ Click ⚙ to open the Chromebook settings.

Settings

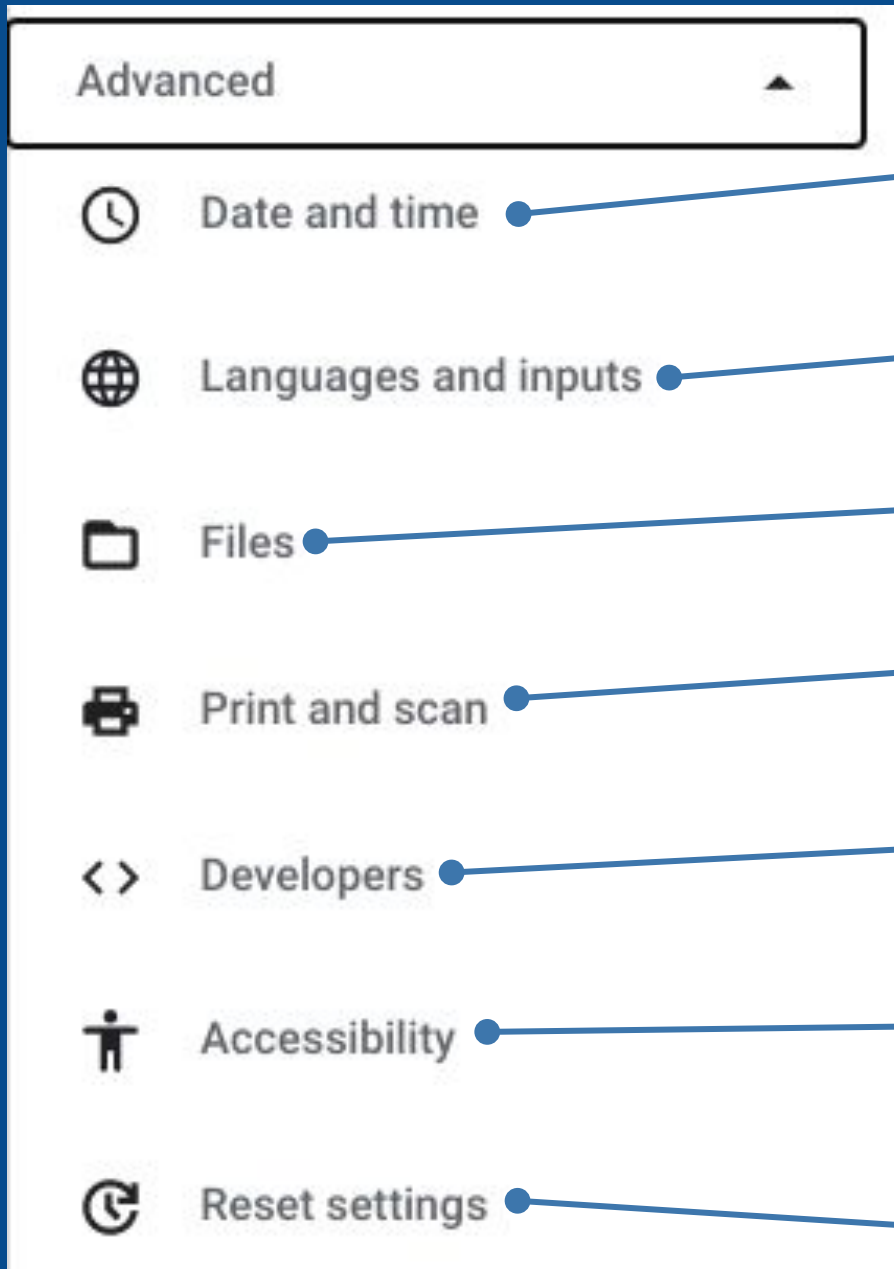| Menu Item	Description
Network	Wi-Fi settings, internet connection
Bluetooth	Wireless connection for mouse, earbuds, speakers, etc
Connected devices	Connect an Android phone to the Chromebook
Accounts	Google accounts (users) connected to the Chromebook
Device	Settings related to the touchpad, keyboard, display, power, and storage
Personalization	Change wallpaper and color theme
Search and Assistant	Google Assistant ("Hey Google")
Security and Privacy	Lock screen and sign-in
Apps	Manage your apps

Settings

🕐	Date and time	Time zone, date and clock format
🌐	Languages and inputs	Add a keyboard in another language
📁	Files	Connects to Google Drive
🖨	Print and scan	Printer settings
<>	Developers	Develop software
👤	Accessibility	Enable accessibility options in the system menu (can be accessed by clicking on the time)
↻	Reset settings	Reset Chromebook to the original settings

Advanced ▲

Display Settings

Display Settings

Activity 10

❏ Increase size of items on screen

1. Device
2. Displays
3. Built-in display > Display size (100%)
4. Slide to the left or right to change size.

Font size

Font size

Activity 11

❏ Increase font size in Chrome browser

1. Settings
2. Advanced
3. Accessibility
4. Manage accessibility features
5. Display
6. Open appearance settings
7. Font size > Medium (Recommended)
8. Change to a bigger size.

Wrap Up

On the right, check boxes that are true for you.

- ❏ I feel comfortable using the mouse and keyboard.

- ❏ I feel comfortable customizing my Chromebook settings.

  - ❏ I can find the commonly used keys on the keyboard.
  - ❏ I can move my mouse and click to navigate
  - ❏ I can find my WiFi settings.
  - ❏ I can change my device settings.
  - ❏ I can customize the screen and text size.

Learn More

- [Watch How to Setup a New Chromebook](#)

- [Watch Know Your Chromebook Webinar](#)
  - [Webinar slides](#)
  - [Chromebook info sheet](#)

- [Introduction to Chromebook Accessibility](#)
  - [Webinar slides](#)
  - [Handout](#)
  - [Keyboard shortcuts](#)
  - [Additional resources](#)