Asus C302C Chromebook



Tutorial

Pemberton Twp. School District

Technology Dept.

148 Arney’s Mount Road

Pemberton,NJ 08068

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# Welcome

Welcome to PTHS. You’ve just been issued a Asus Chromebook by the Pemberton Twp. School District & Pemberton Twp. Technology Dept. This tutorial will help you on how to use the Chromebook. The equipment that you’ve been issued are as follows:

* Asus Chromebook
* Charger
* Belkin Laptop Sleeve

If you have any questions, please stop by the Tech Office at PTHS in Rm 201.



# What Are Chromebooks?



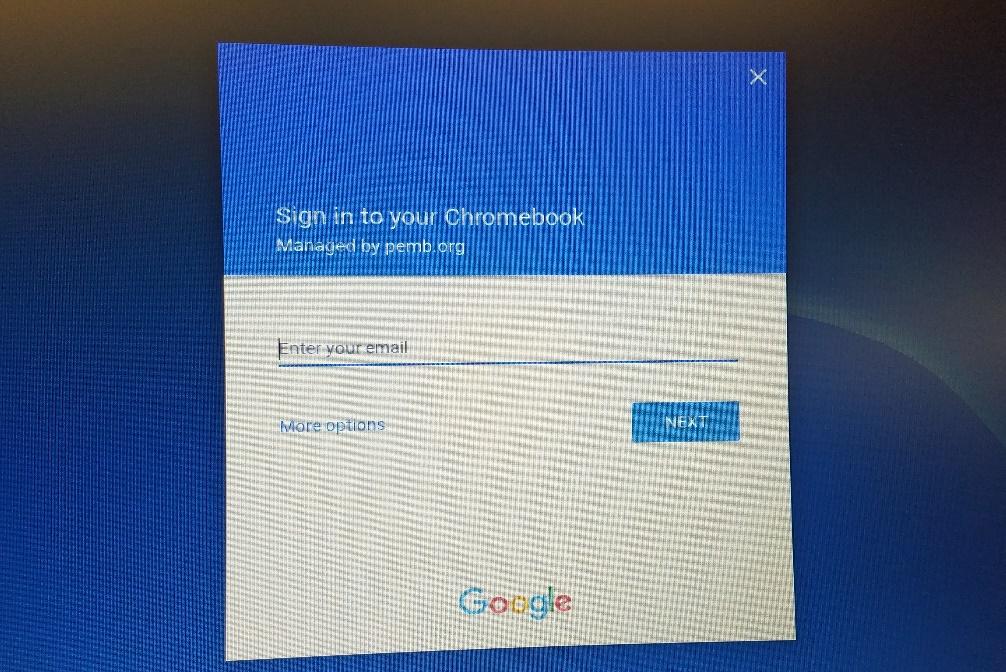
# Signing In To Your Chromebook

Every student in PTSD has a Google Account which was created by the PTSD Technology Dept. Each student will log into their Chromebook with their student Google Account. When the Chromebook is turned on in school, it automatically connects to the PTHS Wi-Fi Network. The instructions for logging into the Chromebook are as follows:

1. In the Username window, enter **username@pemb.org**. Example, if your name is Pemberton Hornet, you will enter **phornet@pemb.org**
2. In the Password window, enter your password. The password is the same

password you use to log into any computer in PTSD.

**The Sign-In Window looks the image below**



If you forgot your password to log into your Google Account, contact the PTHS Technology Dept. to get your password reset. Once the your password is reset, you’ll be prompted to change their password. The password will be reset to **Pemberton** with a **capital P**. The new password that you create **must be at least** **8 characters** long & the new password **can’t** be a password that was previously used. You’ll be prompted to change the password to something that you’ll remember. Once your password has been changed, keep your password in a safe place & **DON’T** share your password with anyone.

## **Connecting Your Chromebook to Wi-Fi at Home**

When the Chromebook is turned on in school, it automatically connects to the PTHS Wi-Fi Network but when you turn on your Chromebook at home, you must connect your Chromebook to your Home Wi-Fi Network. In order to connect the Chromebook to your Wi-Fi Network at home, the instructions are as follows:

1. Turn on your Chromebook.
2. Click on your Account Photo.
3. Click No Network.
4. To turn on Wi-Fi, click on switch.
5. Your Chromebook will automatically look for available networks and show them to you in a list.
6. Click on your Wi-Fi Network & enter the password to access Wi-Fi- Network
7. Click Connect

**\*This process only has to be done once. Once the Chromebook connects to the Wi-Fi Network at home, it’ll connect automatically every time you turn the Chromebook.**

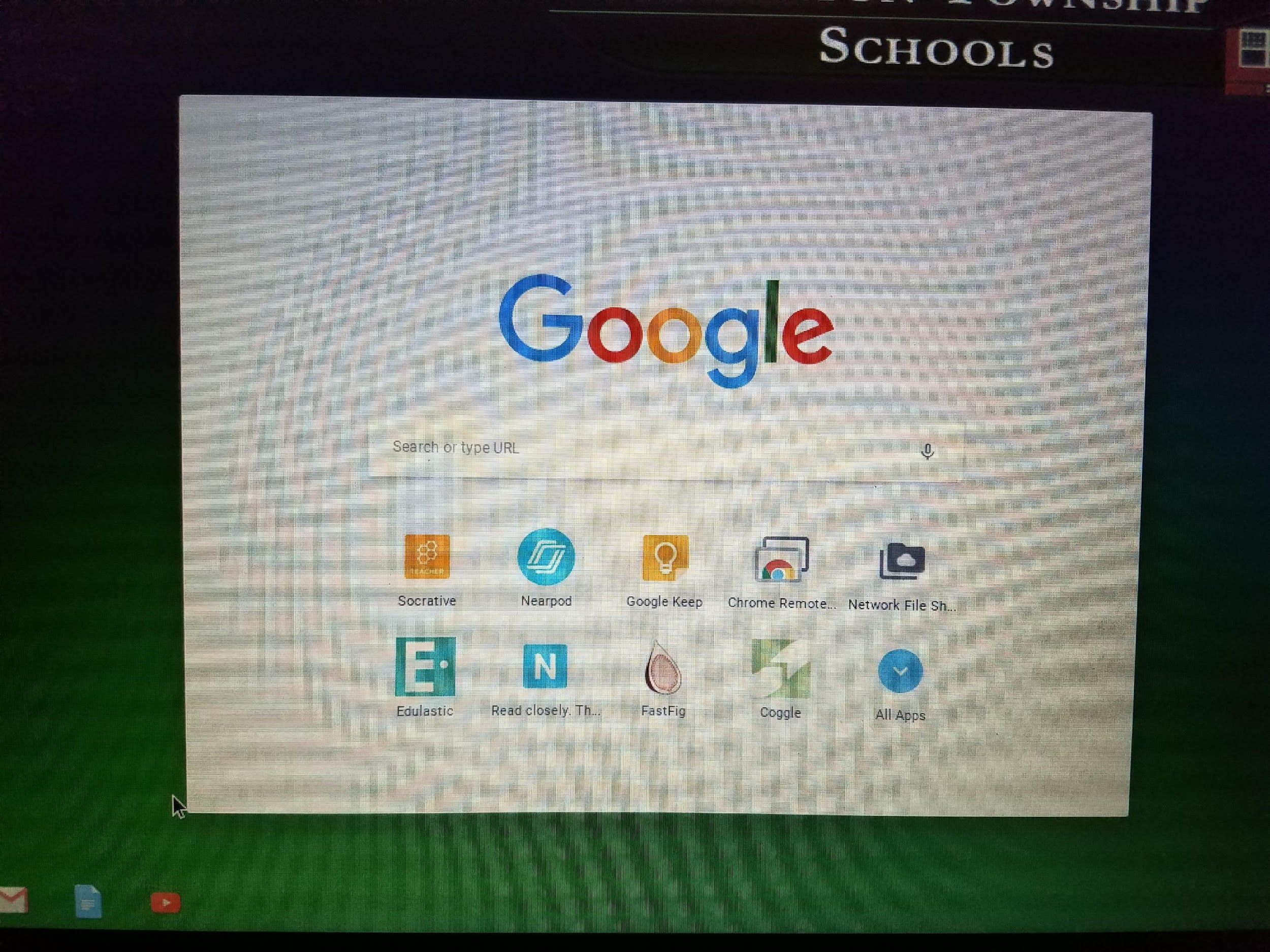
# Accessing Apps & Extensions

The Pemberton Twp. School District installed Apps & Extensions for Chrome on the Chromebook. In order to access the apps & extensions, follow the steps below:

1. Log into the Chromebook with your username & password.
2. Once you’ve logged into the Chromebook, click on the Launcher icon that looks like a Black circle with a small white circle inside it. It’s located in the lower left hand corner. The icon looks like the image below:



1. Once you click on the icon, the window (image below) will appear.



1. Click on the icon “**ALL APPS**” & you will see all of the apps & extensions installed on your Chromebook.
2. When you open up Chrome on your Chromebook there will be a folder of important links located on your bookmark bar (School Links). This folder will contain links pushed down from the tech department as needed (Outlook Web Access) etc.

# Connecting Your Printer to Your Chromebook at Home

At home, you have the ability to connect your Chromebook to your printer. There are two ways to connect your Chromebook to your printer. The two methods of installing a printer to the Chromebook is Classic Printing & Google Cloud Printing. If you’re going to use Google Cloud Printing, your printer has Google Cloud compatible. If you don’t know if your printer is Google Cloud compatible, visit <https://www.google.com/cloudprint/learn/> & click on the link Cloud-Ready Printers & you can see if your printer is Google Cloud compatible. Follow the steps listed below & if you have any issues connecting the printer to the Chromebook, feel free to watch the videos, which will walk you through on connecting your printer to the Chromebook.

1. Click your account photo.
2. Click Settings ettings.
3. At the bottom, click **Advanced**.
4. In the "Printing" section, click **Printers**.
5. Click **Add Printer**.
6. Enter your printer information:
   * **Name**: Type any name.
   * **Address**: Type your printer’s IP address.
   * **Protocol**: For most printers, the supported connection protocol is IPP.
   * **Queue**: For most printers, the queue is IPP/Print.
7. Click **Add**.
8. In the box that appears, choose your printer manufacturer and model.
   * To find this info, look at the label on your printer.
   * If you don’t see your printer in the list, check your printer info for its "printer language" or "emulation." Then choose the "Generic" option that looks similar.
   * If you have your printer driver, click **Browse** to upload it. The file must be 250 kb or smaller.
9. Click **Add**.

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# Setting Up Classic Printing on Chromebook

[Setting Up Classic Printing](https://www.youtube.com/watch?v=53Qkw-9OHIQ)

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# Setting Up Google Cloud Printing on Chromebook



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# Managing Files on the Chromebook

When you used the computers in your respective school, you saved your files locally on the computer or your H drive. You will have the option of saving your files on the H drive by using the Network File Sharing app installed on the Chromebook. Faculty can access their H drive when they’re in school but they’re not able to access the H drive when they out of district. When using the Chromebook, you can save & manage files in two different ways. You can save your files in the Downloads folder & Google Drive. The Downloads folder is meant to be temporary storage area for saving files so we **strongly suggest** that you save your files on to your **Google Drive** because you’ll be able to access your files at school & out of district. The following steps & video tutorial will show you how to manage files on the Chromebook.

## **Find and open a file**

1. On your desktop, click the Launcher Launcher.
2. Click Files Files app.
3. On the left, choose the place where your file is saved.
4. Find your file and double-click it to open.

If you're opening a file on an external storage device, remove the device safely when you're done by clicking Eject Eject.

## **Save a file**

To save the page, image, or document you're viewing:

1. Press **Ctrl** + **S**.
2. At the bottom, type a name for your file.
3. In the left column, choose where you'd like to save your file:
   * Downloads (a temporary folder on your Chromebook's hard drive)
   * Google Drive
   * An external storage device (if you have one connected to your Chromebook)
   * Another cloud file system
4. Click **Save**.

# Managing Files on the Chromebook Video Tutorial



# Chromebook ShortcutsReference Sheet

**Tabs and Windows**

|  |  |
| --- | --- |
| **Ctrl+N** | Open a new window |
| **Ctrl+Shift+N** | Open a new window in incognito mode |
| **Ctrl+T** | Open a new tab |
| **Ctrl+O** | Open a file in the browser |
| **Ctrl+Shift+Q** | Sign out of your Google Account on Chrome OS |
| **Ctrl+W** | Close the current tab |
| **Ctrl+Shift+W** | Close the current window |
| **Ctrl+Shift+T** | Reopen the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed. |
| **Ctrl+1** through **Ctrl+8** | Go to the tab at the specified position in the window |
| **Ctrl+9** | Go to the last tab in the window |
| **Alt+1** through **Alt+8** | Go to the window at the specified position |
| **Alt+9** | Go to the last window open |
| **Ctrl+Tab** | Go to the next tab in the window |
| **Ctrl+Shift+Tab** | Go to the previous tab in the window |
| **Alt+Tab** | Go to the next window you have open |
| **Alt+Shift+Tab** | Go to the previous window you have open |
| Click and hold the Back or Forward arrow in the browser toolbar | See your browsing history for the tab |
| **Backspace**, or press **Alt** and the left arrow | Go to previous page in your browsing history. |
| **Shift+Backspace**, or press **Alt** and the right arrow | Go to the next page in your browsing history. |
| Press **Ctrl** and click a link | Open the link in a new tab in the background |
| Press **Ctrl+Shift** and click a link | Open the link in a new tab and switch to the newly opened tab |
| Press **Shift** and click a link | Open the link in a new window |
| Drag a link to a tab | Open the link in the tab |
| Drag a link to a blank area on the tab strip | Open the link in a new tab |
| Type a URL in the address bar, then press **Alt+Enter** | Open the URL in a new tab |
| Press **Esc** while dragging a tab | Return the tab to its original position |
| **Ctrl+Shift+L** | Locks your screen |

**Page Shortcuts**

|  |  |
| --- | --- |
| Press **Alt** and up arrow | Page up |
| Press **Alt** and down arrow | Page down |
| **Space bar** | Scroll down the web page |
| Press **Ctrl+Alt** and up arrow | Home |
| Press **Ctrl+Alt** and down arrow | End |
| **Ctrl+P** | Print your current page |
| **Ctrl+S** | Save your current page |
| **Ctrl+R** | Reload your current page |
| **Ctrl+Shift+R** | Reload your current page without using cached content |
| **Ctrl** and **+** | Zoom in on the page |
| **Ctrl** and **-** | Zoom out on the page |
| **Ctrl+0** | Reset zoom level |
| **Esc** | Stop the loading of your current page |
| Press **Alt** and click a link | Open the link in a new tab in the background |
| **Ctrl+D** | Save your current webpage as a bookmark |
| **Ctrl+Shift+D** | Save all open pages in your current window as bookmarks in a new folder |
| Drag a link to bookmarks bar | Save the link as a bookmark |
| **Ctrl+F** | Open the find bar to search your current page |
| **Ctrl+G** or **Enter** | Go to the next match for your input in the find bar |
| **Ctrl+Shift+G** or **Shift+Enter** | Go to the previous match for your input in the find bar |
| **Ctrl+K** or **Ctrl+E** | Perform a search. Type a search term after the question mark in the address bar and press **Enter**. |
| **Ctrl+Enter** | Add www. and .com to your input in the address bar and open the resulting URL |
| **Ctrl**+ | Take a screenshot of your current page |
| **Ctrl**+ **Shift**+ | Take a partial screenshot |
| **Ctrl+U** | View page source |
| **Ctrl+Shift+I** | Toggle the display of the Developer Tools panel |
| **Ctrl+Shift+J** | Toggle the display of the DOM Inspector |

**Browser Settings**

|  |  |
| --- | --- |
| **Ctrl+Shift+B** | Toggle the display of the bookmarks bar. Bookmarks appear on the New Tab page if the bar is hidden. |
| **Ctrl+M** | Open the Files app |
| **Ctrl+.** | Display hidden files in the Files app |
| **Ctrl+H** | Open the History page |
| **Ctrl+J** | Open the Downloads page |
| **Shift+Esc** | Open the Task Manager |
| **Ctrl+Alt+/** | Open the list of available keyboard shortcuts |
| **Ctrl+?** | Go to the Help Center |
| **Ctrl**+ | Configure monitor display |
| **Shift+Alt+S** | Place focus on the status area in the top-right corner of the screen. Use the actions listed for Shift+Alt+T to move the focus. |
| **Shift+Alt+T** | Place focus on the browser toolbar   * Press **Tab** or the right arrow to focus on the next item in the toolbar * Press **Shift+Tab** or the left arrow to focus on the previous item in the toolbar * Press **Ctrl+Alt** and the up arrow to focus on the first item in the toolbar * Press **Ctrl+Alt** and the down arrow to focus on the last item in the toolbar * Press **Space** or **Enter** to activate buttons, including page actions and browser actions * Press **Shift** +  to open the context menu for the button (if available). * Press **Esc** to return focus to the page |
| **Ctrl** +  or **Ctrl** + | Switches focus to the next keyboard-accessible pane. Panes include:   * Status bar containing the time, network icon, and battery icon in the upper-right corner of the screen * Address bar * Bookmarks bar (if visible) * The main web content (including any infobars) * Downloads bar (if visible) |
| **Alt+Shift+B** | Place focus on the bookmarks bar. Use the actions listed for Shift+Alt+T to move the focus. |
| **Alt+E** or **Alt+F** | Open the wrench menu on the browser toolbar |
| **Ctrl+Alt+Z** | Enable or disable accessibility features if you're not signed in with a Google |
|  | Account. If you're signed in, you can configure the accessibility feature on the Settings page. |

**Text Editing**

|  |  |
| --- | --- |
| **Ctrl+A** | Select everything on the page |
| **Ctrl+L** or **Alt+D** | Select the content in the address bar |
| Press **Ctrl+Shift** and right arrow | Select next word or letter |
| Press **Ctrl+Shift** and left arrow | Select previous word or letter |
| Press **Ctrl** and right arrow | Move to the end of the next word |
| Press **Ctrl** and left arrow | Move to the start of the previous word |
| Press **Alt** and up arrow | Page up |
| Press **Alt** and down arrow | Page down |
| Press **Ctrl+Alt** and up arrow | Home |
| Press **Ctrl+Alt** and down arrow | End |
| **Ctrl+C** | Copy selected content to the clipboard |
| **Ctrl+V** | Paste content from the clipboard |
| **Ctrl+Shift+V** | Paste content from the clipboard as plain text |
| **Ctrl+X** | Cut |
| **Ctrl+Backspace** | Delete the previous word |
| **Alt+Backspace** | Delete the next letter (forward delete) |
| **Ctrl+Z** | Undo your last action |

# Issues You May Experience with the Chromebook





# Care of the Chromebook

Faculty are responsible for general care of the Chromebook. If your experiencing problems with your Chromebook, bring it to the PTHS Tech Department in room 201. Faculty **should not** attempt to repair the Chromebook. General care of the Chromebook is as follows:

* **Do not place food and/or liquids near the Chromebook**
* **Do not stack any objects on top of the Chromebook**
* **Never attempt to repair or reconfigure the Chromebook or any**
* **peripherals**
* **Do not write, draw, stick, or adhere anything to the Chromebook**
* **Do not decorate the Chromebook using markers, personalized stickers,**

**etc.**

* **Keep the Chromebook away from electromagnetic fields that can**

**erase or corrupt your data, such as stereo speakers**

* **Do not expose the Chromebook to direct sunlight, extreme**

**temperatures, or ultraviolet light for extended periods of time**

* **Do not leave the Chromebook in any vehicle**
* **Do not obstruct the Chromebook’s vents, and do not place the**

**Chromebook on surfaces such as paper or carpet while it is turned on**

**or charging**

* **When walking from class to class, the Chromebook must be properly**

**closed and stored in the provided case.**

* **Do not charge the Chromebook while it is in the provided case**
* **Log out of your Google account after accessing it from another device.**
* **You should not loan out your Chromebook or peripheral items to**

**anyone for any reason.**

* **Don’t hack or reset your Chromebook.**

# Specifics on the Chromebook

**Screen Care**

* Extreme care must be taken to protect the screen from accidental damage.
* Do not place anything on top of the Chromebook or lean on it when it

is closed

* Do not place anything in the case that may press against the cover of

the Chromebook including paperwork

* Do not poke the screen with anything. Your finger is the only means

that should be used to interact with the Chromebook

* Do not place anything on the keyboard before closing the lid (i.e. pens,

pencils, paper clips, stapled papers, etc.)

* Do not use any cleaning solution to clean the screen. Common

cleaners such as Windex and 409 will damage the LCD screen.

**Camera**

The Chromebook comes with a built-in camera. The Chromebook camera should only be used for educational purposes as instructed by your teacher. The Chromebook camera should not be used to take photos, post them online, or manipulate them for non-educational purposes or to embarrass others.

**Lock & Unlock your Screen**

If you step away from your Chromebook, we recommend locking your screen for extra security. **Press & Hold** the Search Key which looks like a magnifier glass. While holding the Search Key, **Press** the letter **L** & your Chromebook will be locked. In order to log back into the Chromebook, just enter your PTSD Google password & you’ll be able to resume your work on the Chromebook.

# FAQ’S

**What happens if a device is broken or lost?**

If your Chromebook is lost or broken, you need to report it to **PTHS Tech Department**. If you find your Chromebook, notify the Technology Dept. If your device is stolen, it **must** be reported to the police **ASAP**.

**What if the Chromebook needs service?**

Bring your Chromebook to Tech Services in room 201 so the Chromebook can be repaired. You will be given another Chromebook to replace the broken device.

**What if the device is stolen?**

If your device is stolen, you **must** file a police report. you must report the incident to your Supervisor, & Tech Dept. If you find your Chromebook, **notify the Technology Dept., Supervisor, & Security ASAP**.

**Is the device equipped with a camera?**

The Chromebooks are equipped with a camera and may be used as an educational tool only.  The district cannot remotely activate the camera and the camera will not be used to violate your privacy.

**Technology Integration With Chromebooks**

**The link below will show you how to integrate the Chromebooks in the classroom & additional helpful links to help use the Chromebook**

[**Technology Integration with Chromebooks**](https://drive.google.com/file/d/1FHG53sSzwP8E15B7T8eu9Ch9z-DGgjhR/view?ts=5abb7f93)

[**Additional Chromebook Help**](http://www.techcoachz.com/google.html)