

## Tips for Getting Started with the Chromebook

1. Logging in
2. What is everything on my main screen?
  - a. The shelf
  - b. Launcher
    - i. Finding Apps - pinning them to the shelf
    - ii. Locating downloaded files
  - c. Settings area
    - i. Connecting to the internet
    - ii. Connecting to bluetooth
3. Using Chrome
  - a. Omnibox
    - i. Searching
  - b. Bookmarking
  - c. Extensions area - what is an extension?
  - d. Using your tabs
4. Locating Common Tools
  - a. Where to find Google Drive
    - i. Setting up Google Drive for offline work
    - ii. Creating Google Docs, Slides, and More
  - b. Where to find Google Classroom
  - c. Where to find SeeSaw
  - d. Bookmark them both
  - e. Where is the camera?

## Tips and Tricks for Your Device

1. Charging your device
  - a. Battery tips and tricks
    - i. Turn down the brightness of your display to preserve battery life
2. Cleaning your device
  - a. A dab of isopropyl alcohol on a soft terry cloth will clean the keyboard and trackpad - Do not use on the screen
3. Carrying your device
4. Security of Chrome and signing in and out of the device