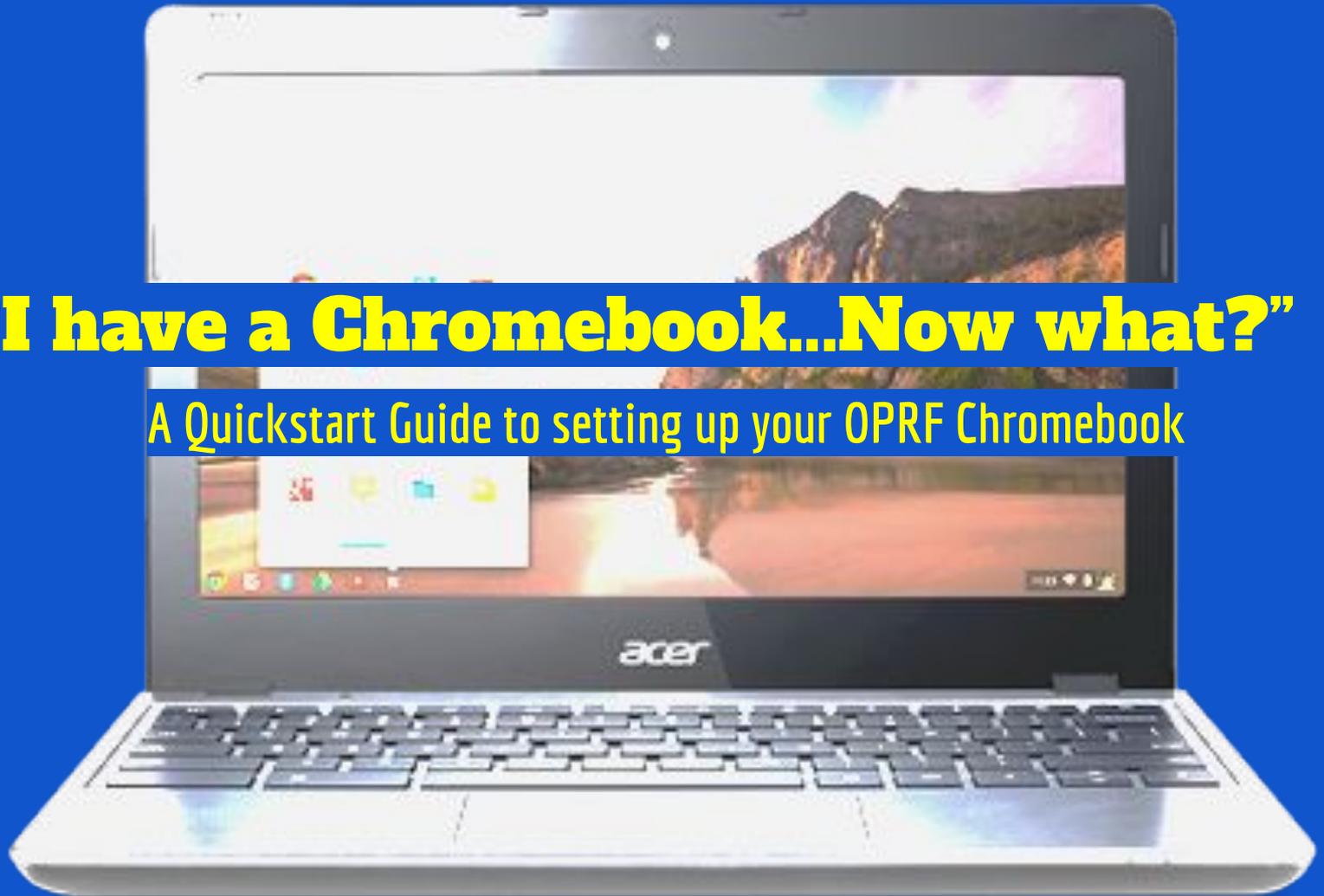


This file is not designed to be presented.  
Simply, click on a slide and use the  
down arrow on your keyboard to move  
through this guide.

# **“I have a Chromebook...Now what?”**

**A Quickstart Guide to setting up your OPRF Chromebook**



# How will this help me?

This guide will help you customize your Chromebook according to how **you** will need to use it. This guide while also explain some of the vital differences between the Chromebook and other devices.





## Anatomy of a Chromebook

Exact student models may differ, though the general location of buttons are very similar.



# Keyboard



**There are 3 keys on the Chromebook keyboard that are unique to the Chromebook:**



Search (Opens a Google Search window)



View Individual Windows or Take a Screenshot (with CTRL key)



Refresh (Press this to reload any page)



CHARGER PLUG  
MINI HDMI  
USB  
SD CARD SLOT

LEFT SIDE OF CHROMEBOOK

There is **NO** CD/DVD Drive. As Chromebooks are upgraded, external slots (USB, SD Card, etc) are being removed by manufactures to allow for more cloud based storage (Google Drive) and digital access.



POWER BUTTON  
EARPHONE/MIC  
USB  
SECURITY SLOT

RIGHT SIDE OF CHROMEBOOK

Exact student models may differ, though the general location of buttons are very similar.

# Logging into Your Chromebook

In order to log into your Chromebook you will need to know your student email address...

**Student Email Address:** (first initial, lastname, last two digits of Student ID)[@student.oprfhs.org](mailto:student.oprfhs.org)

*For example:*

*Jonathan Apple-Seed  
Student ID #: 123456*

*Student email is: [jappleseed56@student.oprfhs.org](mailto:jappleseed56@student.oprfhs.org)*

For certain Chromebook applications, you will only need your OPRF username...

**Student Username:** Everything before the @ symbol!

*For example:*

*Jonathan Apple-Seed  
Student email is: [japplseed56@student.oprfhs.org](mailto:japplseed56@student.oprfhs.org)*

*Student username is: [japplseed56](#)*

## DID YOU KNOW...

Because the Chromebook works off an internet based operating system, when you log onto your Chromebook with your OPRF login information you are automatically logged into:

**EVERY** Google App Installed on your device  
(Drive, Docs, Slides, Sheets, Maps, YouTube, **EVERYTHING!**)

# Student Passwords

## **All student passwords are created by the student!**

Your password should be something that's easy for you to remember but hard for others to guess! Some helpful hints...

- *Cannot be a password previously used!*
- A combination of at least 8 letters and numbers
- Capital letters (ABC) and special characters (!@#\$\$%) are okay!
- Your OPRF password should NOT contain any part of your address, social security number, phone number, or social media handles.
- **Save your password to your phone in a place you can find but would be hard for others to locate.**

If you ever forget your password, visit <https://help.oprfhs.org/passwordreset> to reset your password **OR...**



*...visit the Student Helpdesk in room 276*

# The Shelf (or Shortcut Bar)

The bottom left side serves as a shortcut bar with open applications, browser windows, and frequently used apps for quick access.

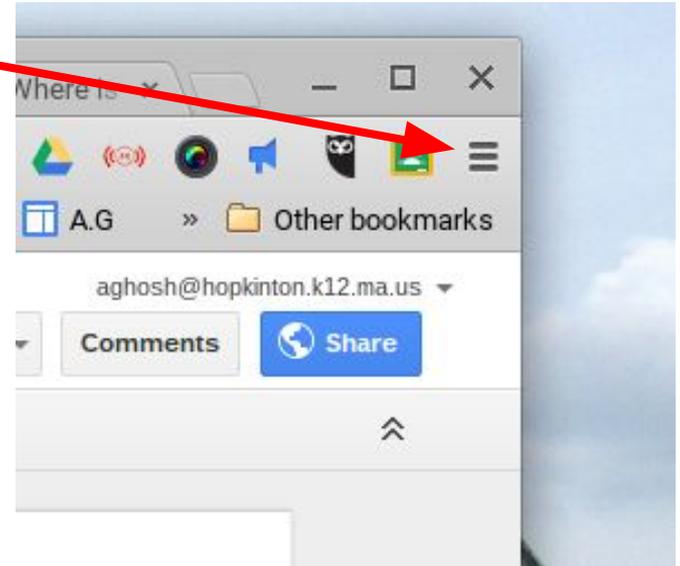
The right hand side of the shelf, features a picture icon where you can find Wi-fi settings, battery life information, and volume controls.



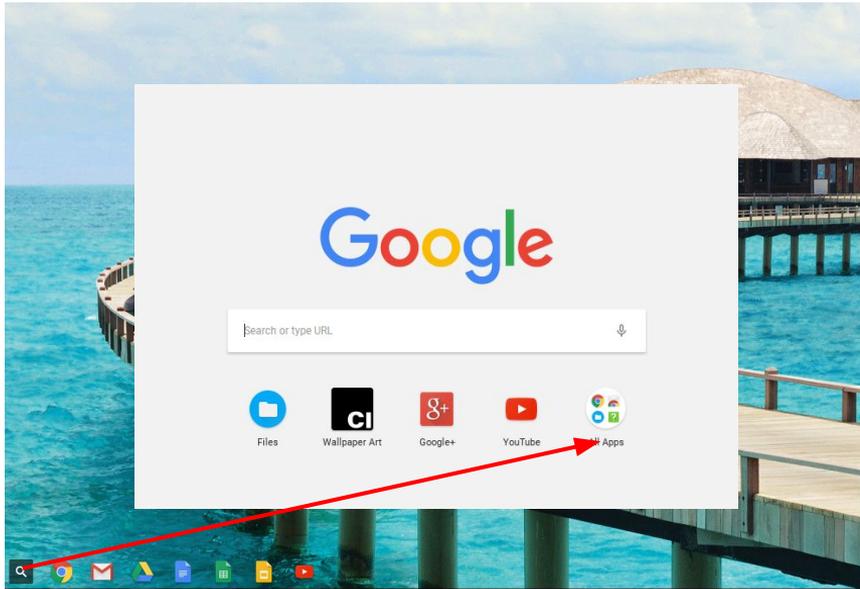
As long as you do NOT sign out of Google on your Chromebook, you can close and reopen your Chromebook without having to log back in or lose any work!

# So, where are the windows/menus?

- All “windows” are Chrome internet browsers.
- There is no traditional file menu structure on the desktop.
- The main Chrome browser settings menu exists on the right side of the browser (the three lines)



# Applications (or “Apps”)



Click on the Apps Launcher (search symbol on the bottom left of screen) to get to **ALL APPS**.

There is no traditional desktop software to install on a Chromebook because the Chromebook operating system utilizes internet storage and internet based software or **APPS**.

Shortcuts to these web based tools can be added to the device by selecting the pre-loaded **WEB STORE\*** app.

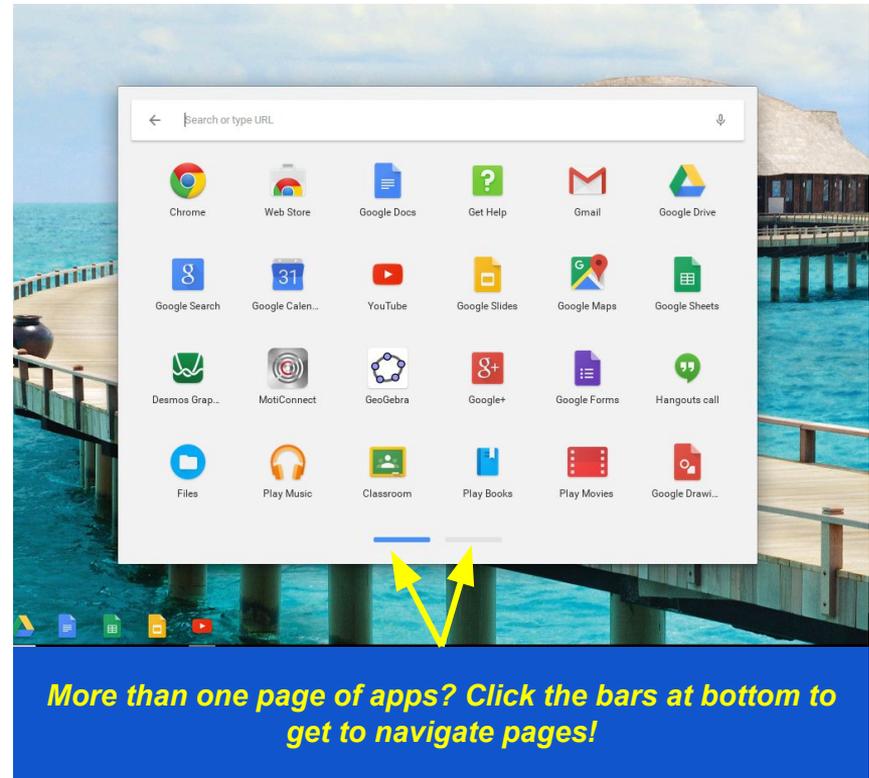


*\*Only OPRF approved apps and extensions are available for download from the Chrome Web Store.*

# Apps Launcher

- Click on the Search symbol (bottom left) then select **ALL APPS** (should be the last icon on the pop up window).
- Houses all of your Chromebook Apps
- Click and drag an app to your Shelf to create a shortcut.
- As apps are added, pages will be added to the App Launcher. Just click the bars at bottom of the App Launcher window to get to additional pages.

## Apps Launcher Window



# Want to make accessing your information easier?

***Drag the following Apps to your Shelf IMMEDIATELY!***



Google Chrome  
(Internet App)



Google Classroom  
(Learning Management System App)



GMail  
(Student Email App)



Google Drive  
(Student File Storage App)

**Why?...**Because these are the apps that are most used by OPRF teachers!

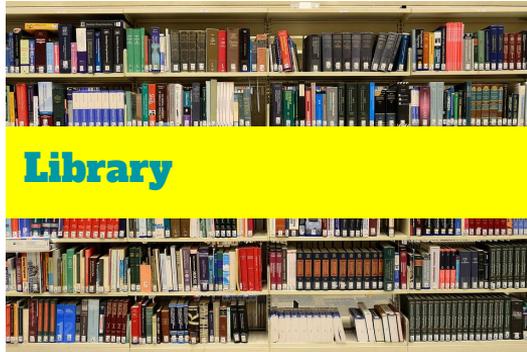
# Chromebook Charging Stations

Due to the amount of technology on campus, it can be quite difficult to charge your Chromebook with your Chromebook charger *at school*. However, we understand things happen! So, if you need to get a quick charge while on campus feel free to utilize a charging station located in ...



# Printing

If you need to print while on campus several printing kiosks are available in the...



# Need Quick Chromebook Help?

Check out our Complete Chromebook Help Guide [HERE!](#)

You can also visit the **Student Helpdesk in Rm 294** from  
7:30am-5pm Monday thru Friday.