Chromebooks

Student Orientation

You have your Chromebook, so what now?

Today you are going to learn how to:

- Access your Gmail Account and Google Drive
- Organize your inbox
- Create a word document and presentation
- Locate your files on the Chromebook
- Troubleshoot individual issues

Get access to your Gmail Account

- Go to www.gmail.com
- Login using your Bethel Park username and password
  - Should be the same as your computer login information

Learn to organize your Inbox

Once you have logged into your Gmail Inbox:

- Go to "Settings" in the upper right-hand corner
- Go to "Labels" (the second option at the top)
- Scroll down until you see "Labels" again (4th option down) and select: "Create a New Label"
- Create labels for each of your classes

Get access to your Google Drive

Google Drive houses the ability to create products such as presentations, documents, spreadsheets, and much more.

Most frequently, you will create **documents** and **presentations** most frequently in your classes.

Get access to your Google Drive

To access Google Drive:

- Look at the upper right hand side of your screen and click on the square grid located next to your name

- Locate Google Drive and click on it to gain access

Get access to your Google Drive

Within Google Drive you have the ability to:

- Create and save work

- Share work with teachers and classmates

- Work collaboratively with students on projects

- Receive feedback on work

Folders in Google Drive

Organization is key when using Google Drive. Folders will help to organize work that is created by and shared with you.

- To create a folder simply click on the red "Create" button on the upper left hand side of the screen and choose "Folder".
- There will already be folders created for you by your teachers, but you can create folders within each class folder to further organize yourself.

Creating Projects

To create new projects such as word documents, presentations, or spreadsheets:

- Click on the red "Create" button in the upper left hand corner

- Choose from the options depending on what you are looking to create

- Always make sure to rename your document by clicking on the *Untitled Document* bar at the top of the page and typing in your new title

How to Share your Work

Once you have completed your work, you may want to share it with the teacher or other students in your class:

- Simply click on the blue "Share" button in the upper right hand corner

- Type in the names of the individuals you would like to share your work with

How to Share your Work

Always remember to change their permissions depending on what you want them to be able to do with your work:

- **Can edit** (They can make changes)

- **Can comment** (They can only comment)

- **Can view** (They can only view it and nothing else)

Accessing Shared Documents

Teachers and other students will "share" their work with you throughout the year.

To access what they have shared with you, locate the "Shared with Me" section on the left hand side of the screen.

Accessing Shared Documents

Documents you create will be located under "My Drive" and in the individual folders that you have created.

Documents created by others that you are given access to will be located under "Shared with Me".

Working Offline

If you do not have Wi-Fi, no need to worry! You can create, edit, and save work even while you are offline!

When working offline, anything you create will be saved directly onto the Chromebook and **not** saved to Google Drive.

Working Offline

Projects created offline will automatically be stored onto the Chromebook under *"Files"* until you have logged into a wireless connection.

Once you have accessed the internet, your work will be saved into Google Drive.

Locate your Files

On your Chromebook, there is a way to access files that you have worked on while offline.

- In the bottom left hand corner of your screen, there is a square grid.

- Click on the grid, and you will see a bright blue folder that is named "Files". This is where you can access your documents that have been saved on your device.

Key Things to Remember

- Do not remove any folders from your Google Drive that a teacher has placed there for you.

- A majority of your work should be saved in Google Drive, not on your computer.
  - Memory is limited on the computer

Key Things to Remember

- Always remember to make a copy of a document that is shared with you by a student, unless you want to make adjustments to the original document.

- Practice makes perfect! The Chromebook is new, so don't worry if you're still trying to get the hang of it!

Individual Troubleshooting

- If you have individual concerns or issues with your Chromebook, using Google Drive, or Gmail, please raise your hand and we will be around to troubleshoot your issues!

- Don't hesitate to explore and get to know your Chromebook during this time!