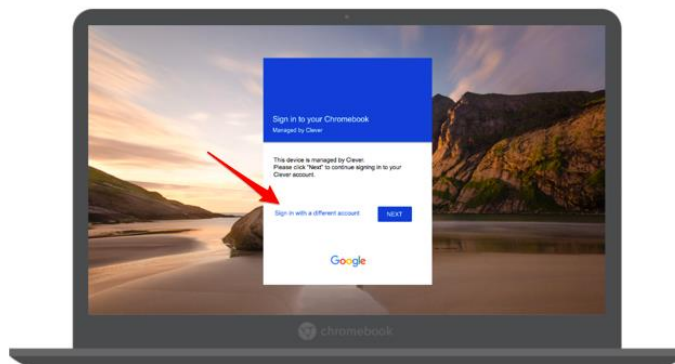# Chromebook Guide For Students & Families

Powering On/Logging In

- Open the computer, and press the power symbol in the upper-right corner of the keyboard.
- Students will see this screen:

- Click **Sign in with a different account.**
- Then click **Log in with Google**.
- Enter your student email address, then press **Next**.
- Enter your password, then press **Next**.
- Student email addresses follow this pattern: lastname.firstname@students.kippdc.org. Passwords are the student's 8-digit birthdate (YYYYMMDD). Ex: June 5, 2001 would be 20010605.
- If a student cannot remember their password, they should contact their teacher who can reset it for them.

Chargers

- To charge, plug one end of the charger into the charging port on the side of the computer, and plug the other end into a wall outlet.
- Chromebooks will need to be charged about once per day.
- It is a good practice to power down the Chromebook each night and charge it overnight, so that it's good to go for the next day.

Audio

- Use the volume up and volume down keys in the upper-right corner of the keyboard to control the volume.
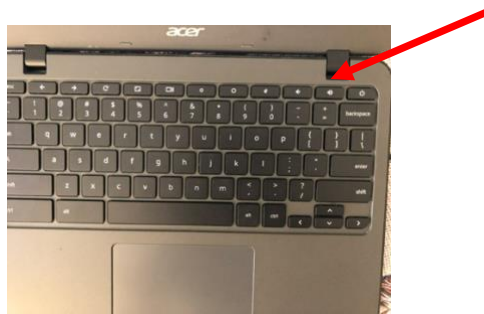
- You can also plug corded headphones into the headphone jack on the side of the computer.

WIFI

- To connect to a WIFI network, click the WIFI symbol (⏚) in the lower-right corner of the screen.
- In the window that pops up, click the WIFI symbol again.
- Select your home network, and follow the onscreen directions until you are connected.

Clever

- Clever is a tool that makes it easier for students to access all of their personalized learning programs in one place.
- After students power on their Chromebooks and log in, they will immediately be taken into their Clever portal.
- From Clever, students can click to open their programs.
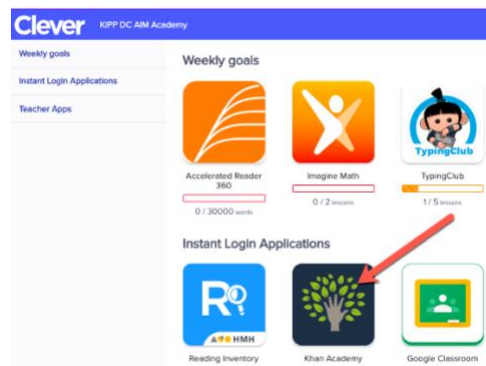

Zoom - General Info

- Students are expected to attend Zoom meetings with their teachers.
- Students do not need to create their own Zoom accounts.
- Teachers will specify when students are expected to join Zoom meetings.
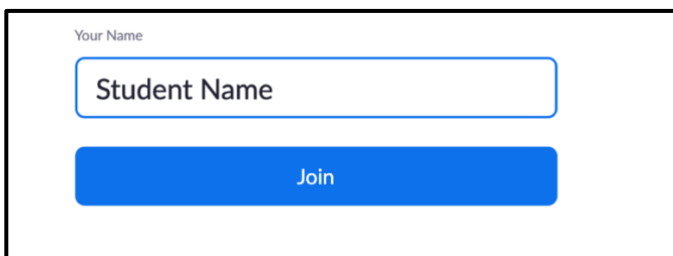
Zoom – Joining A Meeting

1. At the specified meeting time, students should go to Clever and go to the teacher page of the teacher you will be meeting with.
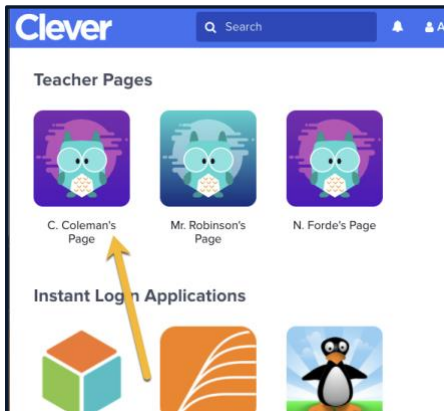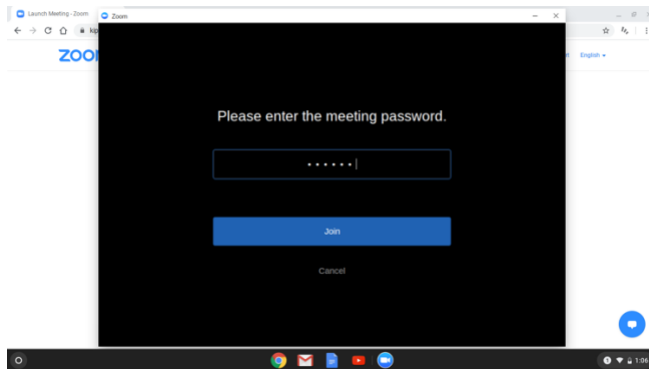

2. On the teacher's page, click the Zoom link
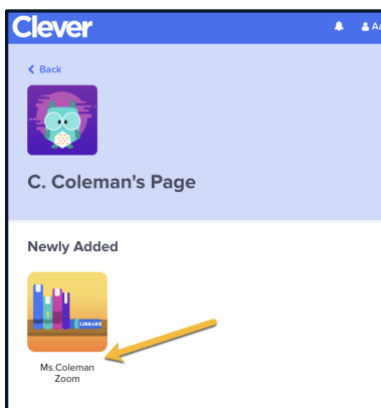
3. This will open the Zoom app. Students will be prompted to enter their name. They must type their exact first and last name here (no nicknames), then click "Join"
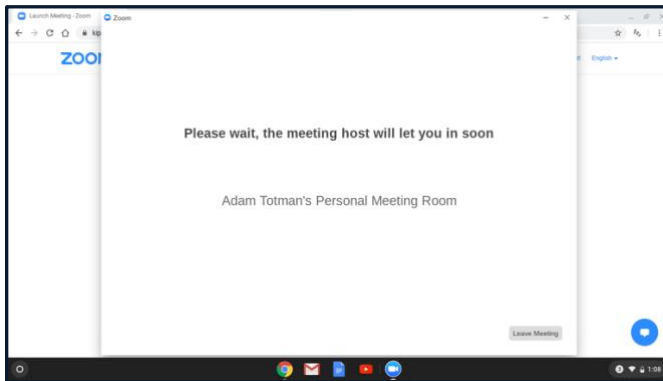
4. If passcodes are enabled, then on the next screen students will be prompted to enter a passcode. Enter the passcode given by your teacher and click "Join."

5. If you see a "Video Preview" screen, click "Join with Video."
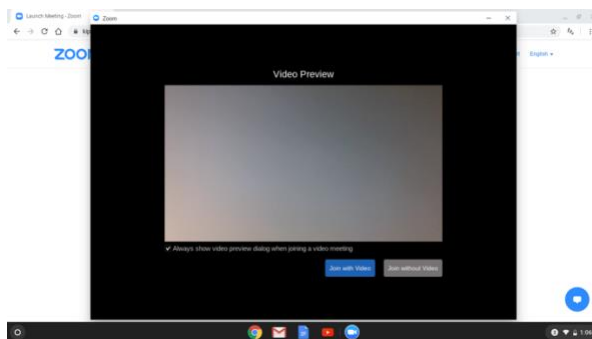
6. You will initially see a waiting room screen until the teacher admits you into the meeting. You do not need to do anything on this screen.

7. Your teacher will admit you into the Zoom meeting. The screen will change, and you will now be able to see and interact with your teacher.

8. The main controls (mute/unmute, start/stop video, participants, chat, and share screen) that you can use during a Zoom meeting can be found at the bottom of the Zoom window.
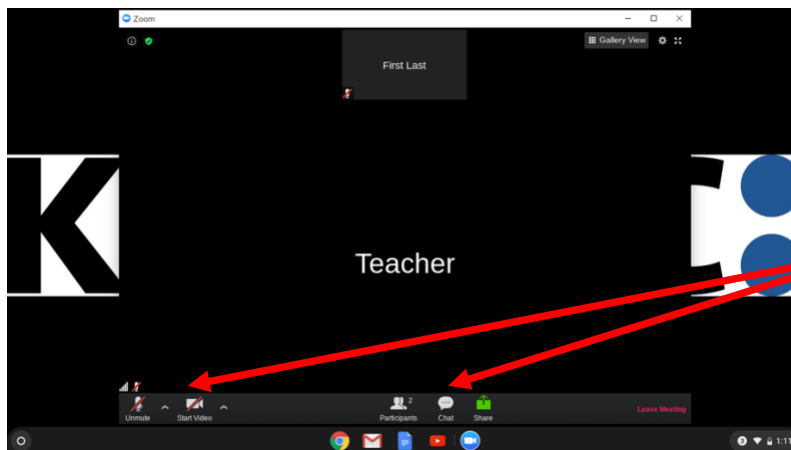
Powering Off

- Click the clock in the lower-right corner of the screen.
- Click the power symbol (⏻).
- Students should power down computers at least once per day.

Advice

- Computers should only be used for student learning purposes.
- Use on a flat surface.
- Type and tap gently (keys and screens can easily be damaged).
- Plug and unplug headphones gently.
- Do not have food or drinks open near computers.
- Try to limit your WIFI connections. Ideally, each computer should only be connected to one home WIFI network. Using multiple WIFI networks (free networks, business networks, other home networks, etc.) increases the likelihood that the computer will become compromised.

Support

- **Personalized Learning Family Troubleshooting Website**
  - Use this website to see information about our personalized learning programs.
  - **https://www.kippdc.org/learn/**

- **Teachers**
  - Teachers are available to support with academic questions that may arise when using the Chromebook.
  - Teachers can also reset student passwords if they happen to forget.
  - Contact your teacher in the method you already have been using to get support.

- **Tech Support**
  - If you need support with your Chromebook, you can contact our support team.
  - They are available to support with WIFI connectivity, chargers, audio, screens, keyboards, and other hardware issues.
  - You should also contact us right away to report any Chromebook damage.
  - If you email, please include the name of the student, the school they attend, and a detailed description of the issue.
  - **Email: familysupport@kippdc.org**