



Varenes Elementary School

Chromebook Information and Help for Parents

Click the links below to learn more about how to access the things your kids use daily on the Chromebooks.

[Google Classroom](#)

[How to sign up for Parent Notifications](#)

[Classlink](#)

[Google Drive](#)

[Email](#)

Student email can be found under "Microsoft Office 365" in Classlink

[Google Meet](#)

[Behavior Expectations for online meetings](#)

[Chromebook Shortcuts](#)

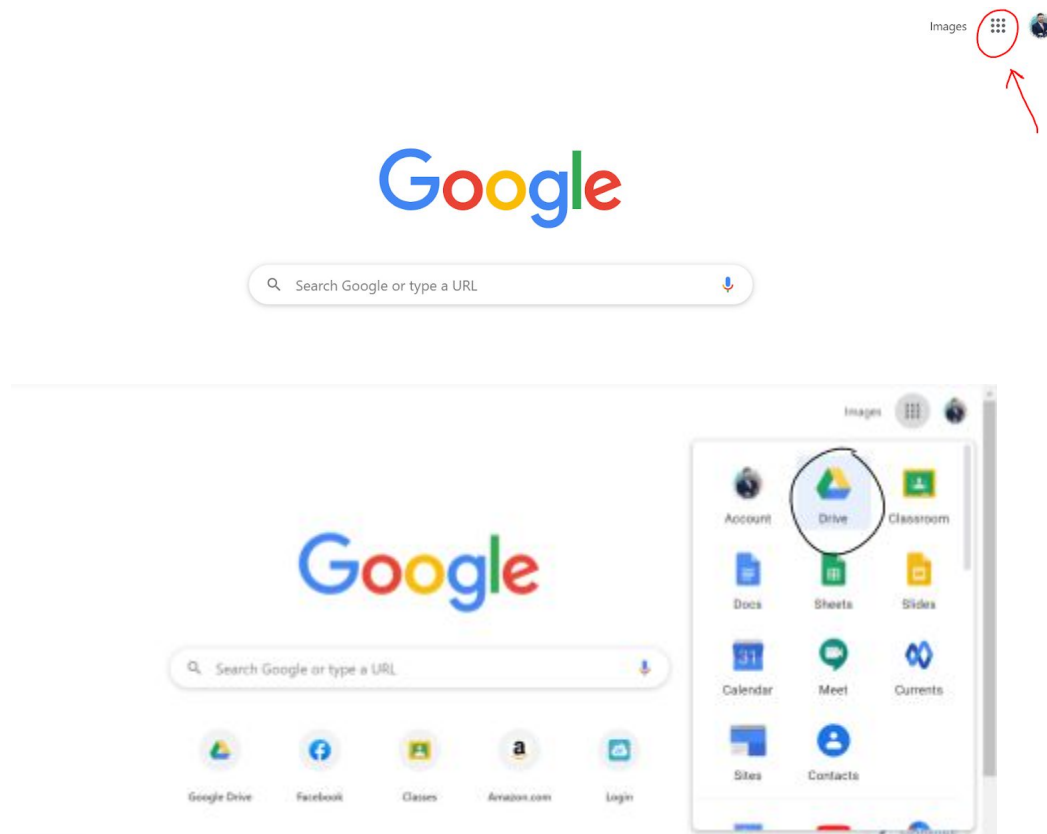
[Chromebook Troubleshooting](#)

**Can't access something, need a quick walkthrough? Email our Digital Integration Specialist, Adam Cobb, at adamcobb@anderson5.net.
Need Technical Help with your Chromebook? [Contact the IT department.](#)**



Google Drive

Open Google Drive by going to drive.google.com OR by using the “waffle button” (see *the images below*). You **must** be signed into Google.



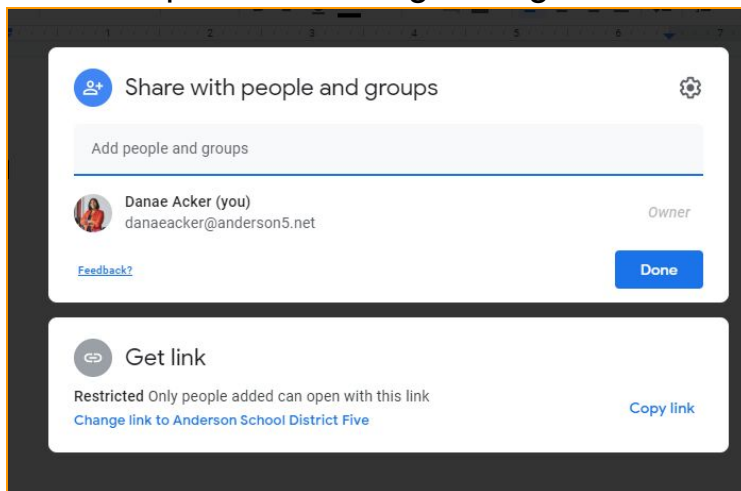
- To **UPLOAD** a file to Google Drive, click the “new” button and choose “file upload”. You can also upload entire folders by choosing “folder upload”.
- To **COPY** a file while in Google Drive, right-click on the file and choose “make a copy”.
- OR to **COPY** a file while in the document, click “file” and choose “make a copy”.

- To **DELETE** a file while in Google Drive, right-click on the file and choose “remove”.
- OR to **DELETE** a file while in the document, click “file” and choose “move to trash”. Then, close the document window.
- To **DOWNLOAD** a file while in Google Drive, right-click on the file and choose “download”.
- OR to **DOWNLOAD** a file while in the document, click “download” and choose which file type to download as.

All items in Google Drive can be shared with others.

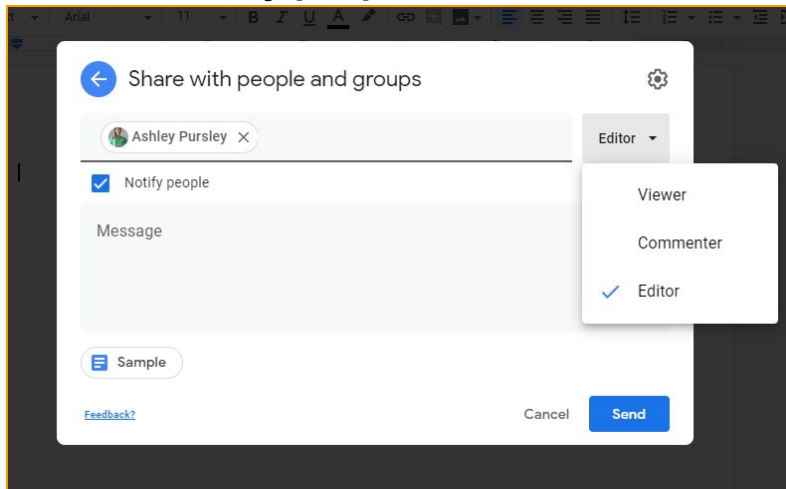
SHARE a Document with Specific People

1. Open the file you want to share.
2. Click the big, blue Share button in the top right corner:
3. This will open the Sharing settings window



4. Share with individual people and groups by entering the **email address** of those people in the box that says *add people and groups*.

5. A new window will open. Here, you can **add more people**.
6. To change **file permissions** click the dropdown next to the email address and choose Viewer, Commenter, or Editor.
7. Choose to **notify people** via Email and can include a message.



8. Once added, click **send**.

Google Meet

Student tips for successful VIDEO CALLS



1



Check in with your teacher. Gather your materials.

2



Be on time. Check in thru the chat when you arrive.

3



Stay engaged (nod or thumbs up) if others are talking.

4



Mute your mic if you're not speaking.

5



Use the chat or raise hand to share ?s/ideas.

6



Wait for teacher to call on you or unmute your mic.

7



Take notes in a doc or on paper for reference.

8



If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @jmattmiller. Icons by The Noun Project.

Chromebook Shortcuts

CHROMEBOOK SHORT-CUTS

SELECT ALL CTRL + A	SCREENSHOT CTRL + SHOW WINDOWS (or Ctrl + F5)
COPY CTRL + C	SCREENSHOT A SECTION CTRL + SHIFT + SHOW WINDOWS
PASTE CTRL + V	SHOW/HIDE BOOKMARK BAR CTRL + SHIFT + B

IMPORTANT ICONS

HOME	DRIVES	FILES	SHARE
DOCS	SLIDES	FORMS	SHES

Chromebook Keyboard Shortcuts

- Take screenshot: Ctrl + Show windows (or Ctrl + F5)
- Take partial screenshot: Shift + Ctrl + Show windows (or Shift + Ctrl + F5), then click & drag
- Turn caps lock on or off: Search + Alt
- Open new window: Ctrl + n Open new tab: Ctrl + t
- Reopen last tab or window closed: Shift + Ctrl + t
- Zoom in on page: Ctrl + + Zoom out on page: Ctrl + -
- See all keyboard shortcuts: Ctrl + Alt + /

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Chromebook Troubleshooting

Clear History


- Go to 3 dots
- click history
- click history again
- click clear browsing data
- Click Advanced and make sure box for cookies is clicked
- Click clear data for all time

Shut down and try again.

Reset Chromebook Settings Restore settings to their original defaults

1. Click on the icon bar where the clock is located at the bottom of the screen.
2. Click on the setting icon 
3. Scroll down to advanced
4. Click Advanced
5. Scroll to the bottom of page look for “Reset” Restore settings to their original defaults
6. Click arrow
7. Then click “Reset”

How Power Wash a Chromebook

1. Press “Esc” + “Chromebook Refresh key”  + “Power Key” all at one time and release
2. A yellow exclamation point (!) is displayed.
3. Press “Ctrl + d” at the same time
4. Click “Enter” a red exclamation (!) point is displayed.
5. Press Space Bar
6. Click “Enter” again. You will see a green Check Mark after a few seconds the Chromebook will restart
7. Enterprise Enrollment screen will show up. Student: Please Sign-in with your A5 username & Password to the Chromebook to Enroll on the ASD5 network.
8. Login into Chromebook at the regular login screen



**MAKE SURE TO BACKUP ANYTHING YOU WANT TO SAVE INTO
GOOGLE DRIVE FIRST**

TECHNICAL SUPPORT:

The Information Technology Services Department will maintain the **Chrome Depot**, our technology help center located at the District Five District Office at 400 Pearman Dairy Road. The Chrome Depot Hotline can be reached at 864-222-4911 during normal school hours.