

Google Chromebook

Turn on

1. The device should turn on when it is opened.
2. If not, press the Power button in upper right corner of the keyboard. The device should turn on.
3. Click the circle with the arrow in the center of the screen.
4. In the lower right corner of the black box, click the circle with the arrow.
5. The Google Chrome screen should appear.

Turn off

1. Click red Exit Session in the lower right corner of the screen.
2. Then, click Shutdown in the lower left corner of the screen.

Accessing School Resources

1. On the Google Chrome screen, click CCBOE Bookmarks.
2. Choose the resource that you want to use by tapping it.
3. To access, Amplify, Study Island, Google Classroom, Partners for Digital (FocalPointK12), Renaissance (AR), Audible, Boardworks, digital textbooks, and a few other resources, choose Clever Portal.
4. To login with the student's email address, click Log in with Google. Then, type in the student's email address and password. The last part of the student's email address is already there so just type in what is in front of the @ symbol. Click the blue circle with the arrow. Then, type the password and click the blue circle with the arrow again.
5. To use the Clever badge (card), click Log in with Clever Badges.
6. The first time that you use the badge, Clever will ask permission to use the camera. Click Allow. Hold up the Clever badge to the front camera. It makes a sound and a green check appears. Enter the 6 digit PIN number and click Log in. (See Clever directions if you need to create your PIN.)

Cleaning

Do not wet the device. If cleaning is needed, lightly spray window cleaner on paper towel or cloth and wipe device. You can also use water, but towel/cloth should be very damp.