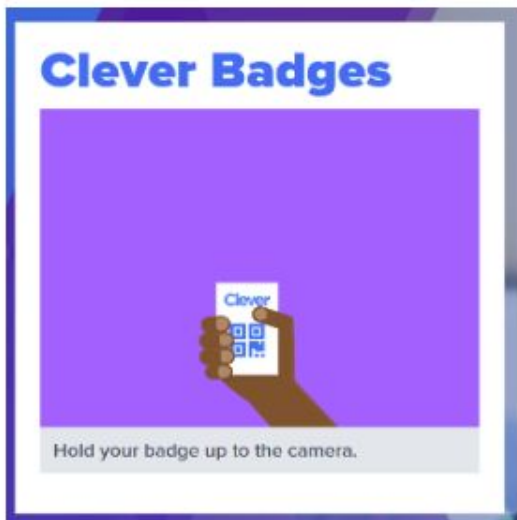
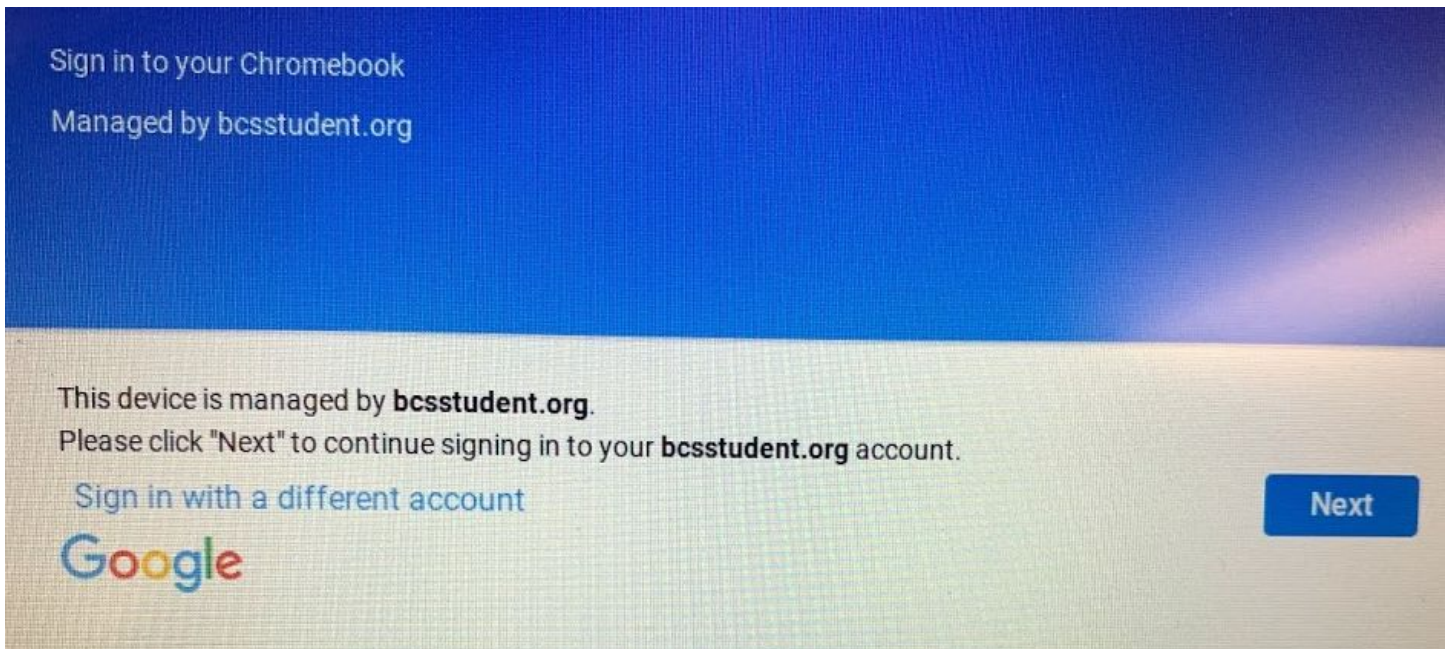


Student Chromebook / Clever Quick Start

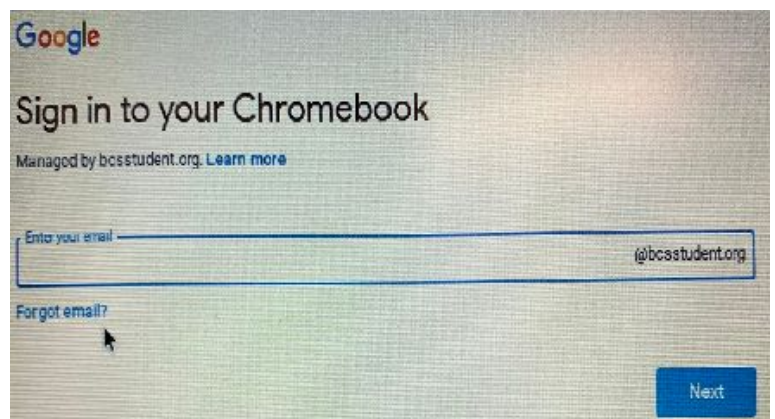
Sign-in

Open the cover and the Chromebook starts automatically. If the Chromebook does not start automatically, press the Power button. When you first turn on your Chromebook, you'll encounter the **sign-in screen**.

- Students in grades Kindergarten through 4th grade will select Next and then use your Clever badge / QR code to log in.
- Students in grades 5th through 12th, select “[Sign in with a different account](#)” to sign in with your BCS gmail account.



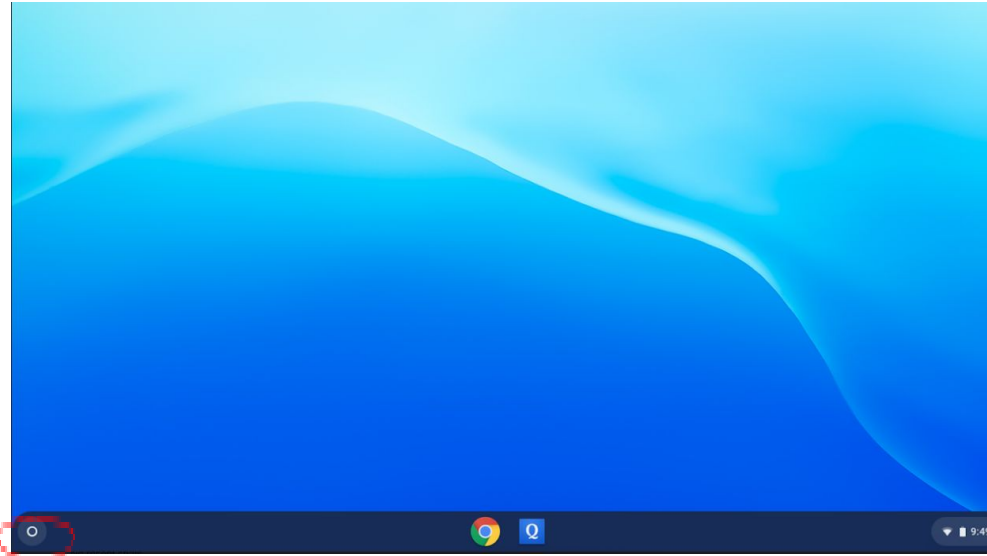
K - 4th



5th - 12th

Desktop

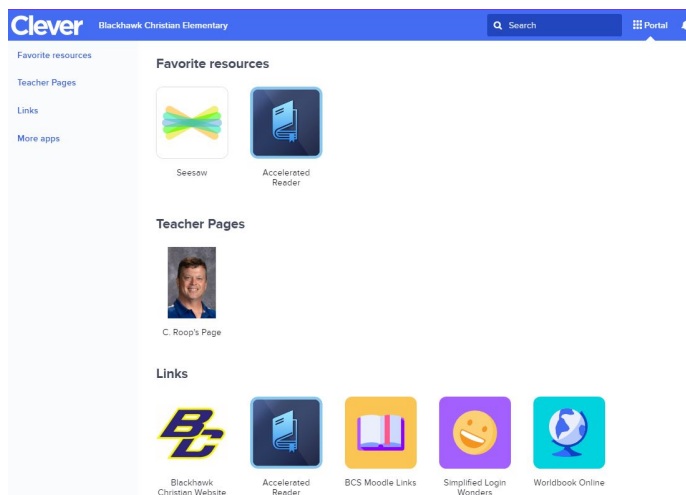
Once you log in, the first thing you'll see is the **desktop**.




- The **app launcher** is a tool used to search, open apps, and navigate your computer and the Internet. When you click the magnifying glass icon, the app launcher will open. The app launcher gives you access to all of the apps on your Chromebook and the Files you have downloaded. Chromebooks are cloud-based, so most of the apps are really just bookmarks that lead to websites.
- The **shelf** is where you will click on the chrome icon to launch the internet / Clever .

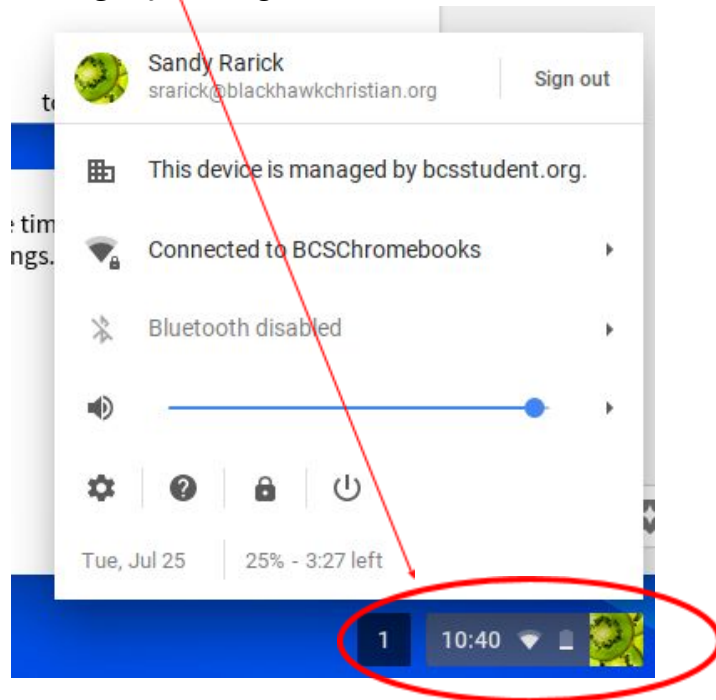


- Once in Clever, you will be able to see your Favorite resources, Teacher Pages, Links, and More apps.

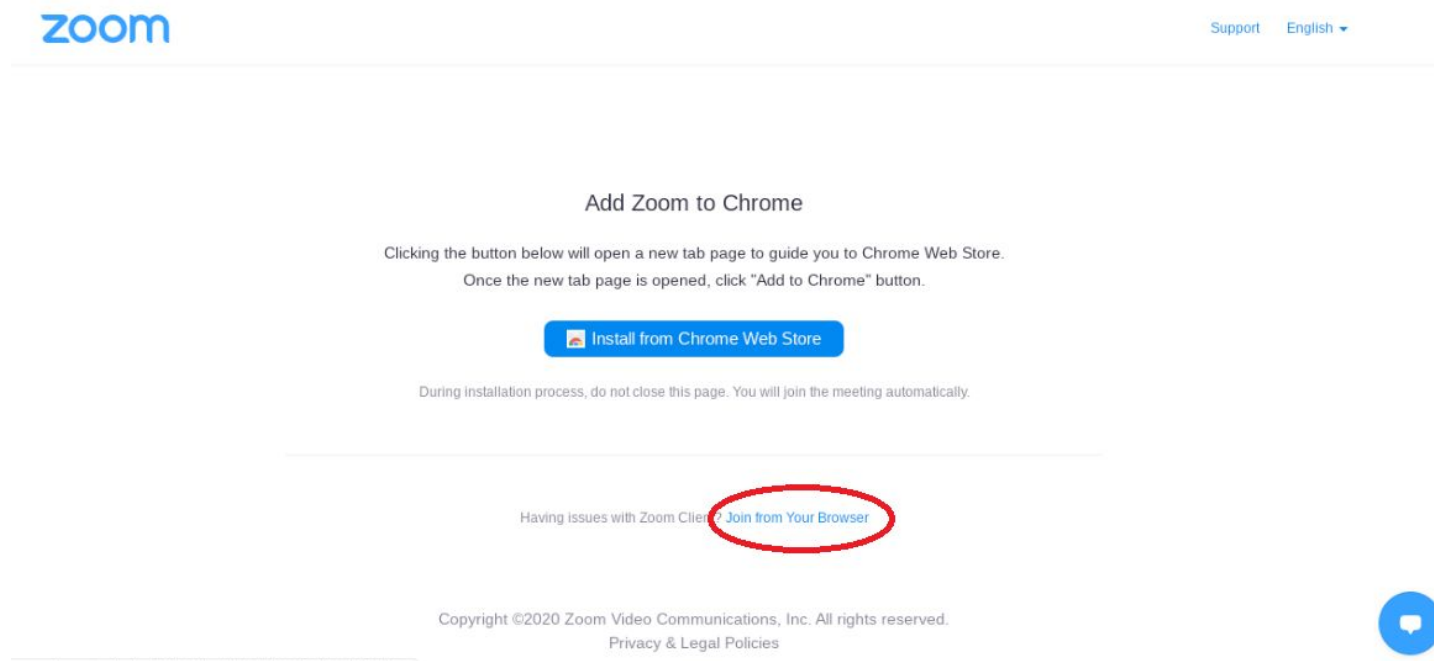


- The **status tray** shows you your battery level, network, and the time. Clicking here will bring up a menu with your volume, network/internet, and general Settings. Your wallpaper can be customize in

Settings by clicking the tool icon  .





- To participate in a **Zoom** meeting, select “Join from Your Browser”:



Chromebook Management:

- Hinges are fragile - close gently
- Unplug and plug in gently
- Carry the Chromebook closed and with two hands or closed using the rubber handle
- No food while working with Chromebooks and water bottles on the floor
- When not using the Chromebook, close it to save the battery
- Plug in Chromebooks at the end of the day

Keyboard Shortcuts

- Ctrl + Alt + ? Shows all keyboard shortcuts
- Ctrl + - Zoom out
- Ctrl + + Zoom in
- Ctrl + 0 Reset zoom
- Ctrl + T Open a new tab
- Ctrl + W Close the current tab
- Ctrl + N Open a new Window
- Ctrl + Shift + W Close the current window
- Ctrl + Shift + T Reopen the last tab or window you closed
- Alt + up arrow Page up
- Alt + down arrow Page up
- Alt + left arrow Go to previous page in your browsing history
- Alt + right arrow Go to the next page in your browsing history
- Ctrl + Alt + up arrow Home
- Ctrl + P Print current page
- Alt + Search To turn Caps Lock on or off
- Ctrl +  Take a screenshot
- Ctrl + Shift +  Take a partial screenshot then click and drag
- Search + L Lock you screen
- Ctrl + Shift + q(twice) sign out of your Google Account
- Ctrl + o open a file in the browser

Chromebook Touchpad

- Move the pointer: Simply move your fingers across the touchpad.
- Click: Just press down on the lower half of the touchpad.
- Right-click: Click the touchpad with two fingers.
- Scroll: Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally

Unique keys on your Chromebook keyboard:



Search the web from the address bar.

Note: This key is located on the side, where you'd normally find the Caps Lock key.



Go to the previous page



Go to the next page



Reload your current page



Full screen



Switch window - show all windows



Dim the screen



Make the screen brighter



Mute



Lower the volume