





# Chromebook Basics

A Guide for Students and Parents

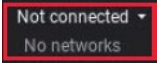
## ***Charging your Chromebook***

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](mailto: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).