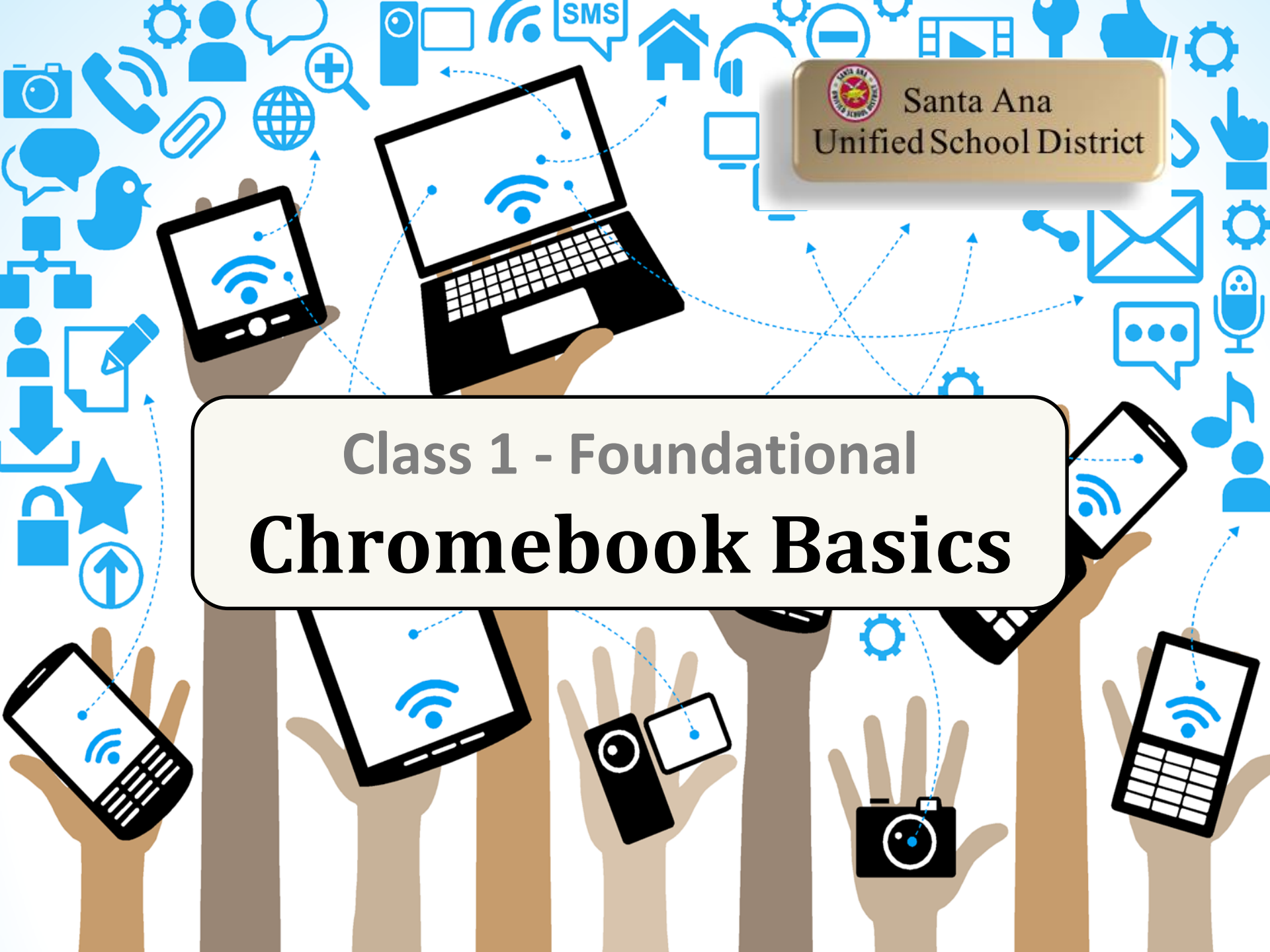




Santa Ana
Unified School District

Class 1 - Foundational
Chromebook Basics



Learning about your Chromebook



The Chromebook



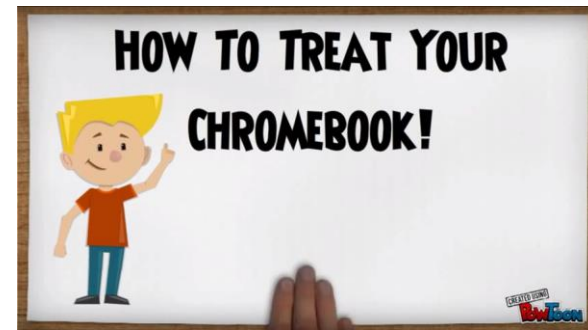
The Chromebook looks and feels slightly different from a laptop or tablet.



Chromebook General Care



- How To Treat Your Chromebook!



video- <http://goo.gl/bAoxAd>

- Do not allow food or drinks near the Chromebook.



- Do not touch the Chromebook screen. Clean the keys and screen with a lightly moistened (water only) soft cloth.



Chromebook General Care



- Make sure your mouse is resting on a flat surface clear of obstacles. Is the mouse pad necessary?



- Chromebooks do not like excessive heat or cold.



- Do not place your Chromebook on uneven surfaces



Moving Around on the Chromebook



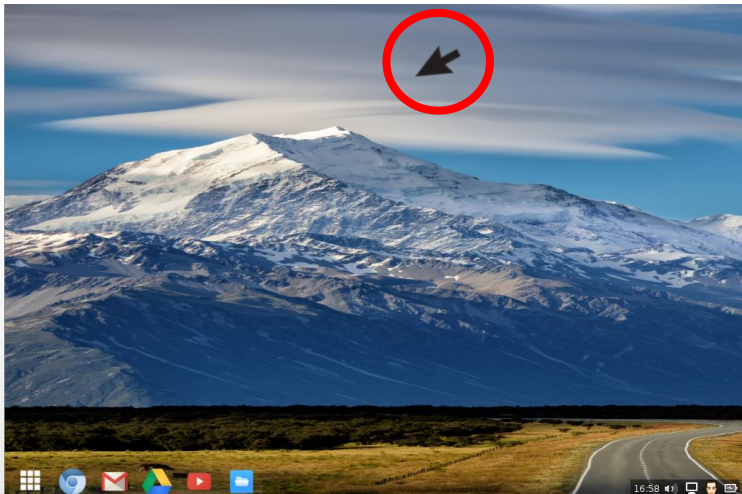
mouse

or touchpad



Arrow or Hand

- The mouse or touchpad controls the cursor which you see as either an arrow you move around the page or a hand to select an option and/or link.



Your Chromebook Keyboard



- Refresh key --top row of the keyboard
- Brightness controls --top row of the keyboard
- Sound keys --top row of the keyboard
- **No** caps lock
- **No** Delete key -- use backspace instead



On/Off



Refresh key



Dim the screen



Make the screen brighter



Mute



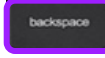
Lower the volume



Raise the volume



Search Key



backspace



spacebar

Turning the Chromebook on & off



- The on/off button is on the keyboard. Usually the top right



- To turn on your Chromebook press the power button for about four seconds. The screen will power on.
- To turn off your Chromebook press the power button for about four seconds. The screen will go dark.
- Or simply close the lid for sleep mode.



Working with Google Applications

search on **Google**

What is a Google Account and why do I need one?



- Allows use of free Google applications - examples below
 - Google Drive for storage
 - Free Google “apps” to create documents, spreadsheets, and presentations
 - Separate gmail (email) account for school-related activities
- Experience the Google apps your children are using at school.

*Click on the below link for directions on [How to create a Google Account](#)





Log into the Chromebook using the test account provided

- Enter your Gmail username & Password provided on your handout.

Enter Gmail Username & select Next

Sign in to your Chromebook
Managed by sausd.us

Enter your email

[Need help finding your account?](#)

[More options](#)

NEXT

Google

A red arrow points from a box on the left to the "Enter your email" field. A red arrow points from the "NEXT" button to a box on the right.

Enter your Gmail
Username Only

Enter Password & select Next

username@gmail.com

Password

[Forgot password?](#)

NEXT

A red arrow points from a box on the right to the "Password" field. A red arrow points from the "NEXT" button to a box on the left.

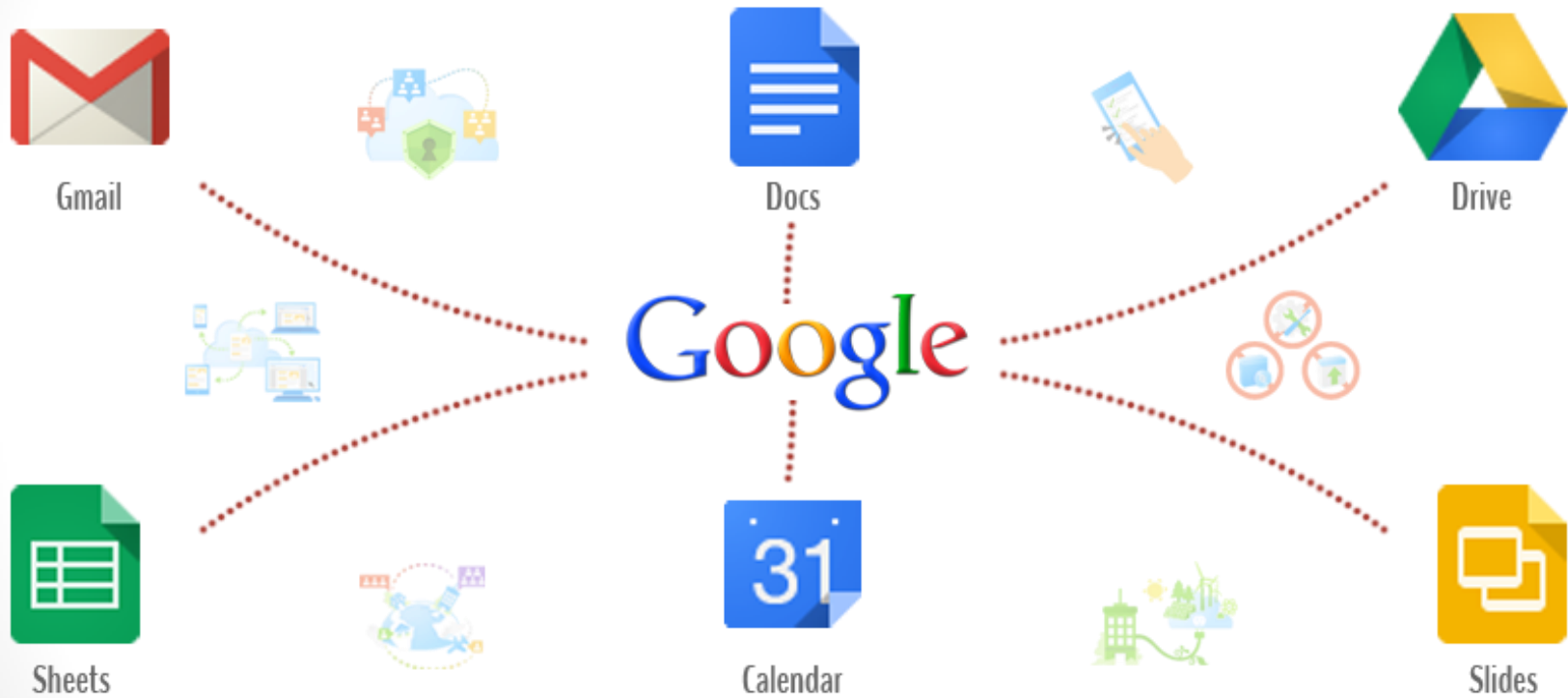
Enter your
Password

Screen After Logging In

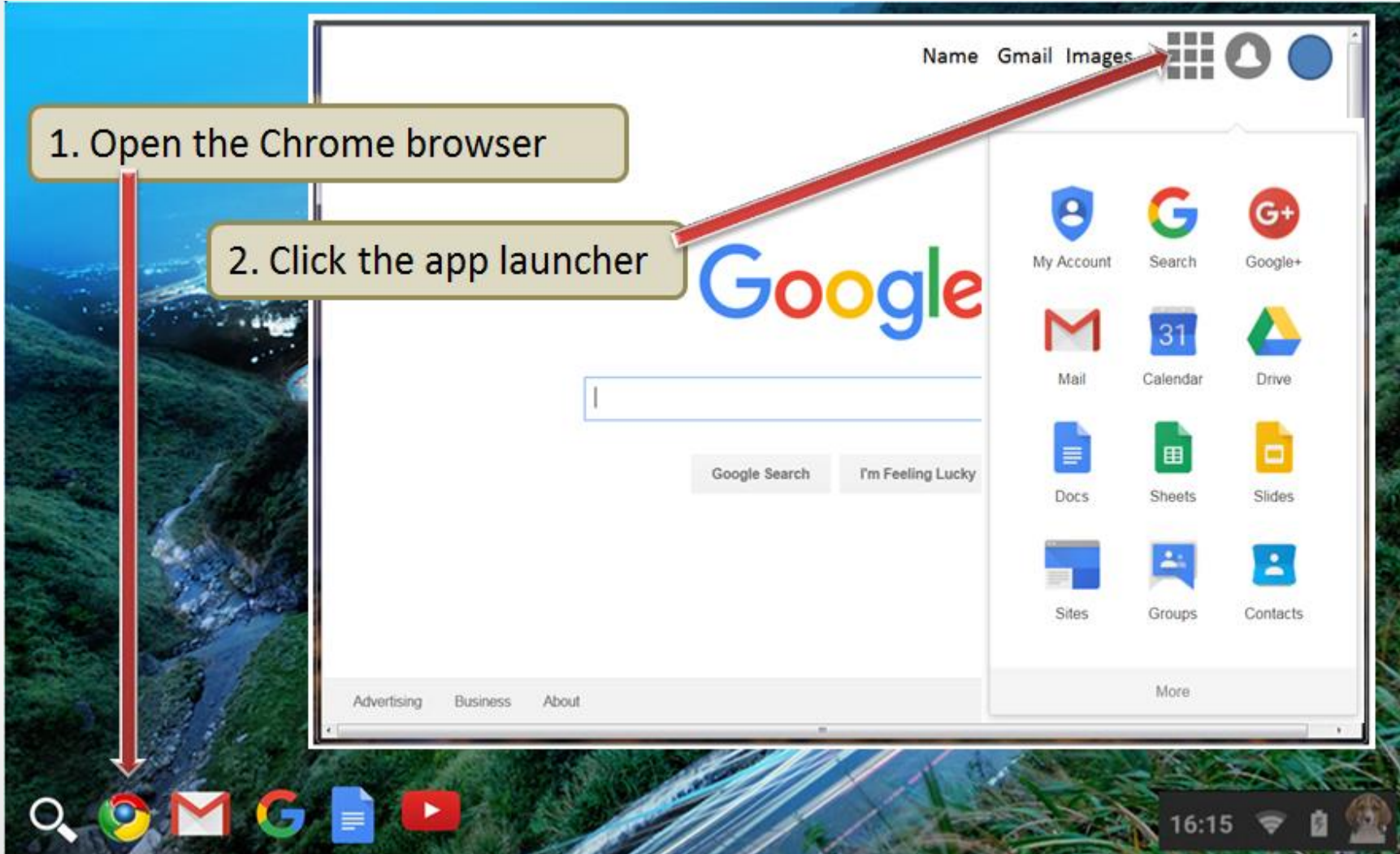


Hold your mouse cursor over each of the icons above to identify where they lead - don't click!

Google Apps



Google Apps Launcher



1. Open the Chrome browser

2. Click the app launcher

Name Gmail Images

Google

My Account Search Google+

Mail Calendar Drive

Docs Sheets Slides

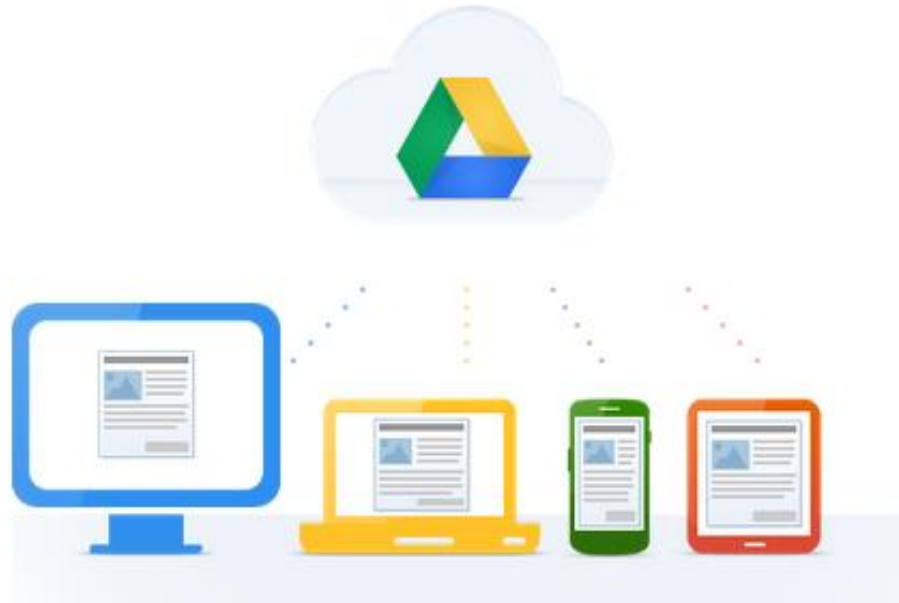
Sites Groups Contacts

More

Advertising Business About

16:15

What is Google Drive?



Click on the link below to watch a video.

Google Drive: One Safe Place for all your stuff (English video)



[Video Overview - Click to watch](#)

Google Drive: Un lugar para todos tus documentos (en Español)

[Haga un clic aquí para ver el video](#)

Popular Apps in Google Drive



- What is Google Drive?
 - A place to store, create, view and share your documents.
- What is Google Docs? 
 - Create letters, resumes, essays, etc. in Google Docs.
- What is Google Sheets? 
 - Create budgets, invoices, schedules, or track your expenses using Google Sheets as a few examples.
- What are the benefits of using these apps?
 - Google Docs and Sheets already have sample templates created to help you get started.
 - Everything you do in these apps is automatically saved.
 - There are even more apps!

Google Docs



Click on the blank document to start a new one.

A screenshot of the Google Docs homepage. At the top left is the Google logo. To its right is a search bar with a magnifying glass icon. Below the search bar is a blue header with a hamburger menu icon and the word "Docs". The main content area has a dark background and is titled "Start a new document". It features three white cards: "Blank" with a blue plus sign and a green arrow pointing to it, "Letter Spearmint" with a preview of a letter template, and "Essay Paperback" with a preview of an essay template titled "CELLS BASIC UNITS OF LIFE".

Google

Docs

Start a new document

Blank

Letter Spearmint

Essay Paperback

Google Docs



Use Google Docs to write a letter, create a resume, type an essay, etc. Below is a sample resume created in Google Docs.

The screenshot shows a Google Docs interface with a document titled "Sample Resume". The document content is a resume for Casey Baumer, Creative Director. The resume is divided into sections: Contact Information, Skills, Experience, and Education. Each section is separated by a horizontal line. The contact information includes a name, address, phone number, and email. The skills section contains a paragraph of placeholder text. The experience section lists three job entries, each with a company name, job title, dates, location, and a paragraph of placeholder text. The education section lists a school name and degree, followed by dates, location, and a paragraph of placeholder text.

Casey Baumer
Creative Director

123 Address St
Anytown, NY 10011
123.456.7890
no_reply@example.com

Skills
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.

Experience

Company Name / Job Title
MONTH 20XX - PRESENT, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed in consequat mi, sed pulvinar lacinia felis eu finibus.

Company Name / Job Title
MONTH 20XX - MONTH 20XX, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi.

Company Name / Job Title
MONTH 20XX - MONTH 20XX, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi. Sed pulvinar lacinia felis eu finibus.

Education

School Name / Degree
MONTH 20XX - MONTH 20XX, LOCATION
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.

Google Sheets



Click in the blank sheet in order to start a new spreadsheet.

The screenshot shows the Google Sheets homepage. At the top is the Google search bar. Below it is a green navigation bar with the "Sheets" logo. The main content area is dark grey and titled "Start a new spreadsheet". It features four template cards: "Blank" (a white square with a green plus sign), "Schedule" (a calendar grid), "Invoice" (an invoice form), and "To-do list" (a list with checkboxes). A red arrow points to the "Blank" card.

Google

Sheets

Start a new spreadsheet

Blank

Schedule

Invoice

To-do list

Google Sheets



Use Google Sheets in order to create a schedule, to-do list, budget, keep track of expenses, or create an invoice. Below is a sample of a schedule.

The screenshot shows a Google Sheet titled "Sample Schedule" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar. The sheet contains a "DAILY SCHEDULE" for the week of September 7. The grid has columns for days (Monday, Tuesday, Wednesday, Thursday) and rows for times from 8:00 AM to 2:30 PM. The header row (row 3) contains the dates 9/7, 9/8, 9/9, and 9/10. The header row (row 4) contains the days MONDAY, TUESDAY, WEDNESDAY, and THURSDAY. The time slots are listed in column A from row 5 to row 18.

	9/7	9/8	9/9	9/10
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:00 AM				
8:30 AM				
9:00 AM				
9:30 AM				
10:00 AM				
10:30 AM				
11:00 AM				
11:30 AM				
12:00 PM				
12:30 PM				
1:00 PM				
1:30 PM				
2:00 PM				
2:30 PM				

Working with Google Applications Gmail, a popular email



What's email and why use it?

- Email is short for Electronic mail - a fast, easy, and inexpensive way to communicate with family, friends, and colleagues.
- Email messages are sent from one person to another via a computer or mobile device such as a phone.
- Email is more professional than a text - it is used in business.
- The email message typically contains text, but can also contain files, images, or music



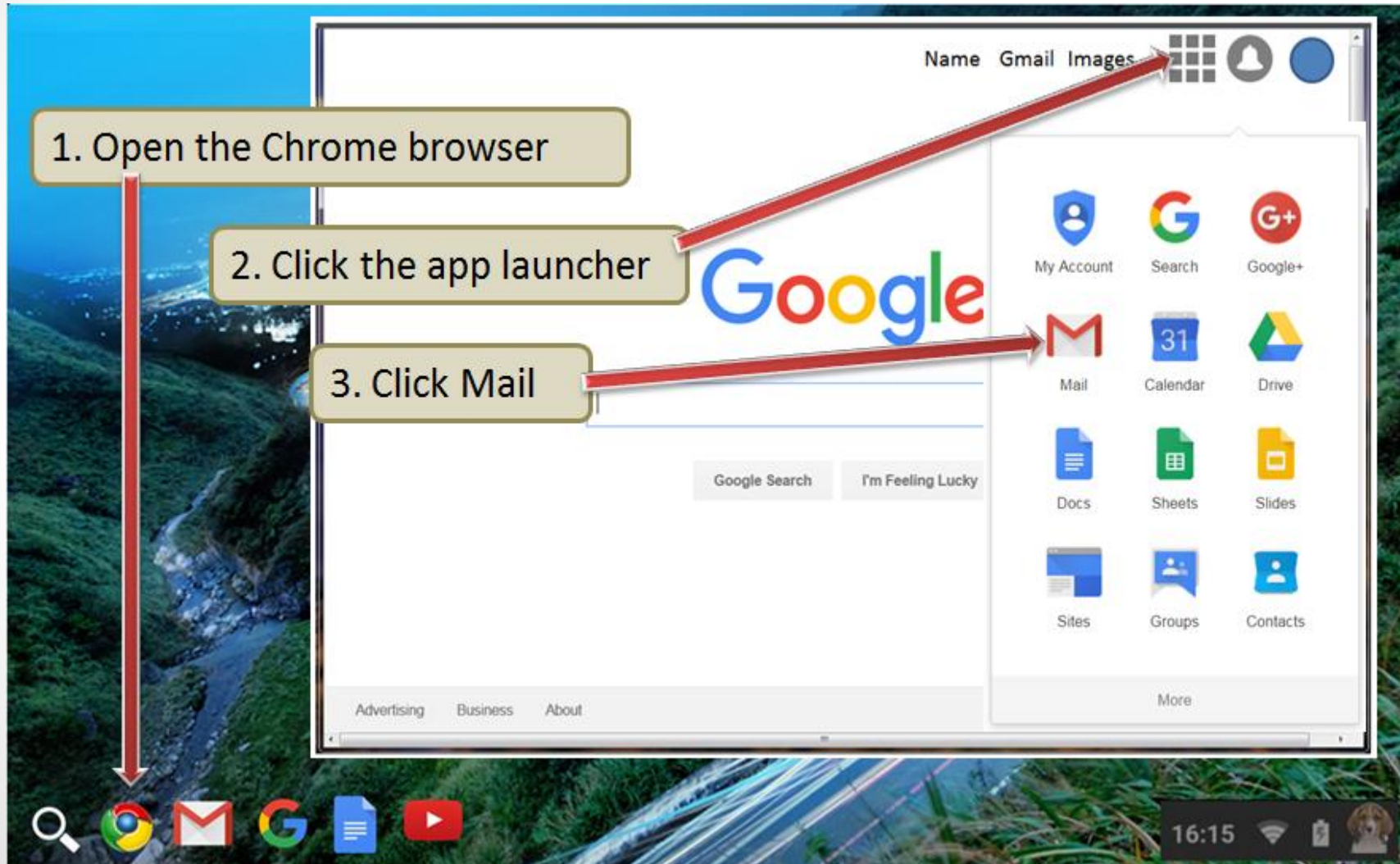


EMail Safety Tips

- **Always** log off your email account and close the browser completely when using a public computer.
- **Don't** click on links in email unless you are certain of the url.
- **Don't** open files with the extension .exe, .zip, or .scr
- **Do not** email anyone your bank account, social security number or credit card numbers
- **Remember** not everything is true – hoaxes sent via email are very common.
- **Avoid** Sweepstakes and Surveys.
- **Never** buy from or reply to a Spam email.



Google Gmail App



1. Open the Chrome browser

2. Click the app launcher

3. Click Mail

Name Gmail Images

Google

My Account Search Google+

Mail Calendar Drive

Docs Sheets Slides

Sites Groups Contacts

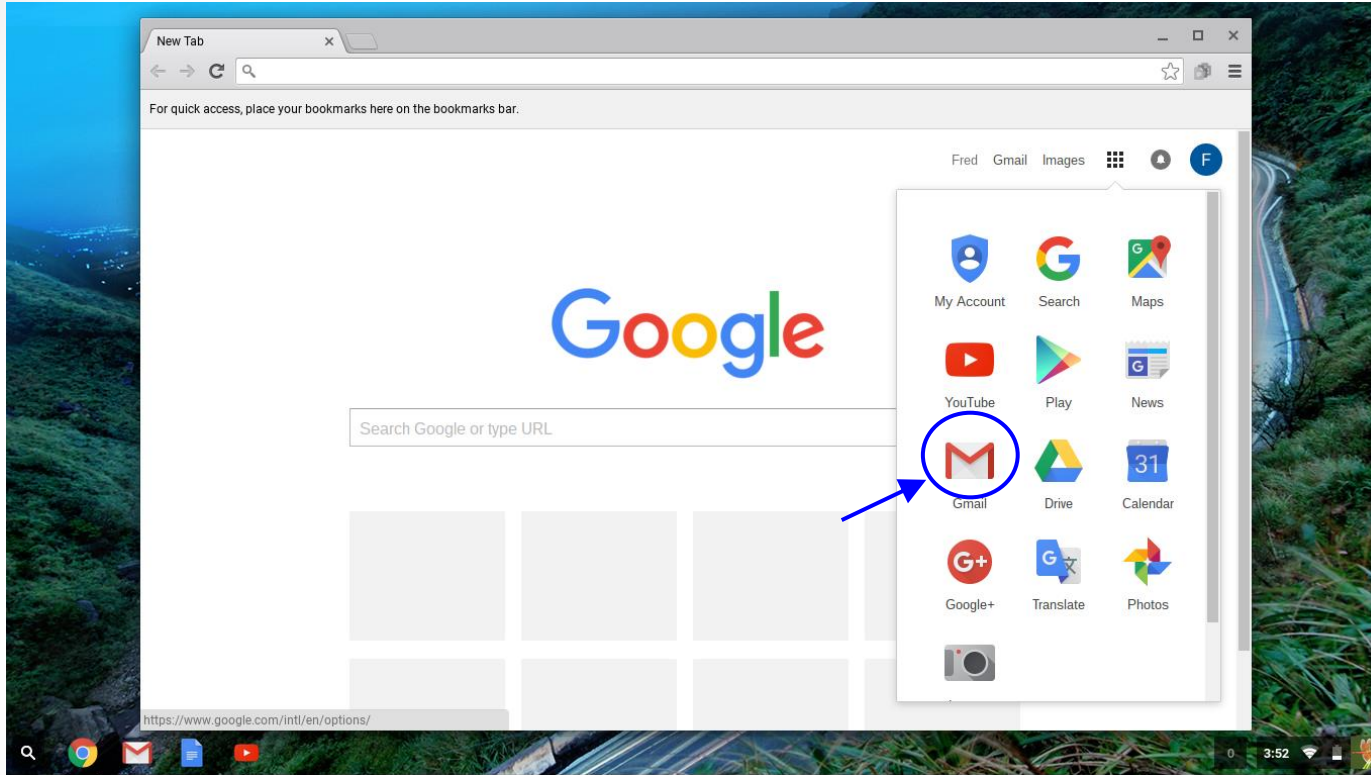
More

Advertising Business About

16:15



Using Google's Gmail



*Click on the below link for more information on using Gmail
[Email and Google Gmail](#)

Connecting to the Internet



Connecting to the Internet - What is a Wireless Network??



SAUSD Chromebooks and iPads connect to the Internet using wireless network connections.



A wireless network is used to connect laptops, cell phones and other devices to the Internet.

If you have access to a wireless network at home you will be able to connect SAUSD Chromebooks and iPads.



What is a Hotspot?

A hotspot allows you to connect wirelessly to Chromebooks and iPads. The hotspot has a network name and password that will need to be entered in the device in order for the hotspot to provide Internet access.



[Get Started Hotspot PowerPoint](#)
[Video for Connecting Your Chromebook to WiFi](#)

What do you use to connect to the Internet?



**JAN
2015**

GLOBAL DIGITAL SNAPSHOT

A SNAPSHOT OF THE WORLD'S KEY DIGITAL STATISTICAL INDICATORS

TOTAL
POPULATION



we
are
social

**7.210
BILLION**

URBANISATION: 53%

FIGURE REPRESENTS TOTAL GLOBAL
POPULATION, INCLUDING CHILDREN

ACTIVE
INTERNET USERS



we
are
social

**3.010
BILLION**

PENETRATION: 42%

FIGURE INCLUDES ACCESS VIA
FIXED AND MOBILE CONNECTIONS

ACTIVE SOCIAL
MEDIA ACCOUNTS



we
are
social

**2.078
BILLION**

PENETRATION: 29%

FIGURE REPRESENTS ACTIVE USER
ACCOUNTS, NOT UNIQUE USERS

UNIQUE
MOBILE USERS



we
are
social

**3.649
BILLION**

PENETRATION: 51%

FIGURE REPRESENTS
UNIQUE MOBILE PHONE USERS

ACTIVE MOBILE
SOCIAL ACCOUNTS

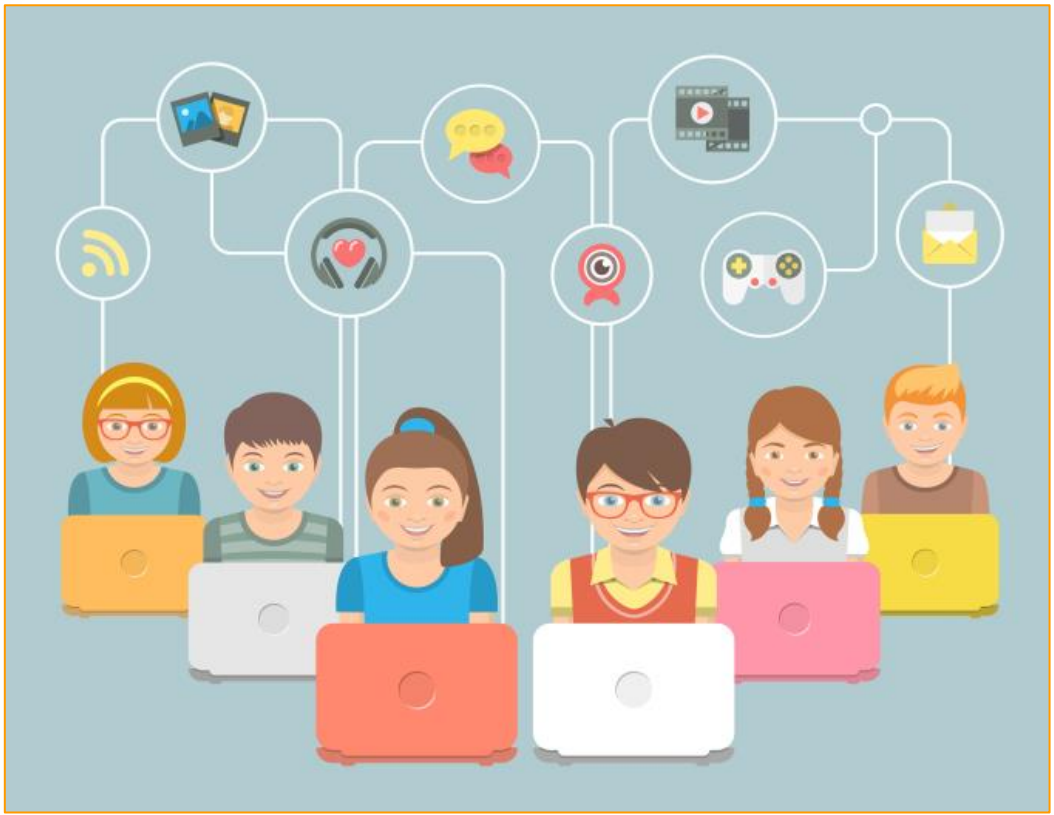


we
are
social

**1.685
BILLION**

PENETRATION: 23%

FIGURE REPRESENTS ACTIVE USER
ACCOUNTS, NOT UNIQUE USERS



Parenting in the Online World

<https://www.common sensemedia.org/latino>



¿Cómo usar la tecnología de forma segura y balanceada?



Break Time

Please turn off the Chromebook



T H A N K
Y O U