

CHROMEBOOK & GOOGLE WORKSPACE QUICK GUIDE

FAMILY EDITION

EDUCATIONAL TECHNOLOGY

Department of

Teaching & Learning Supports



KCS | KNOX COUNTY SCHOOLS

GETTING STARTED

CHROMEBOOKS

Chromebooks are laptops that use Google's Chrome operating system (unlike a MAC OS or Windows). It's primarily used to navigate in the Chrome web browser and to work from web-based applications through Google Drive like Google Docs, Slides, and Sheets. Its storage is in the cloud rather than on the machine itself.



LOGGING IN

Students log into the Chromebook with their Google account, using `s#@student.knoxschools.org` and the same password they use for Canvas.

1. Turn the power on.
2. Sign in with your student's Google account information.

If you don't know your password, reach out to your student's teacher.

Sample Student

John Smith

Student ID #1234567

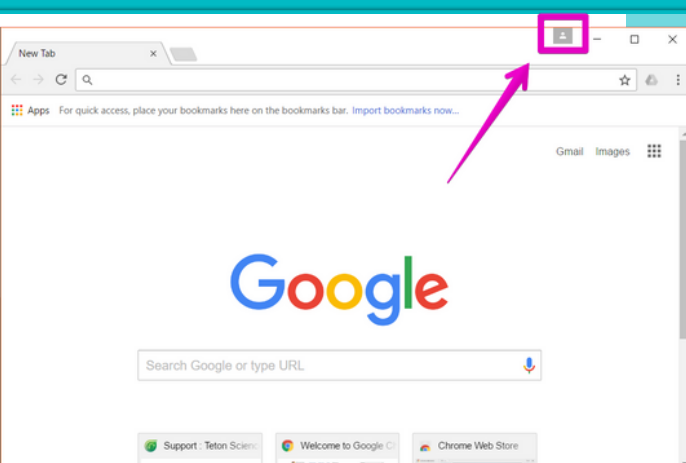
Username: S1234567@student.knoxschools.org

Password: JS4567kcs



CONNECT FROM ANYWHERE

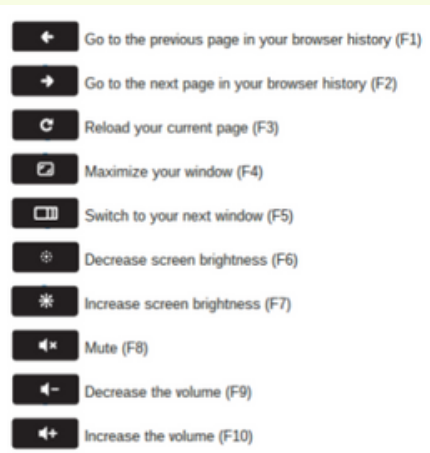
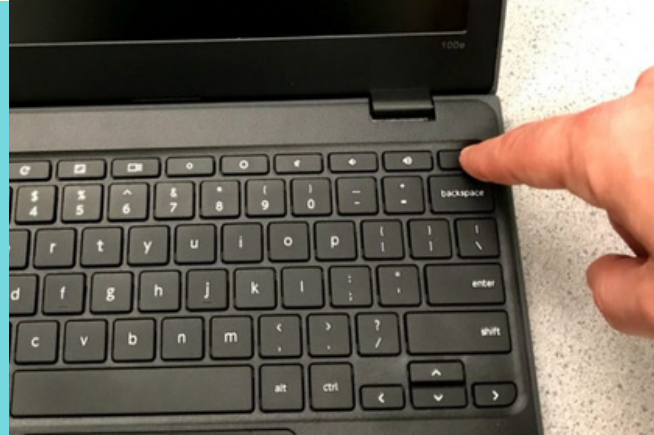
Students can log into their Google account from **any computer** to access and work on their files in Google Drive.



USING A CHROMEBOOK

BUTTONS

Find the POWER button in the upper right corner on the top row of the keyboard. To the left, find out what the icons mean for other important buttons.



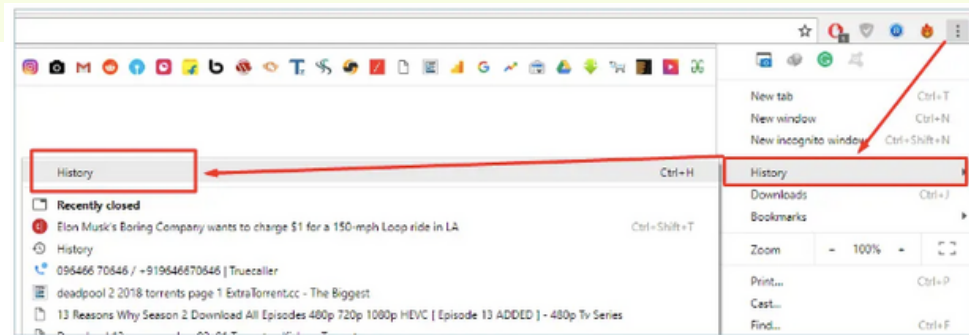
NAVIGATING A CHROMEBOOK

Use the toolbar to select the program you want to work in. Nearly all of the work students will do will be done from the Chrome web browser. Students will use the Chrome web browser to access Canvas, Aspen, and Google Drive.



MONITORING YOUR STUDENT'S USAGE

To check your student's browsing history, use the *History* tab at the top of your Chrome browser or the three dot ellipsis in the upper-right corner of the browser window.



Your student does NOT have access to Gmail.

HAVE MORE QUESTIONS ABOUT CHROMEBOOKS?



- CONTACT YOUR CHILD'S TEACHER
- USE HELP ICON IN THE UPPER- RIGHT CORNER OF GOOGLE DRIVE

CHROMEBOOKS AND GOOGLE WORKSPACE

Google Drive

Google Drive is more than just cloud storage for a Chromebook. Instead of files saved to the laptop, students save their files in the Google Drive cloud. They can access their files from anywhere and even create work all from within Google Drive.



Google Docs

Google Docs

Google Docs is a word processor, similar to Microsoft Word. Students can type essays, complete classwork, and even collaborate with their peers all in the Google Drive cloud with Google Docs.

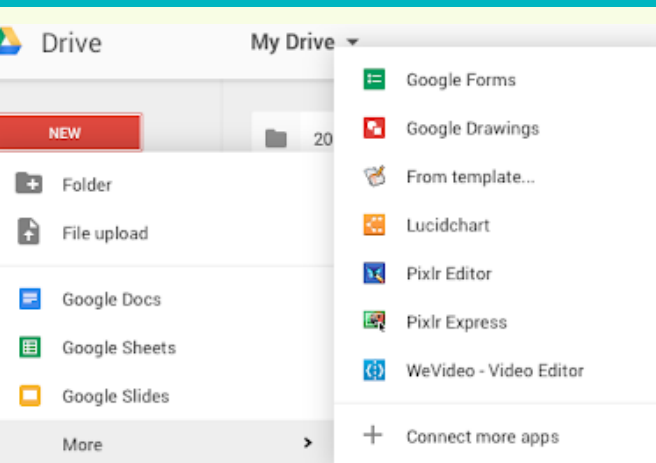


Slides

Google Slides is a presentation tool, similar to Microsoft Powerpoint. Students might use it to take notes, to participate in a virtual lecture, or to create presentations with their classmates.



Google Slides



More Tools

Google Drive includes more tools students might use to view or complete work. When students use a Google Drive tool for work, it's automatically saved in their Google Drive cloud.

