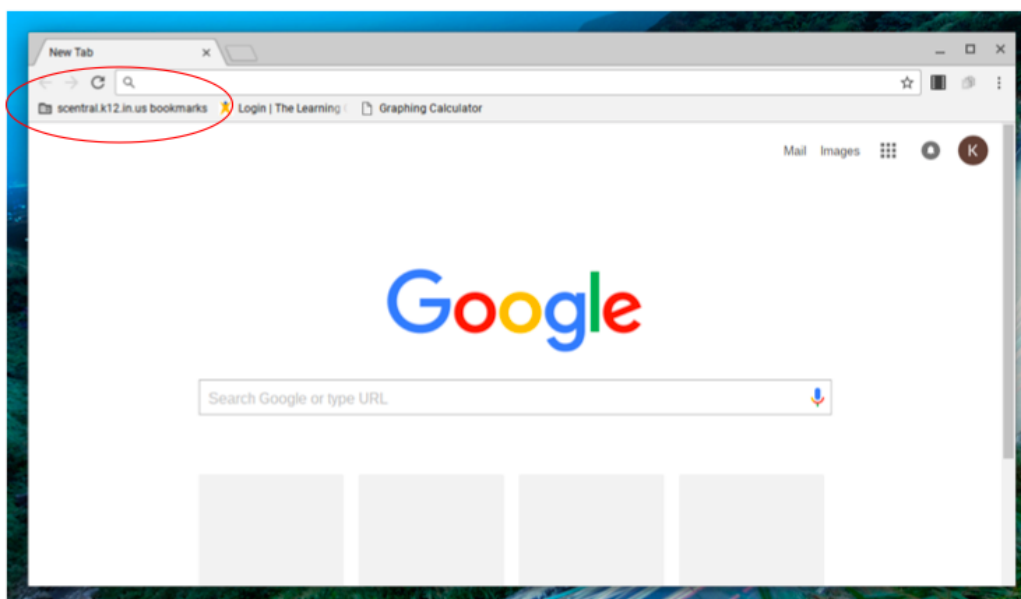# Chromebook Tips and Answers

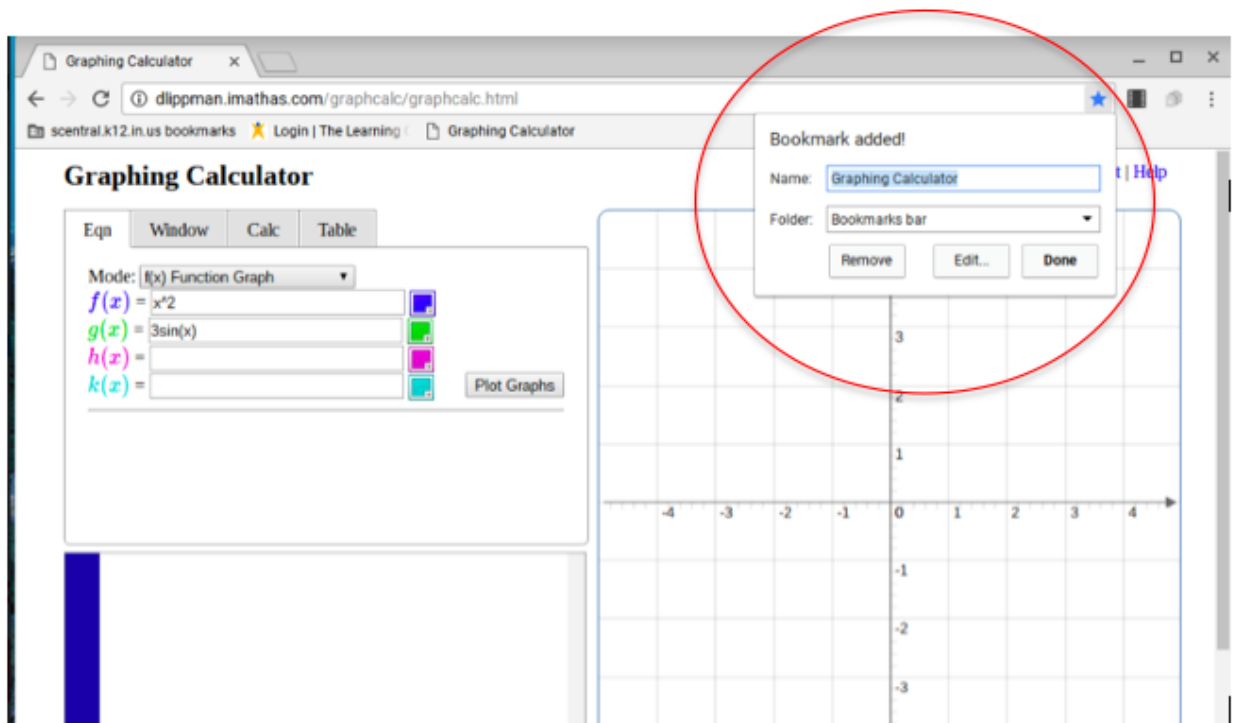## General Chromebook Information

Chromebooks are the devices that were chosen by South Central Community School Corporation to begin the school corporation's 1:1 Technology Initiative. Chromebooks were chosen based on many factors. A few advantages of Chromebooks include they can be very easily and efficiently managed by our technology department, they undergo automatic updates, they have a full-size keyboard for students to use, they have a very fast operating system, and they have a battery life of up to ten hours.
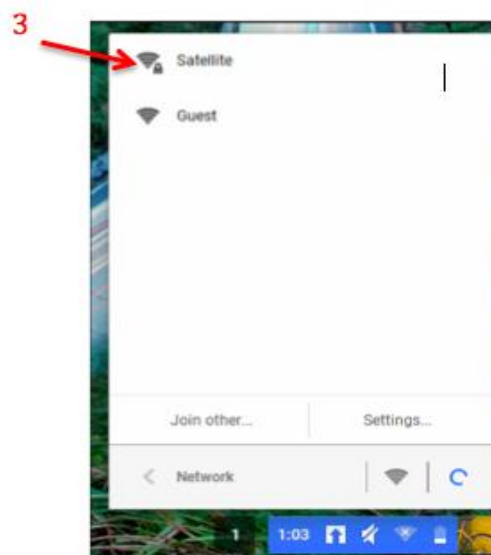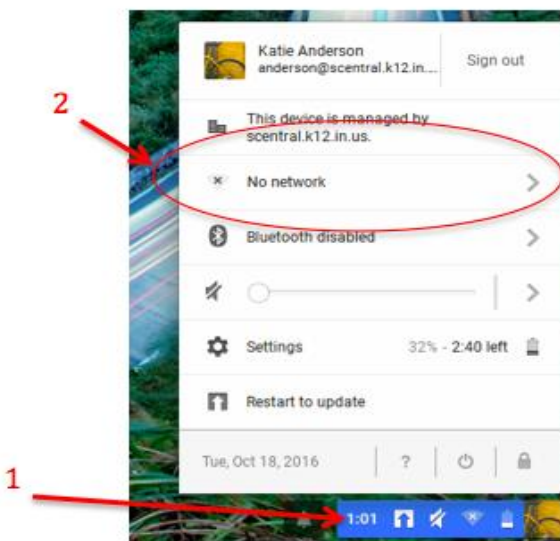
Chromebook Tips

- Chromebooks have the greatest functionality when connected to the Internet. However, it is possible to use them offline. To do so you will want to make sure you download any documents you will be working with offline while you are still connected to the Internet at school. Here is a great video about how to download documents. You can also use Google Drive applications offline (such as Google Slides, Google Docs, etc.). You just have to wait until you are back online before it will save them to your drive.
- Chromebooks give you the ability to Bookmark websites. Saving and using a Bookmark allows you to access a website with the click of a button versus typing in the URL or having to search for frequently used websites over and over.
- South Central has created a list of Bookmarks for students for ease of accessing certain sites. These can be found under the search bar of the web browser.

- Adding additional Bookmarks is easy. You simply go to the website you wish to Bookmark, then click on the star on the right side of the search bar.
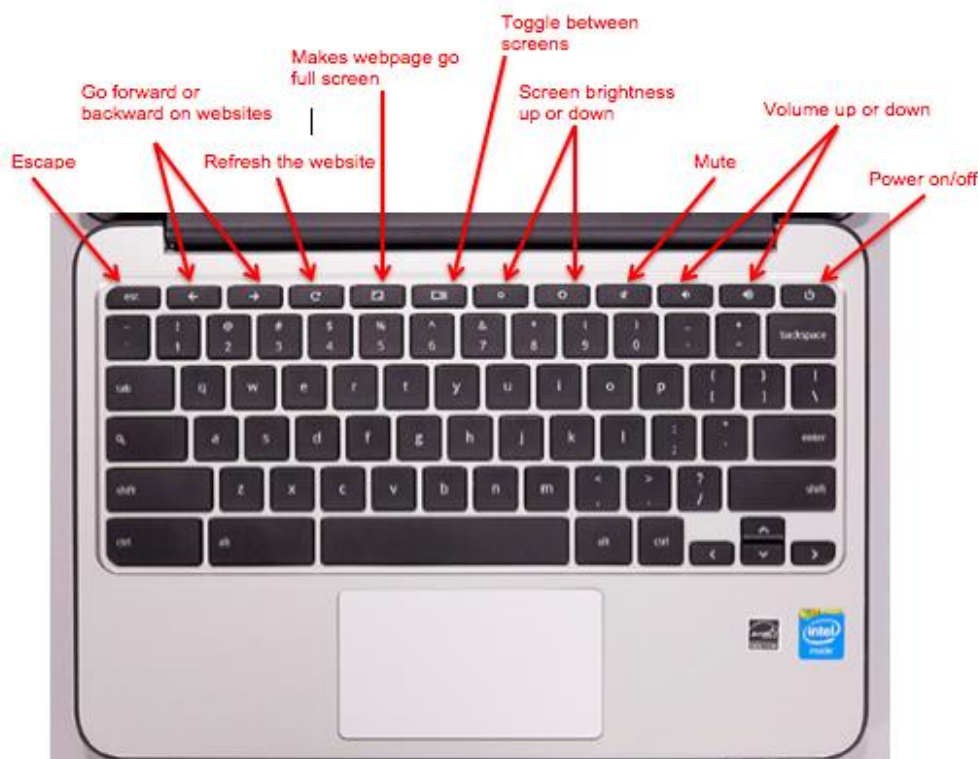

- To connect a Chromebook to your home network, click on the bottom right toolbar on the home screen. Then select the option for "No network". Finally select your home network from the list provided. You may have to enter a password if your connection is private.

Did You Know?

- You can scroll up and down on your screen by running two fingers up or down on your mousepad. This is quicker and easier than taking the mouse over to the scroll bar on the right side of your screen.
- You can also swipe left or right on your mousepad to go forward and backward on web pages.
- To "right click" on a Chromebook as you would do with a normal mouse, you click with two fingers at the same time.
- Chromebooks are similar to tablets and smartphones in that they have the ability to download applications and extensions as you would on your tablet or smartphone.
- Printing with a Chromebook is complicated. You have to set up Google Cloud Printing on a desktop or laptop computer to do so. Click here for more information about setting this up.
- To reset the Chromebook, press and hold the power button and refresh button at the same time.

The Chromebook Keyboard

Chromebook Q & A

- **How can I set up parental controls or block certain sites?**
  Each student's Chromebook is on the school's web content filter, preventing students from having unlimited access to the Internet. This is enabled while students are at home and at school.

- **Do students have internet access at school?**
  Yes, students have internet access at school.

- **Can students work on a Chromebook without a Wi-Fi connection?**
  Yes, students can work on a Chromebook without a Wi-Fi connection. However, they will have a limited ability to use some features of the Chromebook. See above on how to work offline.

- **What should we do if a homework assignment doesn't save correctly?**
  If a homework assignment doesn't save correctly, it is recommended that you email the student's teacher to explain what happened.

- **Will students have the same Chromebook throughout high school?**
  Chromebooks are on a four-year rotation, so students will have the same Chromebook for four years at a time.

- **Who is the contact person if I have more questions about Chromebooks that haven't been answered?**
  Deb Kammrath. She can be reached at kammrath@scentral.k12.in.us or by calling the school at 219-767-2266, extension 1115.