

CHROMEBOOK & GOOGLE WORKSPACE QUICK GUIDE

TEACHER EDITION

EDUCATIONAL TECHNOLOGY

Department of

Teaching & Learning Supports



KCS | KNOX COUNTY SCHOOLS

GETTING STARTED

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.

WHAT IS A CHROMEBOOK?

STARTING YOUR CHROMEBOOK

YOUR CHROMEBOOK STARTS UP IN ABOUT 8 SECONDS. TO TURN IT ON, SIMPLY OPEN THE LID OR PRESS THE POWER BUTTON IN THE UPPER RIGHT CORNER OF THE KEYBOARD.



LOGIN TO THE DEVICE USING YOUR ACTIVE DIRECTORY CREDENTIALS. THIS WILL BE THE SAME AS YOUR EMAIL LOGIN.

LOGIN

TEACHERS- @KNOXSCHOOLS.ORG
STUDENTS- @STUDENT.KNOXSCHOOLS.ORG

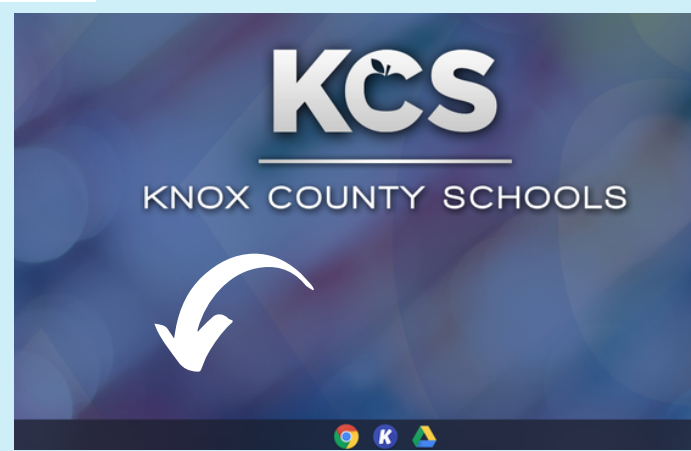
WIFI

SELECT THE WI-FI NETWORK FROM THE MENU



SHELF

THE SHELF IS LOCATED AT THE BOTTOM OF THE SCREEN. APPS FROM THE WEBSTORE APPEAR ON THE SHELF AS WELL AS PRELOADED APPS. THESE CAN BE REMOVED BY CLICKING ON THE ICON WHILE PRESSING ALT AND SELECT UNPIN.





MANAGEMENT

Sample Student

John Smith

Student ID #1234567

Username: S1234567@student.knoxschools.org

Password: JS4567kcs

STUDENT USER NAMES



PASSWORD CONVENTION

STUDENT PASSWORDS

Student passwords can be reset by visiting ars.knoxschools.org



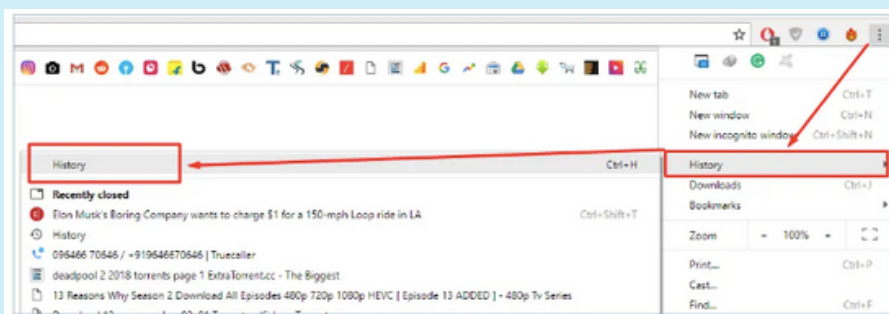
Directory Management

Manage directory data, such as users and groups. The scope of your authority depends upon permissions you are granted by high-level administrators.

HOW TO RESET A STUDENT PASSWORD- VIDEO TUTORIAL



<https://youtu.be/KZPaOIsWzv8>



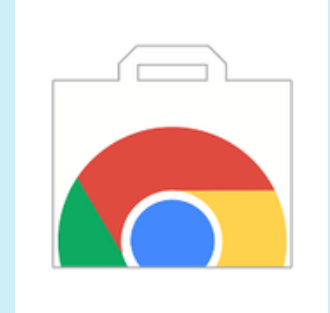
MONITORING YOUR STUDENTS' USAGE

To check your students' 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.

APPS AND USES

WEB STORE

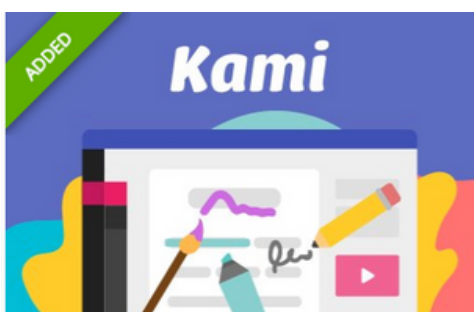
The web store is where apps and extensions can be added to the chrome browser.



From the left navigation menu select Knox Schools Suggested Apps. These are frequently used apps that have been vetted.

Knox Schools Suggested Apps

Snap&Read is the Next-Generation reading tool for Google Chrome, iPad and more. It covers the most diverse reading needs and can read both accessible and inaccessible text aloud. It levels vocabulary, translates, and collects usage data so teachers can more easily assess students' reading needs individually.



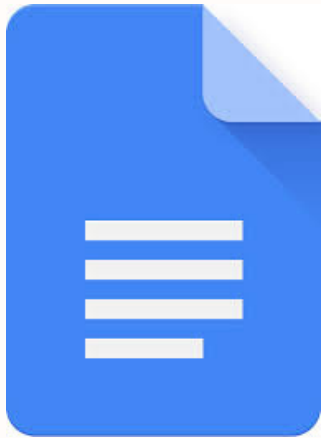
Kami is a leading digital classroom app built to transform any existing document into an interactive learning experience. For instance, if you want to edit a PDF, Kami is a great tool to use.

GOOGLE WORKSPACE

A Web-based set of productivity applications from Google.

GOOGLE DRIVE

Google Drive is a file storage and synchronization service developed by Google. Google Drive allows users to store files on their servers, synchronize files across devices, and share files.



GOOGLE DOCS

Google Docs is a word processor included as part of a free, web-based software office suite offered by Google within its Google Drive service.

GOOGLE SLIDES

Google Slides is a presentation program included as part of a free, web-based software office suite offered by Google within its Google Drive service.

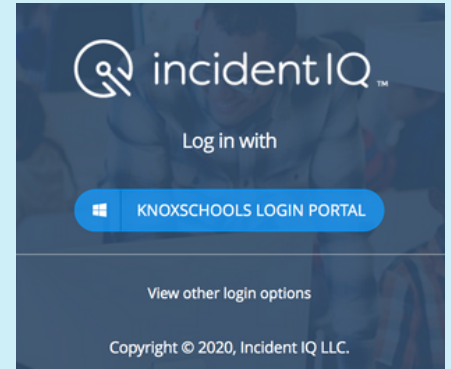


GOOGLE SHEETS

Google Sheets is a spreadsheet program included as part of a free, web-based software office suite offered by Google within its Google Drive service.

HELP

- **RESTART THE DEVICE**
- **PUT IN AN INCIDENT IQ TICKET**
- **EMAIL YOUR OSTR**



How To Submit an Incident IQ ticket.

<https://kcs.incidentiq.com>

OSTR- On-Site Tech Resource

Main point of contact for tech issues at the school, submit tickets on behalf of others in the building, request trainings if needed.



**HAVE MORE
QUESTIONS OR
NEED SUPPORT?**



**Email
Your building level OSTR**