Neshannock Township School District Chromebook User Guide

For Lenovo N23 Chromebooks
2017-2018

Lenovo chromebook

NESHANNOCK TOWNSHIP SCHOOL DISTRICT

<u>Table of Contents</u>

1. Chromebooks vs. Other Computers

Chromebooks are a unique type of computer which are largely web based through services provided by Google. Though most users are primarily familiar with Mac and Windows machines, Chromebooks are just as powerful and effective. These computers do not use programs such as Microsoft Office, but rather place focus on Google Drive which is an equivalent software that saves work and documents to the user's Google login, which is provided by the Neshannock Township School District.
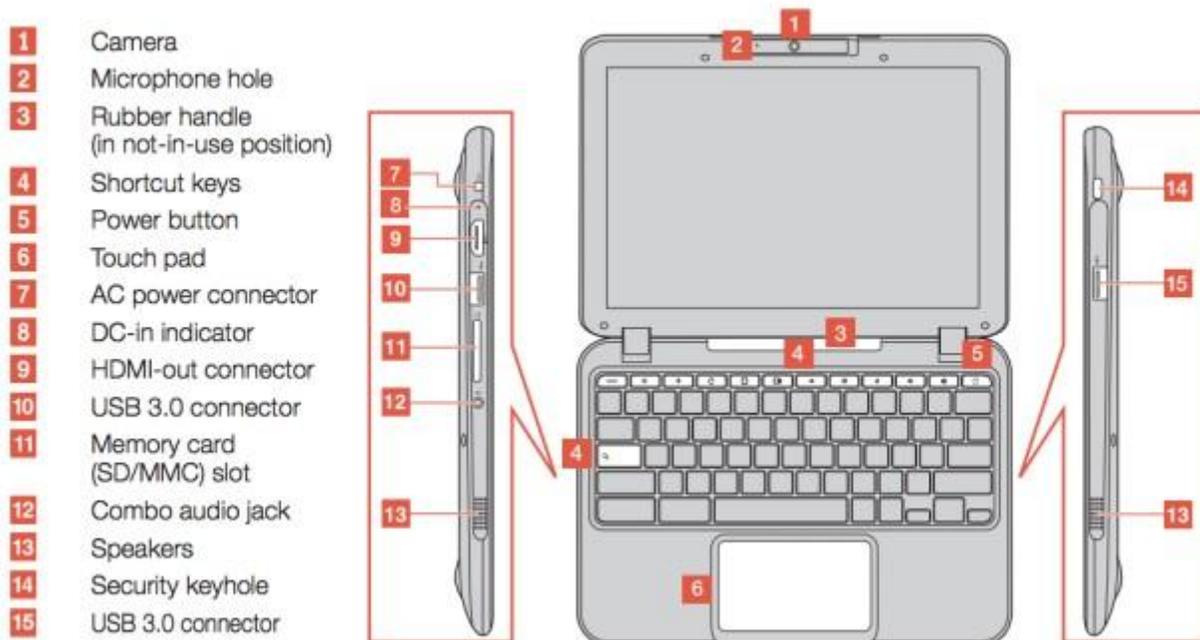
These machines are versatile and ideal for education, as instructors are able to program applications into their student's devices which makes learning simpler and more interactive than ever before.

In the 2017-2018 school year, the 6th, 7th, and 8th graders will have Chromebooks integrated into their curriculum. This state of the art technology will be used as a pilot to incorporate Google Drive and other services into various lessons in order to provide a well-rounded, modern education to the students of the Neshannock Township School District.

2. <u>Hardware</u>

<u>Exterior Diagram</u>

Below is a diagram of the exterior of the Lenovo N23 Chromebook. It is critical that the user is familiar with each port and its particular function. The port of most importance is number 7, the AC Power Connector. Each student must plug their Chromebook in at the end of the school day as well as ensure that the indicator light is on in order to maintain enough charge for the next. The USB connectors (numbers 10 and 15) have a variety of uses, but will function largely in data transfer through USB drive.

#	Component
1	Camera
2	Microphone hole
3	Rubber handle (in not-in-use position)
4	Shortcut keys
5	Power button
6	Touch pad
7	AC power connector
8	DC-in indicator
9	HDMI-out connector
10	USB 3.0 connector
11	Memory card (SD/MMC) slot
12	Combo audio jack
13	Speakers
14	Security keyhole
15	USB 3.0 connector

Keyboard

Note that the keyboard itself is rather different than that of a common Windows or Mac computer. The top row of keys is a notable difference from other machines, but it provides user-friendly tools to ensure seamless ease of use. It is also noticeable that there is a lack of a traditional "Caps Lock" key. In place, there is a search button, but using key combinations, Caps Lock can be activated. Below is a guide to both one and several key combinations that perform particular functions while navigating through the Chromebook.

One key

←	Back	☼	Decrease brightness
→	Forward	🔇	Mute
C	Reload page	🔉	Volume down
☐	Full screen	🔊	Volume up
☐‖	Switch window	⏻	Power off/Lock screen
☼	Increase brightness	Q	Search

Two-key combinations

Ctrl - ☐‖: Take screenshot	Alt - Q: Toggle caps lock
Ctrl - -: Zoom out	Alt - Shift: Cycle through input methods
Ctrl - +: Zoom in	Alt - [: Dock window left
Ctrl - 0: Reset zoom	Alt -]: Dock window right
Ctrl - D: Bookmark current page	Alt - ‹: Back
Ctrl - R: Reload page	Alt - ›: Forward
Ctrl - N: Open a new window	Alt - ∧: Page up
Ctrl - M: Minimize window	Alt - ∨: Page down
Ctrl - W: Close tab	Alt - ☐: Switch primary monitor
Ctrl - ?: Start Help	Shift - Esc: Start the task manager

Three-key combinations

Ctrl - Shift - Q: Sign out	Alt - Shift - M: Start the file manager
Ctrl - Shift - C: Rotate screen	

Note: For a complete list of keyboard shortcuts, press Ctrl - Alt - /.
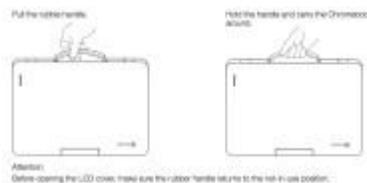
Mouse Controls

The mouse on the Lenovo N23 Chromebook is controlled by a touch pad. This system is similar to that of a MacBook, as there is no "left" or "right" click. Rather, there is a one or two finger click system. To perform what would be a "left", or primary, click, one finger should be pressed down on the touch pad. In order to perform what would be a "right", or secondary, click, two fingers should be pressed down on the touch pad. Scrolling on these specific Chromebooks is facilitated by using two fingers and swiping them up or down on the touch pad. Three fingers can also be used in a swiping motion to aid in seamless navigation between both web pages in chrome and entirely different applications throughout the software.
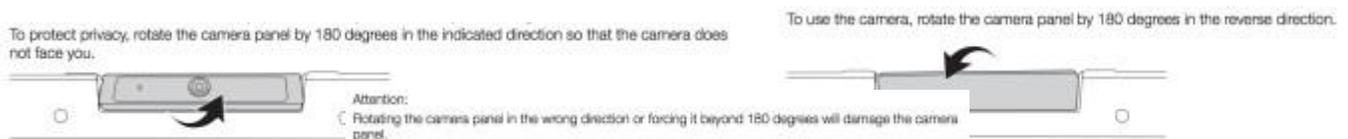
Screen Information

The screen on the Lenovo N23 Chromebook has a 11.6 inch LED backlit display. It is important to keep these screens clean by not touching them. Once again, these displays *ARE NOT* touch screens, and should not be touched for maintenance purposes.

Miscellaneous Information

These Chromebooks are equipped with a rubber handle located on its back side that can be used during transportation between classes.

These Chromebooks also have a swivel mounted camera which has a 180 degree range of motion. It is important that students DO NOT extend these

cameras beyond their intended range because it will damage the device and limit functionality.
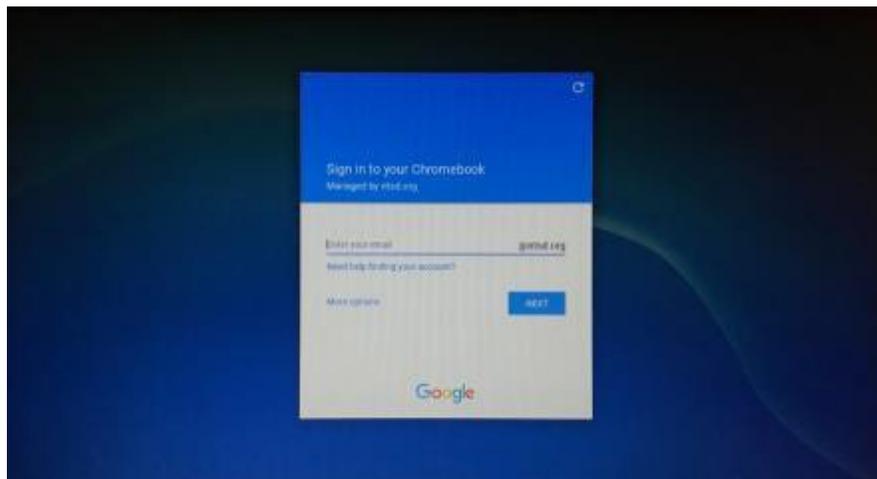
General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry the Chromebook with the screen open.
- Chromebooks must remain free of any drawing, writing, or stickers. An ID label with the student's Chromebook number is preinstalled.
- Do not remove any pre-existing tags, labels, or IDs on your Chromebook.
- Do not cover any vents. These are essential in keeping the device cool.
- Transport Chromebooks by using the built-in handle in every situation.
- Do not lend your Chromebook to another student.
- Do not exchange Chromebooks with another student.
- Never move the Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed or by using the built-in handle.
- Press Ctrl + Alt + ? (or Ctrl + Alt + /) to open a keyboard shortcut cheat sheet at any time. This cheat sheet allows you to view all your Chromebook's keyboard shortcuts.

3. <u>Software</u>

<u>Logging In</u>

An **@ntsd.org** account is required to log in to a provided Chromebook. A user can log on by filling out their Google account information, which opens their drive and all saved files onto that specific Chromebook. It is important to note that nothing will be saved directly to these laptops, as everything will be on Google Drive and accessible anywhere a Google account can be signed in.
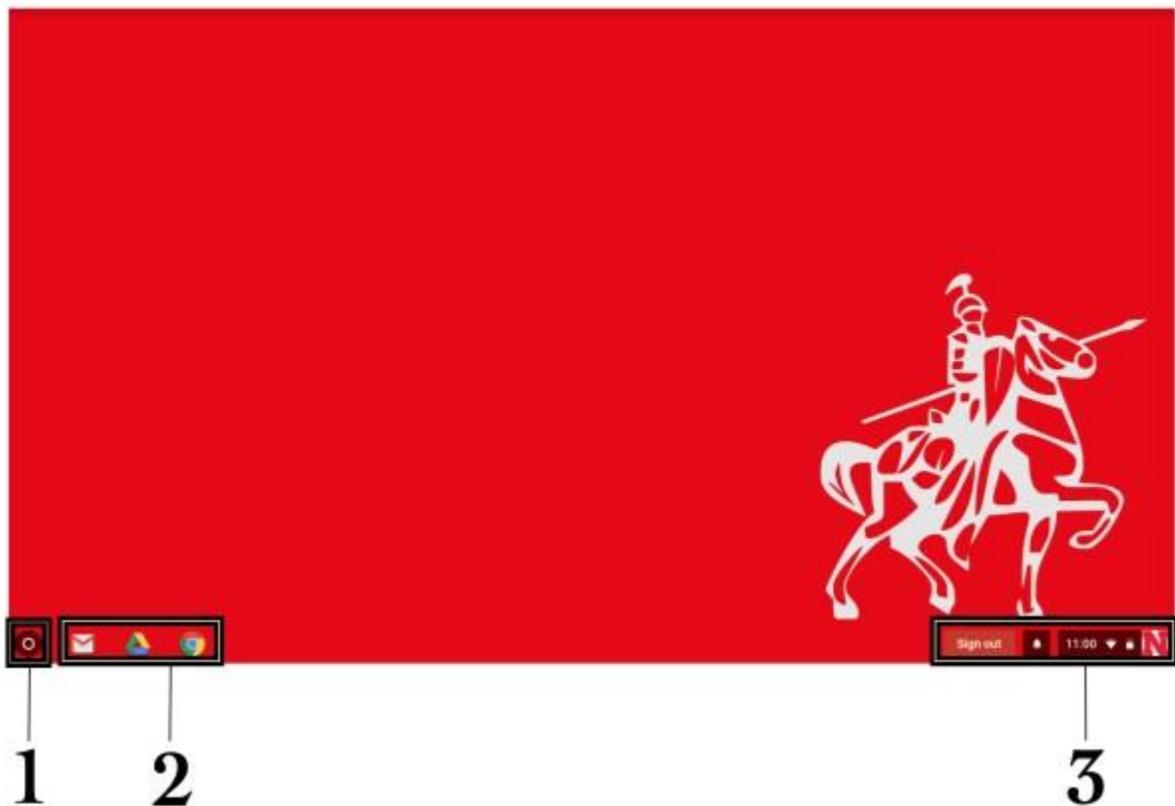
When the Chromebook is first opened, the following screen will appear. **Note that if this screen does not appear, please be patient and allow it to load**.

Students will sign in using their @ntsd.org account and then will be taken to their home page.

Once Logged In

Once logged into the Chromebook, the software differences from other operating systems are apparent. The home screen houses a task bar at its bottom which contains action items used to begin a session on the Chromebooks. The Launcher (1) acts as a tool to search for apps, documents, and any other software needed. Next to the launcher is the Quick Launch Bar (2), which acts as a quick gateway to the most essential applications such as Google Chrome, Docs, or YouTube. Finally, the Status Area (3) at the bottom right corner displays the time, Wi-Fi connectivity, and battery life. Next to the status area is the avatar of the user currently logged in. Upon clicking this avatar, settings and other options will be brought up in addition to the option to sign out of or shut down the Chromebook.

4. <u>Software</u>

<u>General</u>

Each student will receive one Chromebook with a unique identification number which will follow them throughout the school year. This Chromebook will be stored in the student's homeroom overnight in a cart which contains power supplies for charging.

<u>Morning</u>

Upon arriving at school, students will remove their respective Chromebooks from the carts in their homerooms and log on to begin the day. Students will then carry their Chromebook throughout the day while following their schedule, as each class will incorporate them in various capacities.

<u>End of the Day</u>

At the end of the day, students must return to their homerooms. Here they will make sure that their computer is signed out and shut down. The students will then place their Chromebook in their respective carts and ensure that the power supply is connected and the charging indicator light is on. The Chromebooks will charge there overnight in order to be prepared for use the next day

--- Remember ---

These machines must be treated with respect and care!

For more information regarding the Lenovo N23 Chromebook, please visit:

https://pcsupport.lenovo.com/us/en/solutions/PD104616

5. <u>How to Use Your Chromebook</u>

How to Use Your Chromebook 💻	How <u>NOT</u> to Use Your Chromebook ☹
Use your Chromebook as your teacher instructs in class	Use your Chromebook in a manner that is not related to or appropriate for class
Use only apps that your teacher supplies	Try to install applications on your own --- This will not work because permission is needed!
Be careful while carrying your Chromebook from class to class	Carelessly toss your Chromebook around in between classes
Always be aware of the location of your Chromebook	Leave your Chromebook sitting in places where you can easily lose track of it like the gym, cafeteria, or auditorium
If your Chromebook is broken, make sure your teacher knows so you can get a temporary replacement while yours is getting repaired	Hide problems or mistakes with your Chromebook which could eventually lead to an even larger problem
Make sure that your Chromebook is properly plugged in and the charging indicator light is turned on before you leave for the day	Carelessly toss your Chromebook in the charging cart and plug it into an incorrect port (like the audio jack)
Leave your Chromebook to charge in your homeroom before you leave school for the day	Take your Chromebook home with you overnight --- It must stay at school!
Make sure that the Chromebook you pick up at the beginning of the day is your assigned number and not someone else's	Take any Chromebook in the cart and begin to use it as if it were your own