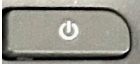# Chromebook Basics

A Guide for Students and Parents

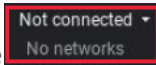### Charging your Chromebook

Although Chromebooks are very efficient and require less power than a standard laptop, they likely will need charged daily (depending on usage). To charge your Chromebook, look for the port that indicates Power (or depending on model your student has) and plug in your adapter. It's a good idea to charge the Chromebook overnight and you should get a day's worth of instruction on a single charge. You can always check the battery's charge in the bottom right corner in the clock area by clicking the battery icon.

Powering on your Chromebook

To power on your Chromebook, you will press the power button which is on the keyboard in the top right corner and look like this:

Connecting your Chromebook to Wi-fi

To connect your Chromebook to Wi-Fi, first you'll click the clock in the bottom right corner. When the settings box appears, click the area. Then, you will see a list of available wireless networks in range. Go ahead and select yours and input your Wi-Fi password when prompted.

Signing into your Chromebook

When you power on the Chromebook and connect to Wi-Fi, you will then be required to sign in the device. The username is your Student's district issued ID number followed by @columbus.k12.oh.us (example: student id – 123456 username: 123456@columbus.k12.oh.us). The password will be your student's birthdate in the format of 01-01-2001 for month, day, year.

Using standard headphones

Look for the headphone port on your Chromebook and plug in your headphones. You can adjust the volume by using the keys at the top of the keyboard – (Mute, Volume Down, Volume Up).