

Using your Chromebook

Charging and protecting your chrome book from damage:

When charging the Chromebook be sure the charger is always supported and won't get yanked on. Any significant pressure or jerking could damage the parts of the charging port.



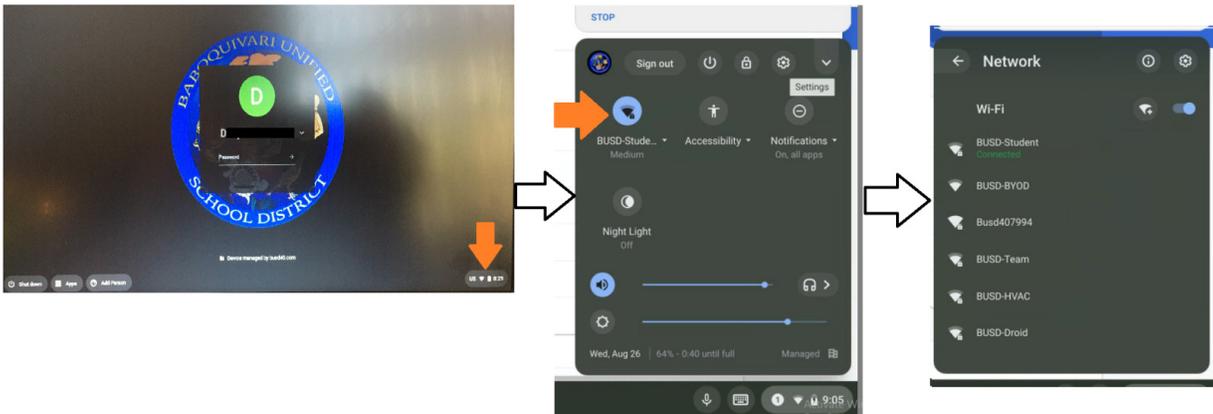
Broken



Normal

Connecting it to Wireless

Before logging in or after logging in, click the area with the clock to display the control menu. Here you have access to the volume, brightness, power/log off, and wireless controls. Click the Wireless icon or name, to bring up a list of wireless networks available to the chromebook.



Find the desired network and click it, you will then be asked for the password. After entering the password click the connect button. Be sure to click the slider that says "Allow others to use this network" if you will be having more than one student use the chromebook.

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Email: technicalsupport@busd40.org

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Using your Galaxy Tab A

Charging and protecting your Galaxy Tab A from damage

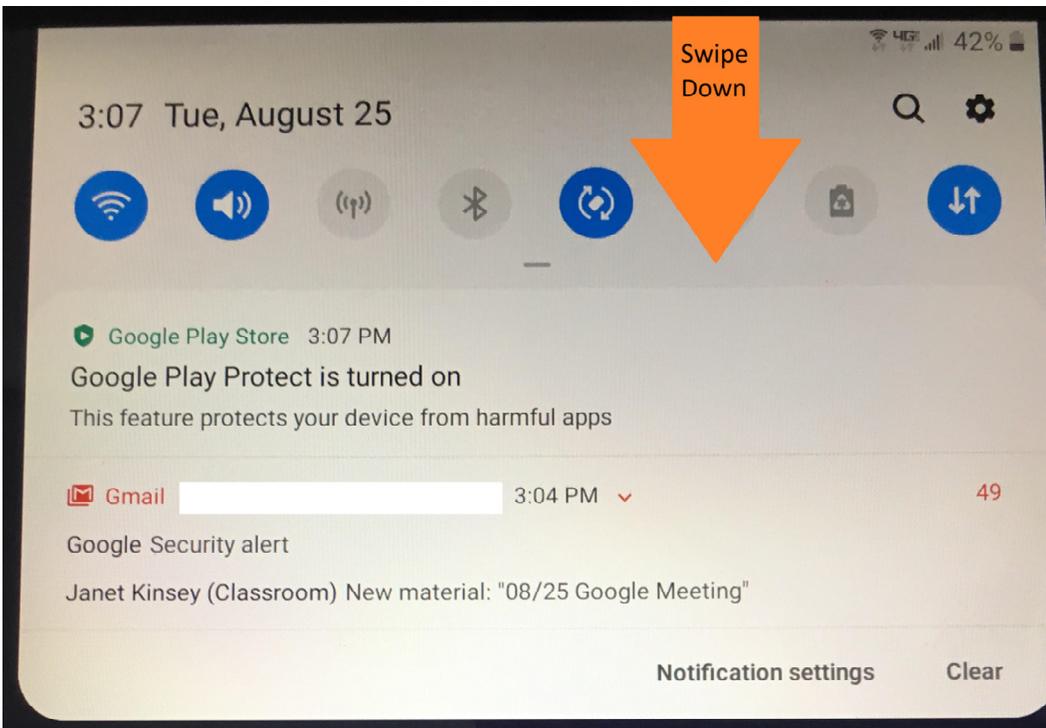
When you receive your Galaxy Tab A make sure you charge it before use as the battery maybe very low., be sure to plug it in and charge it for at least an hour.

The charging cord is a USB type C, this is compatible with other USB Type C cords/chargers. Be aware not using the factory charger can increase charging times.

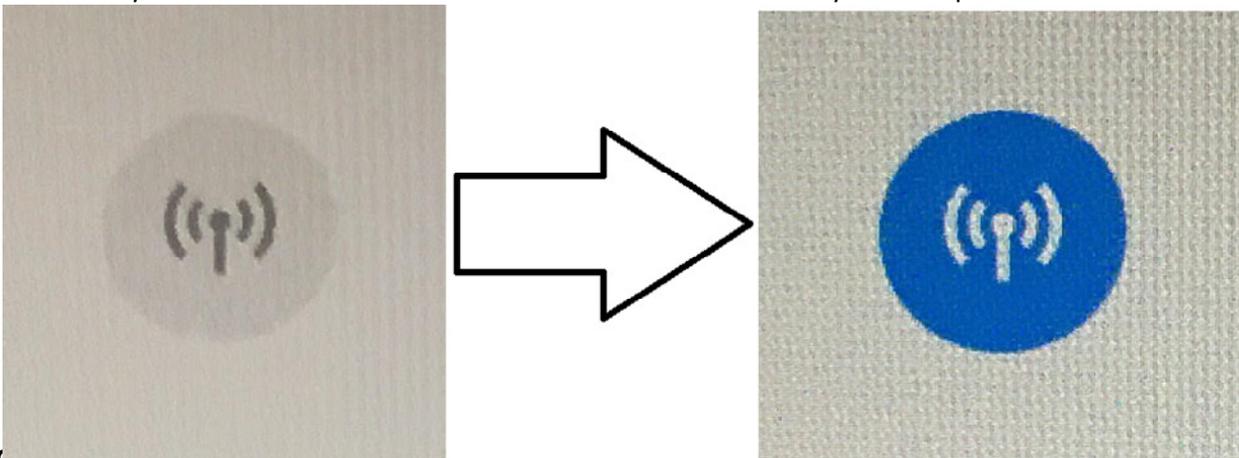


Using the Hot Spot function

Once the device is unlocked using the provided code, you will then be able to swipe down from the top to show a button bar and notifications.



From here you should be able to click on the Antenna icon to activate your Hot Spot feature.



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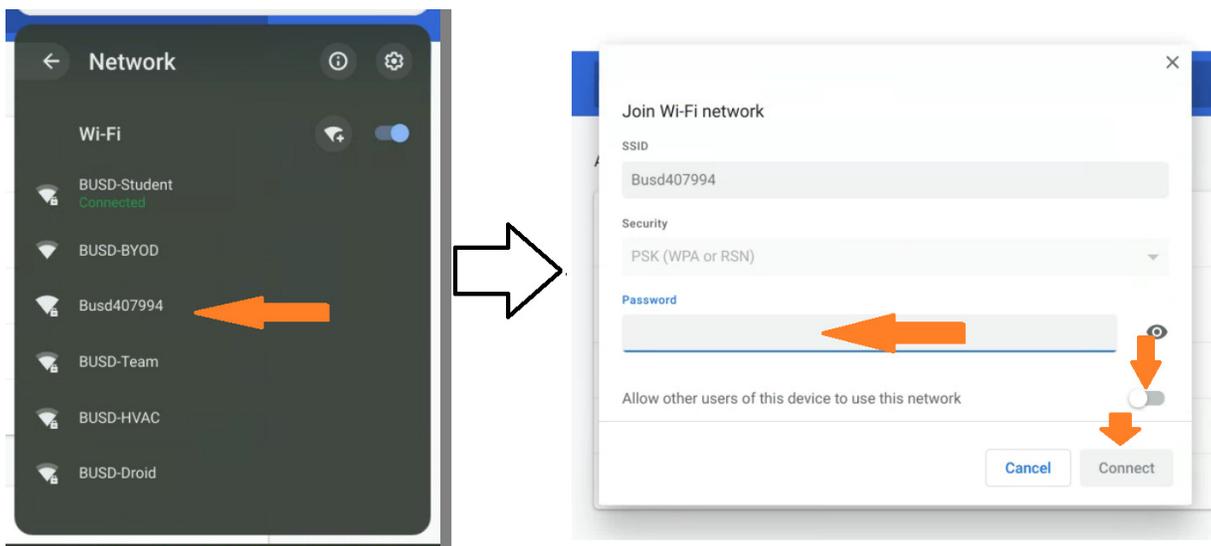
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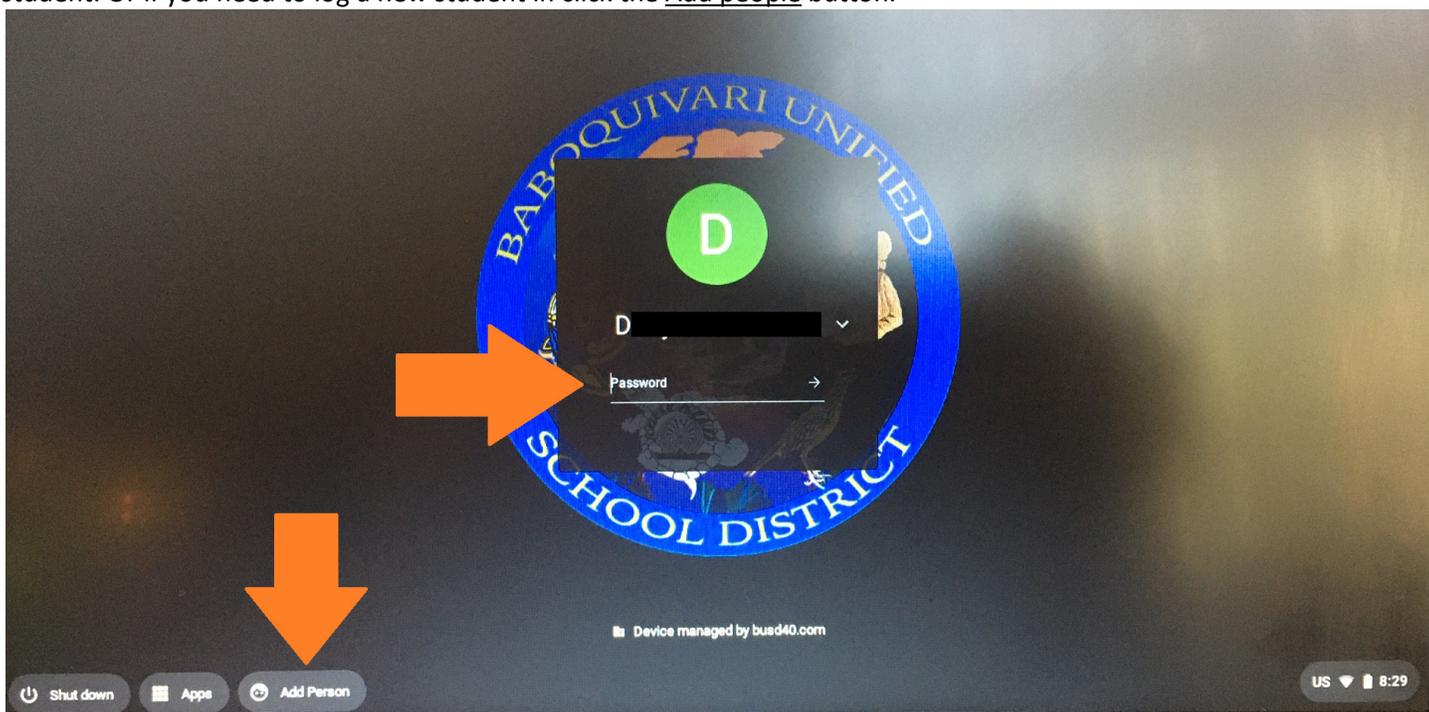
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Logging in

Once you are connected to a network you are now ready to log in. Enter the password for a previously logged in student. Or if you need to log a new student in click the Add people button.



Accessing Approved websites

When you first log in the chrome browser will automatically open up. From here you can use the BUSD40 bookmarks folder to go to Google Classroom. If you are directed to another website by your teacher, be sure to type/copy the exact web address as searching is currently blocked on BUSD devices. You can also look through the BUSD40 bookmarks folder as many of the allowed sites are in this folder.

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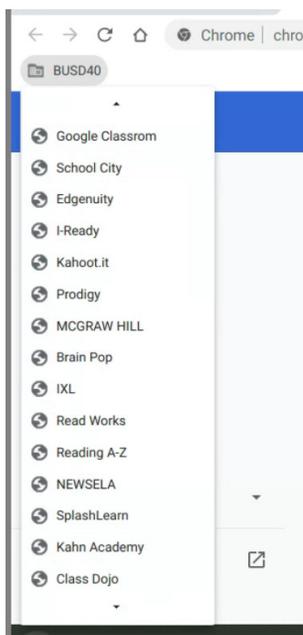
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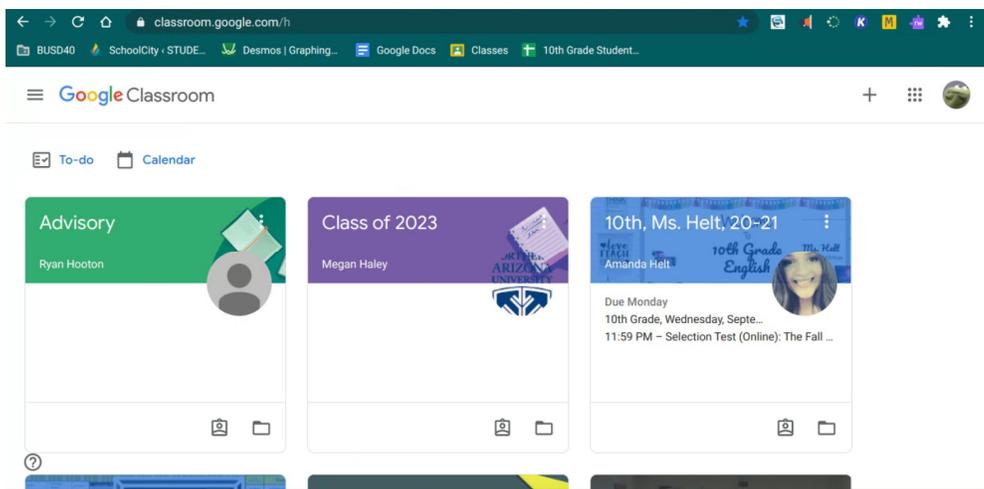
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Google Classroom

Once you get to Google classroom, you may have classes waiting for you, or you may have to add a class.



To add classes, get the class code from your teacher, by calling the site and asking for it, or by going to the BUSD40 website and going to the popup that appears when you first access it, then go to [site page](#), click on your campus, and lastly click on Instruction. You will see the class codes of each teacher for that site. Copy or write down the code and go back to Google Classroom. From here click the plus and put in the code.

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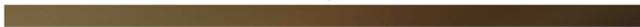
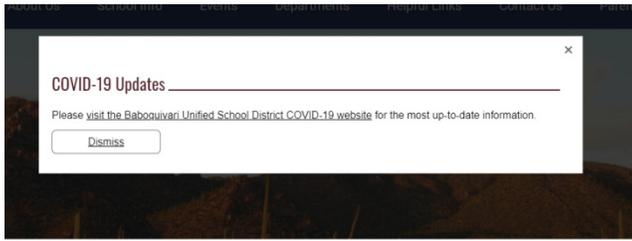
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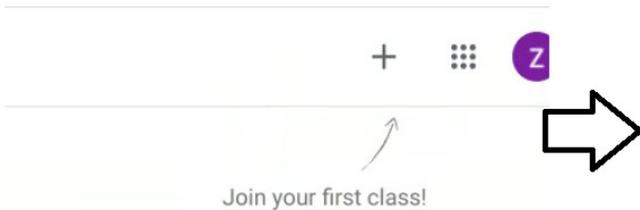
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Google Classroom Codes	
Ms. Davis & Ms. Myriah	r227xj5
Mrs. Helt & Ms. Keesha	psmpwig
Mrs. Mildebrath & Ms. Deidre	iiqmb71
Ms. Vega & Ms. Sheree	klx6wce
Specials (P.E., Library, Technology)	mh2fnvp
<u>Culture Special: Thursdays</u>	ywax7k4
Davis: 10:30-11:00	
Helt: 12:30-1:00	
Mildebrath: 1:30-2:00	
Vega: 2:30-3:00	



Class code
Ask your teacher for the class code, then enter it here.

Class code
dncufmp

To sign in with a class code

- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

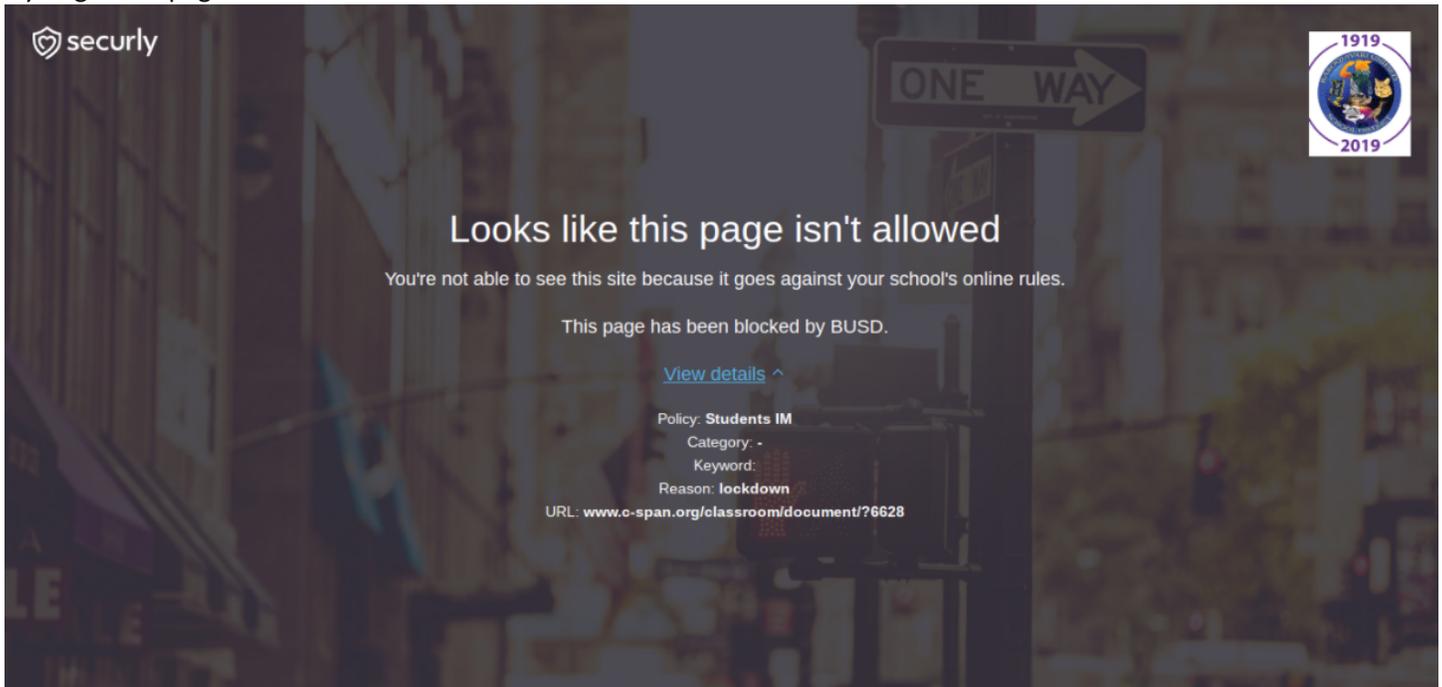
If you have trouble joining the class, go to the [Help Center article](#)

Then click JOIN in the upper right hand corner.

You will now join that class! If you have any issues reach out to the teacher to make sure you have the correct class code first. Then reach out to Technicalsupport@busd40.org or call us at (520)719-1212.

What to do if you get a blocked page

If you get this page:



The site you are trying to access is blocked, make sure you typed in the URL correctly as searching is currently disabled on BUSD devices.

If you are sure it is correct, click DETAILS and send us a screen shot (use the keys shown below) sometimes it will auto open an email others you will need to open it up and paste it into te email.

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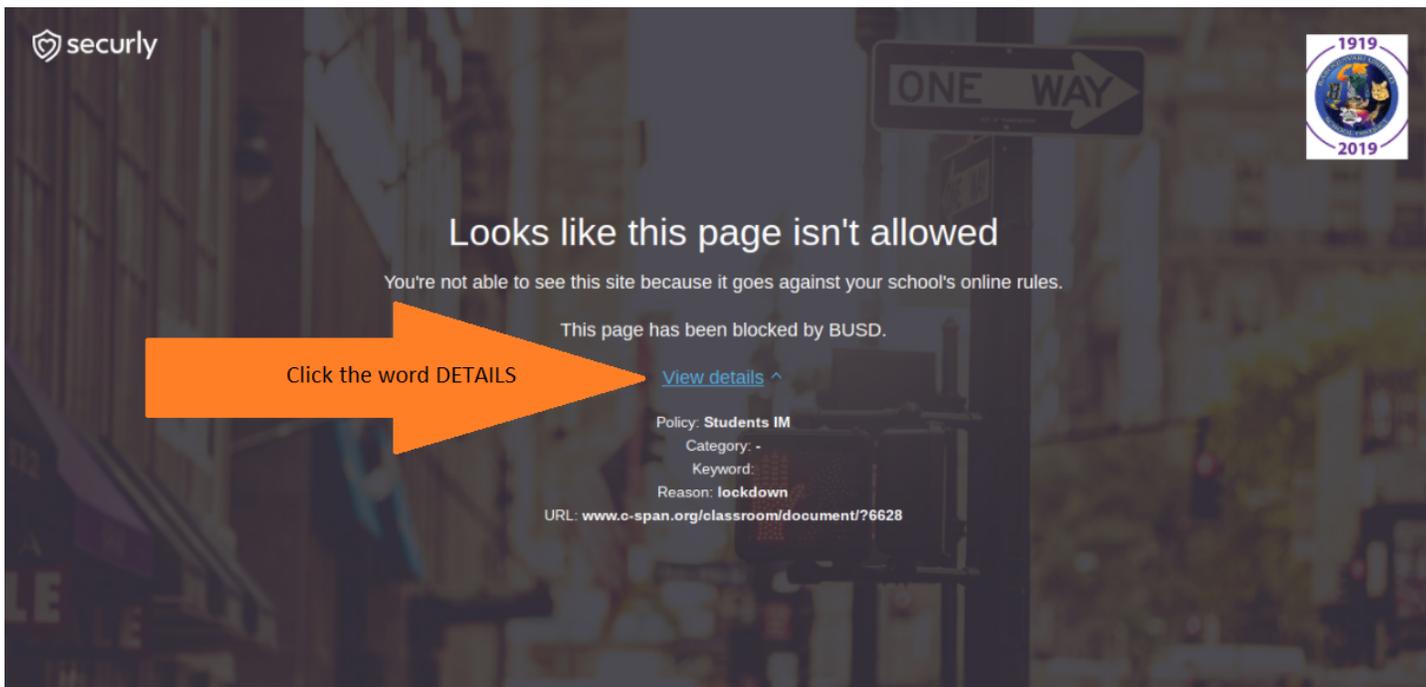
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Be sure to send us the Original Sized image or we won't be able to read it when we get it.

Screenshots

Screenshots can be taken by pressing the CTRL and the Button above the 6 key. This will create a file in the Google drive and will pop up with a window to copy to clipboard. Copy the image to clipboard and email to technicalsupport@busd40.org or the teacher.

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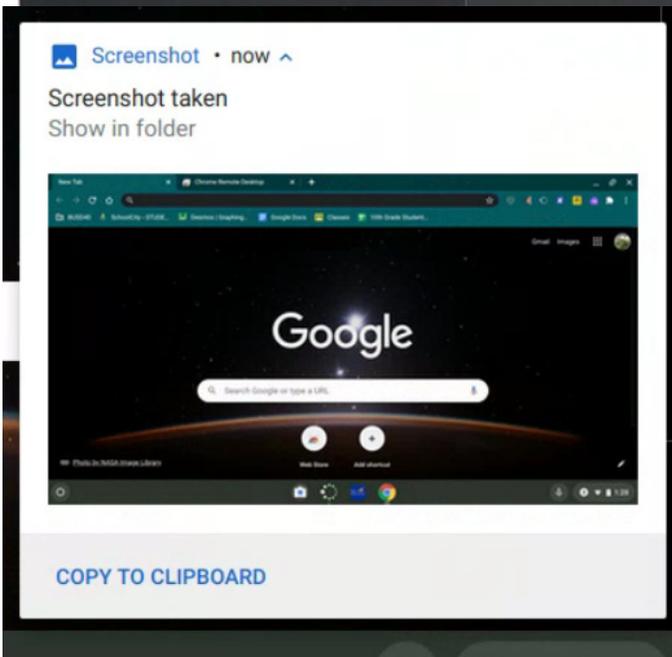
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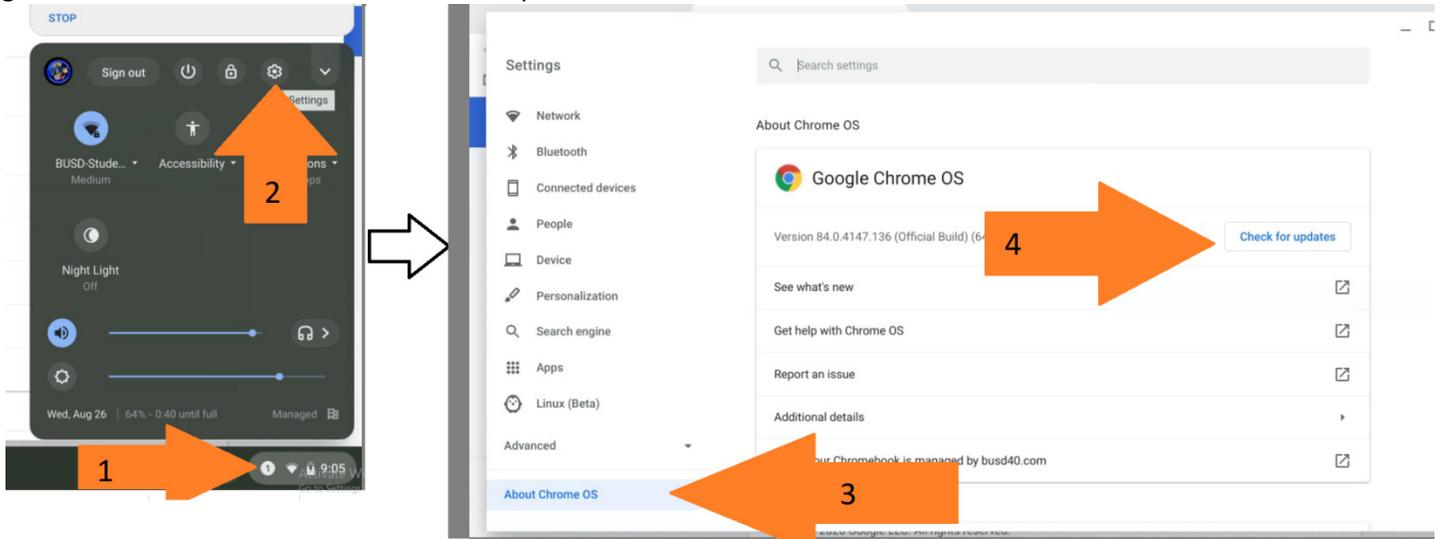
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Troubleshooting

Update your device often!

Sometimes Google will release an update to the chromebooks. That will cause issues with normal operation. To check for updates you can click the area with the clock to display the control menu, then click the gear to go to settings, then go to about chrome and click on check for updates. This can take some time to download and install.



More than two students in the house?

Make sure you have enough available bandwidth by going to SPEEDTEST.NET you will get a screen similar to below after clicking the GO button. If you have low speeds then this could cause streaming issues when in Google Meet.



I'm Glitching!

If you are stuttering on Google Meet, this could be a sign that you have low speed or need an update. Simply follow the steps listed in the update area and check to see how much available bandwidth you have.

Another issue could be that you haven't restarted the device, closing the lid doesn't shutdown or restart the devices it only pauses the operations of the chrome book. By selecting shutdown every night and rebooting can near instantly fix some glitches.

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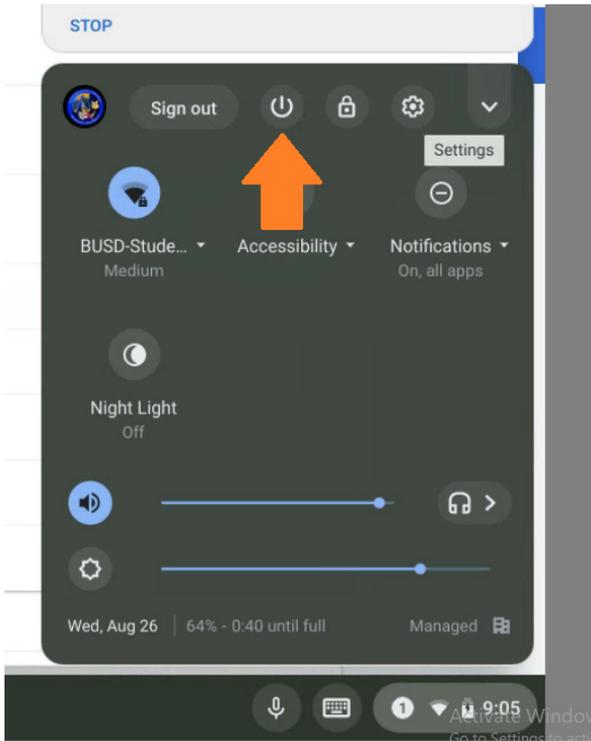
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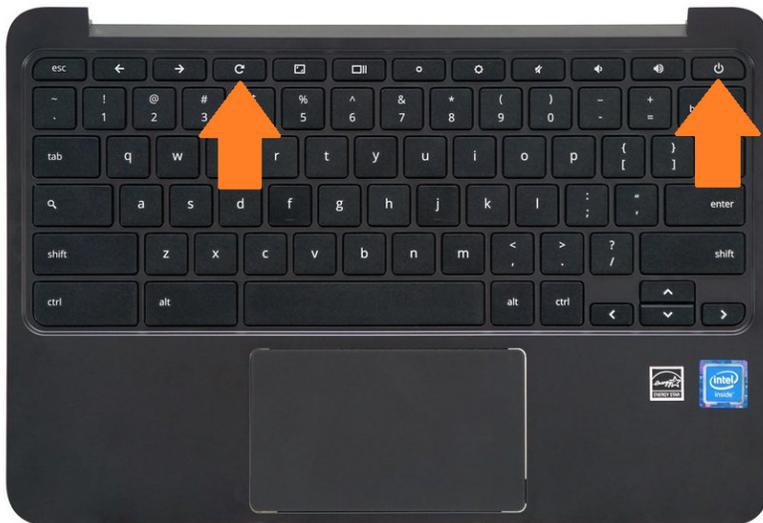
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The Last resort!

When all of the above options have been tried the last resort is to press and hold the refresh key and tap the power button. Don't release the refresh button until the chromebook shows you the chrome logo. This clears the temporary files from the device and restarts it.



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