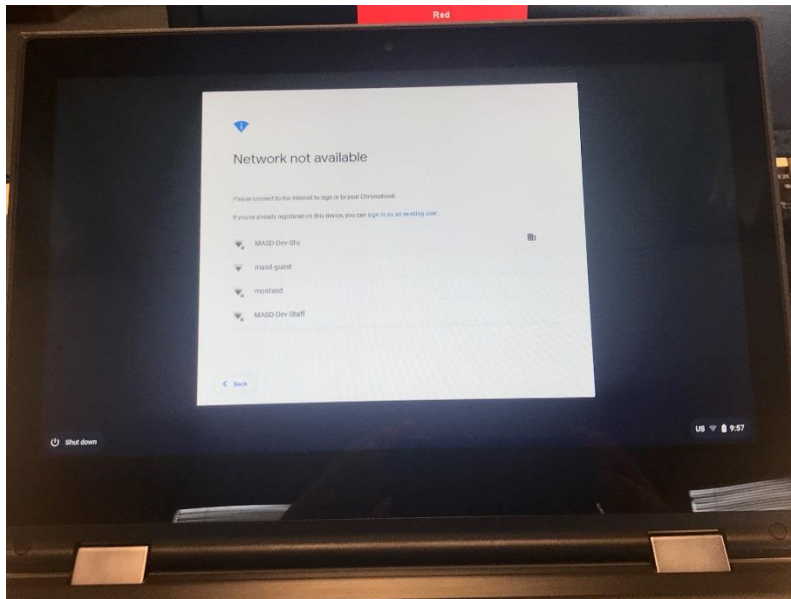# Quick Reference Guide to Elementary Chromebooks

Enclosed in this quick reference guide, you will find a few items to aid you in getting familiar with using your Chromebook. These Chromebooks are touchscreen. There are 7 items to review, so please be sure to scroll through all of the pages to see them all.
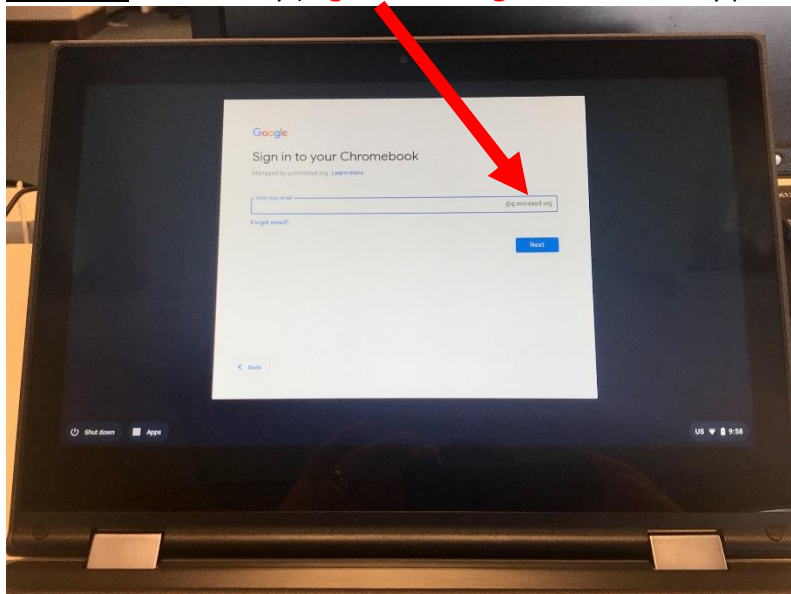
1) **Setup**

   When you first open your Chromebook, you will be presented with the below screen to connect to Wi-Fi (if not at the school). *You must do this before logging in for the first time*. No additional setup is required. Everything will be setup and configured automatically after logging in.
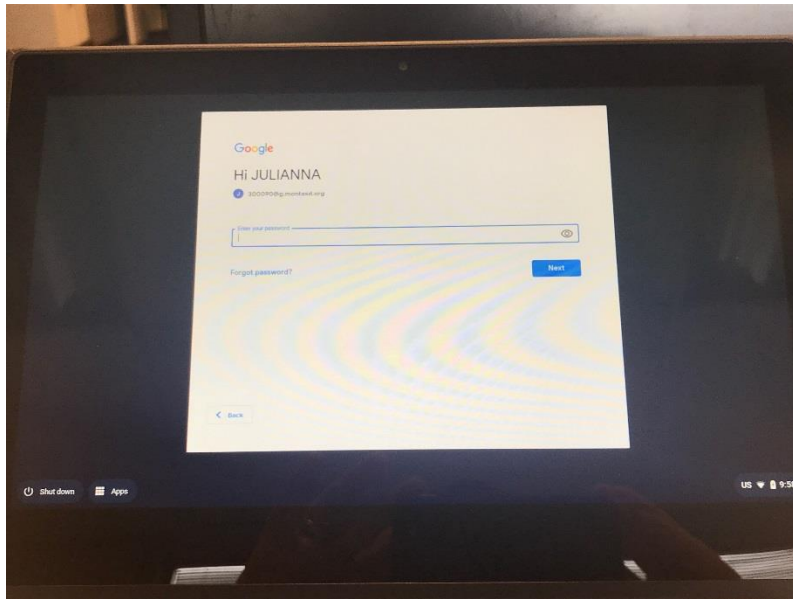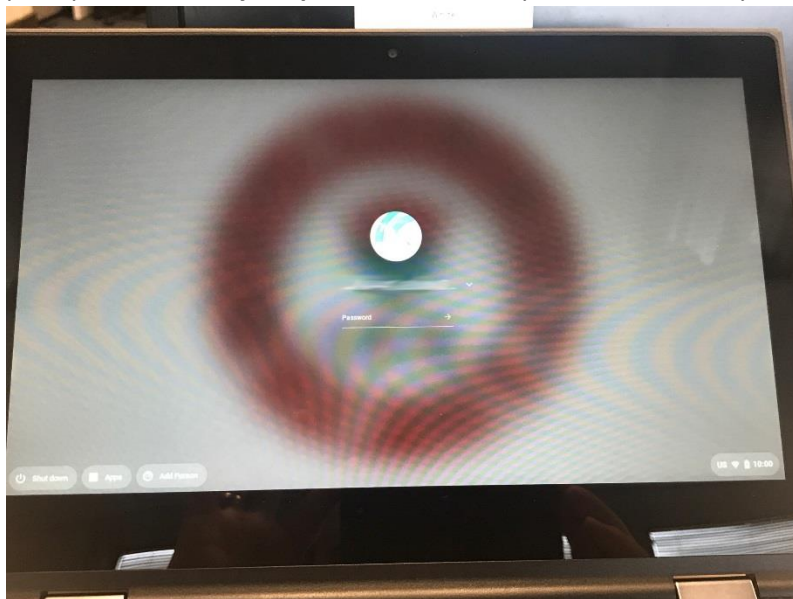

2) **Logging In**

   When you login for the very first time, you will be presented with the below screen. **Enter your six-digit StudentID** number only (**@g.montasd.org** should be already provided for you). Then click **NEXT**.

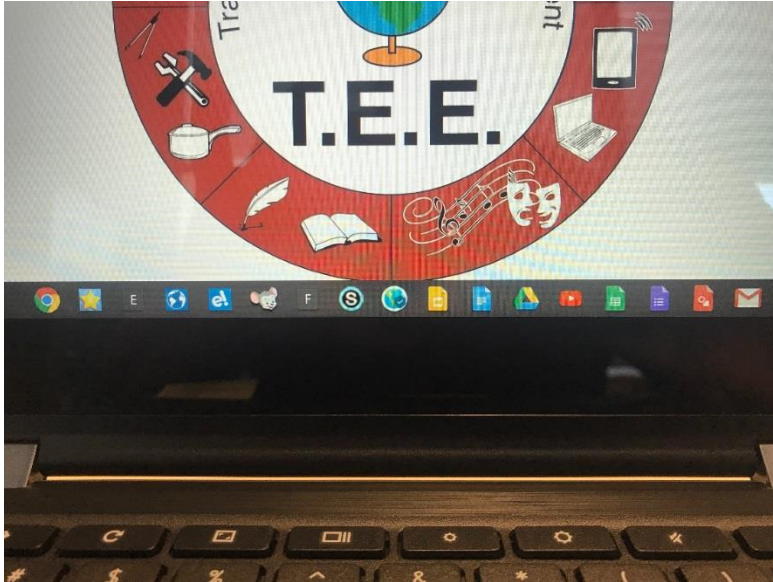**Enter your password** as provided in the next screen. Then click **NEXT**.

After your initial login, any time the Chromebook is closed, signed out, or goes to sleep, you will only be prompted to **enter your password** and the press the **Enter** key, as shown below.
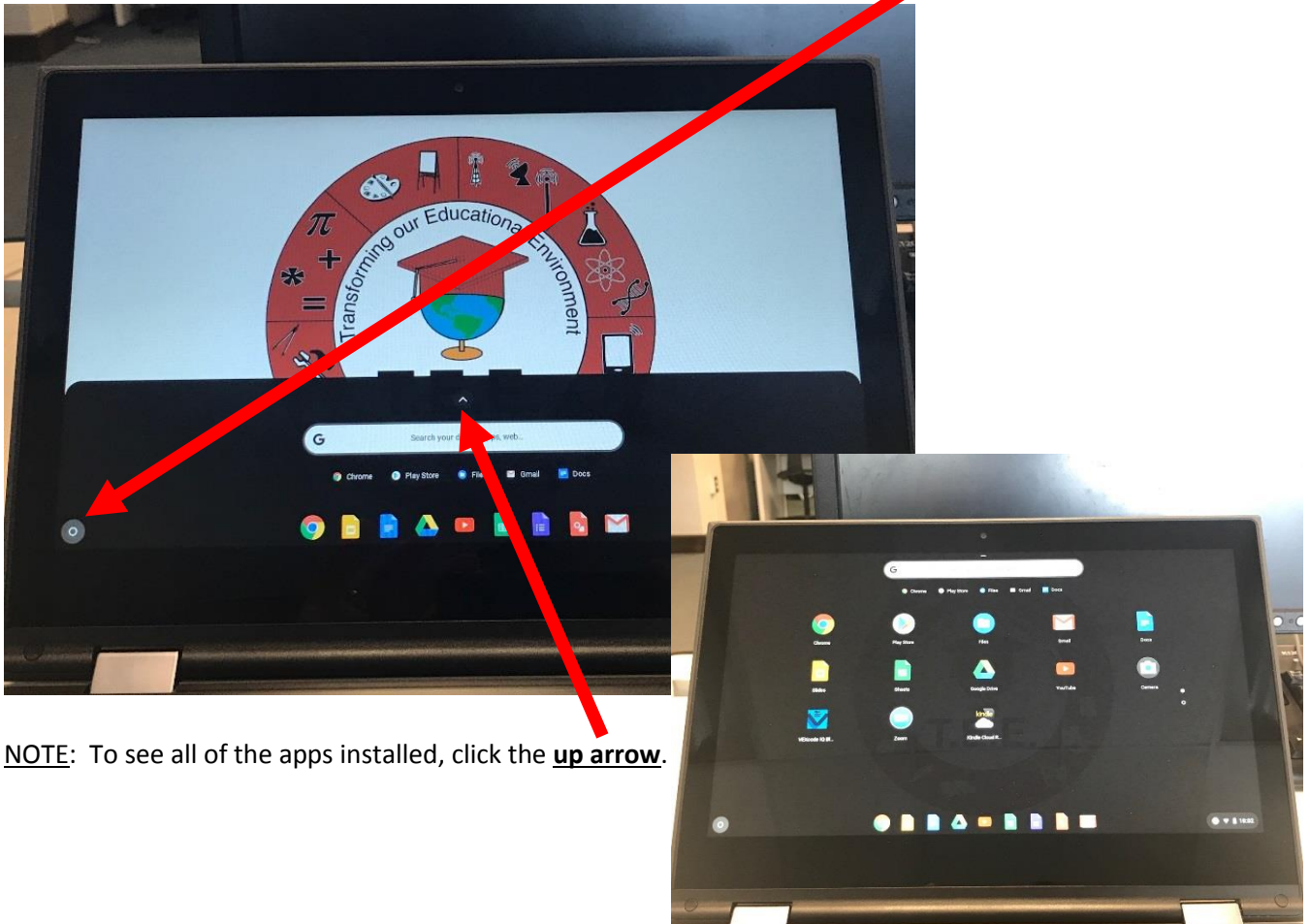
3) <u>App Shelf</u>

When you login, you will presented with the desktop (home screen). Across the bottom, you will see the App Shelf, which is where we have pinned specific apps you will frequently use. Upon first login, the App Shelf may take a few moments to fully load all of the icons. Hovering the cursor (arrow) above each icon will display the name of each app.
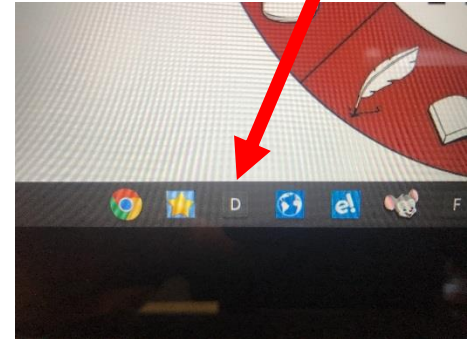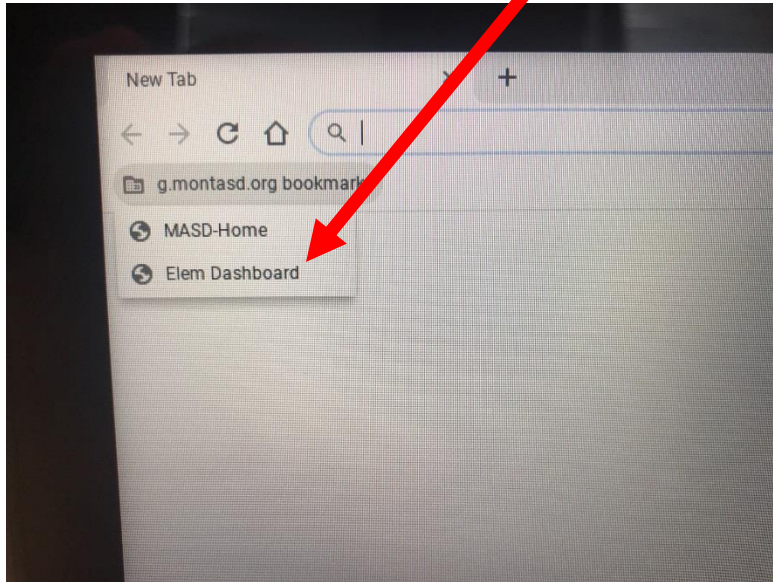

4) <u>Apps</u>

Additional apps not pinned to the App Shelf can be accessed by clicking on the **<u>Launcher</u>** button at the bottom left.

<u>NOTE</u>: To see all of the apps installed, click the **<u>up arrow</u>**.
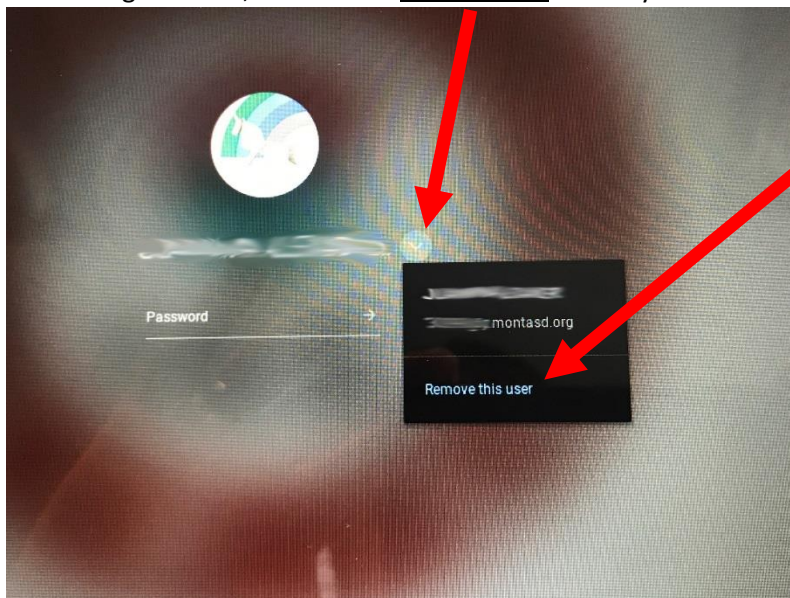
5) Elementary Dashboard

When you open the Chrome browser, you will be able to access the Elementary Dashboard site of common online resources by clicking on the **Elementary Dashboard bookmark** under the bookmark tab or the **D** shortcut on the App Shelf as shown below.

6) Resetting your Device

If your Chromebook seems to be having any functional issues, the first thing to try is removing your profile from the Chromebook. To do so, either sign out of your Chromebook or close the lid for a few seconds. When you see the login screen, click on the **down arrow** beside your name and click **Remove this User** as shown below.

Login again as shown in item 2.

7) Cleaning and Care Tips

- Insert cords carefully into your device. Align the charger cord properly when connecting or removing it. If the device does not begin to charger, carefully remove and reinsert the cable.
- If possible, do not use the Chromebook while plugged into the charger to prevent possibly bending or breaking the charger plug inside the Chromebook.
- Wrap the charger cable carefully when not used.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Montgomery Area School District.
- To prevent damage, your device should not be near food and drink.
- Keep your device out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- When storing your device, do not place heavy items on top of or against it.
- Keep your device off the floor where it could be stepped on or tripped over.
- Do not bump or drop the device against hard surfaces.
- Excessive pressure on the device screen may cause damage. Avoid leaning on top of the device or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- Avoid touching the screen with anything other than your finger or a proper stylus.
- As recommended by the manufacturer, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, or abrasives to clean the device.