

# empower HCS

Powering Personalized Learning



K - 2nd Grade



3rd - 12th Grade

## Chromebook Orientation for Students

# Let's Explore the Device and Accessories.

---

Please ensure your Chromebook is off.

# INTRODUCING the CHROMEBOOK

---

## D👍's

- Insert name slip in clear pocket on case.
- Tie a luggage tag that includes your name around the case's handle.
- Zip the case during transit.



**Always-On Protective Case**

# INTRODUCING the CHROMEBOOK

## D NT's

- Remove the device from the protective case.
- Remove the bar code.
- Place stickers on the case.
- Write on the case.



**Always-On Protective Case**

# INTRODUCING the CHROMEBOOK

## D👍's

- Use to fully charge device at home.
- Leave power cord at home each day.
- Attach a removable name label.



**Power Cord / Charger**

# INTRODUCING the CHROMEBOOK

## D NT's

- Bring power cord to school each day.
- Permanently label the power cord with your name.



**Power Cord / Charger**

# INTRODUCING the CHROMEBOOK

## D👍's

- Bring to school fully charged.
- Dust the keyboard for crumbs and debris
- Lock the laptop whenever you leave your machine unattended.
- Keep your password safe



**HP Chromebook 11G5EE**

# INTRODUCING the CHROMEBOOK

## D NT's

- Place stickers or labels anywhere on the device.
- Eat or drink near your machine.
- Close the laptop with any objects on the keyboard, i.e. pencil, pen, or earbuds.
- Share your device with a friend



**HP Chromebook 11G5EE**



# DEVICE FEATURES (front left view)



1. Internal microphone
2. Webcam LED
3. HP TrueVision HD Webcam
4. Touchpad
5. Headphone/microphone combo

## Front Left View

6. Media card reader
7. USB 3.0 port
8. HDMI 1.4 port
9. Power connector

***Up to 11 hours of battery life***

# DEVICE FEATURES (front right view)

## Front Right View

1. Internal microphone
2. Webcam LED
3. HP TrueVision HD Webcam
4. Power button

5. Security lock slot
6. USB 3.0 port
7. Touchpad



# SECURITY/PRIVACY

## Expectations

Protect your digital footprint

## Guidelines

- Ⓜ Do not share logins or passwords
- Ⓜ Do not bypass the school web filters and security settings
- Ⓜ Do not share or post any personally identifiable information about themselves or others
- Ⓜ Do not use or develop programs and/or content to harass others, hack, bring in viruses, or change others' files



# DEVICE CARE AND KEEPING

## Expectations

Responsible for the general care of the device and all activities conducted while using it



## Guidelines, At School

- 🔌 Bring the device fully charged to school each day
- 🔌 Keep the device in its always-on protective case at all times
- 🔌 Swipe the keyboard to remove debris before closing the lid
- 🔌 Lock the screen on the device before walking away or changing classes
- 🔌 Never leave the device on the bottom of the locker or pile things on top of it

# DEVICE CARE AND KEEPING, Cont.



## Traveling to and from School

- ⌚ Do not leave the device in a vehicle, especially on the seats.
- ⌚ Stolen devices can be located through the Google Console and may be retrieved in cooperation with law enforcement.
- ⌚ Students should never attempt to engage with someone who is threatening to steal their device.

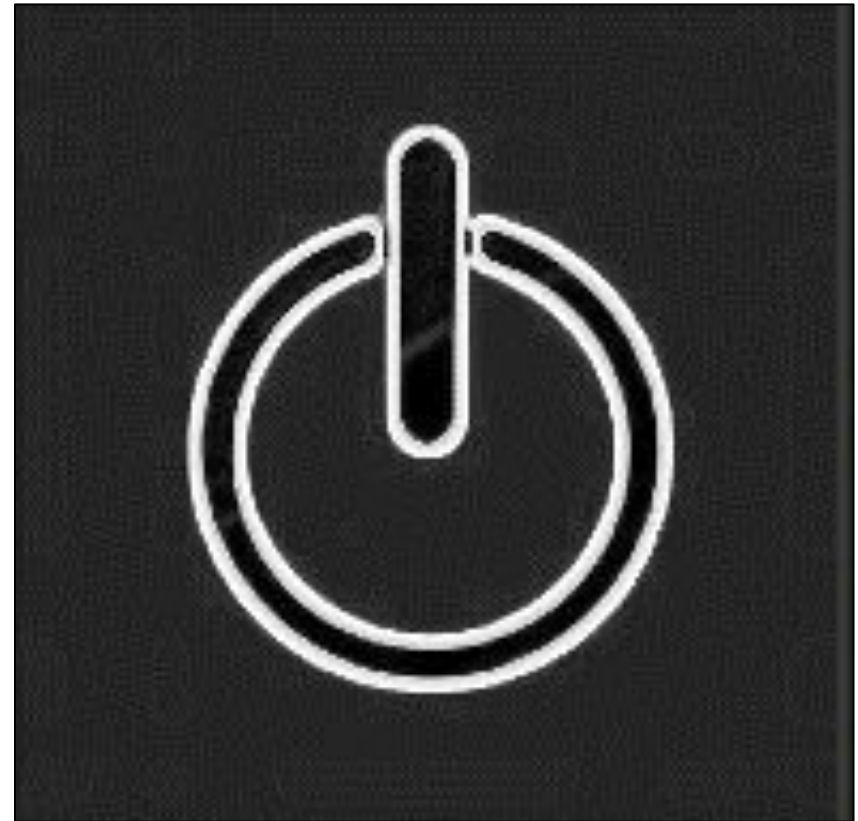
## Care of Device at Home

- ⌚ Leave power supply at home.
- ⌚ Charge the device fully each night.
- ⌚ Use the device in a common room of the home.
- ⌚ Protect the device from extreme heat or cold, food and drinks, small children, and pets.

# Chromebook: Turn On the Chromebook

---

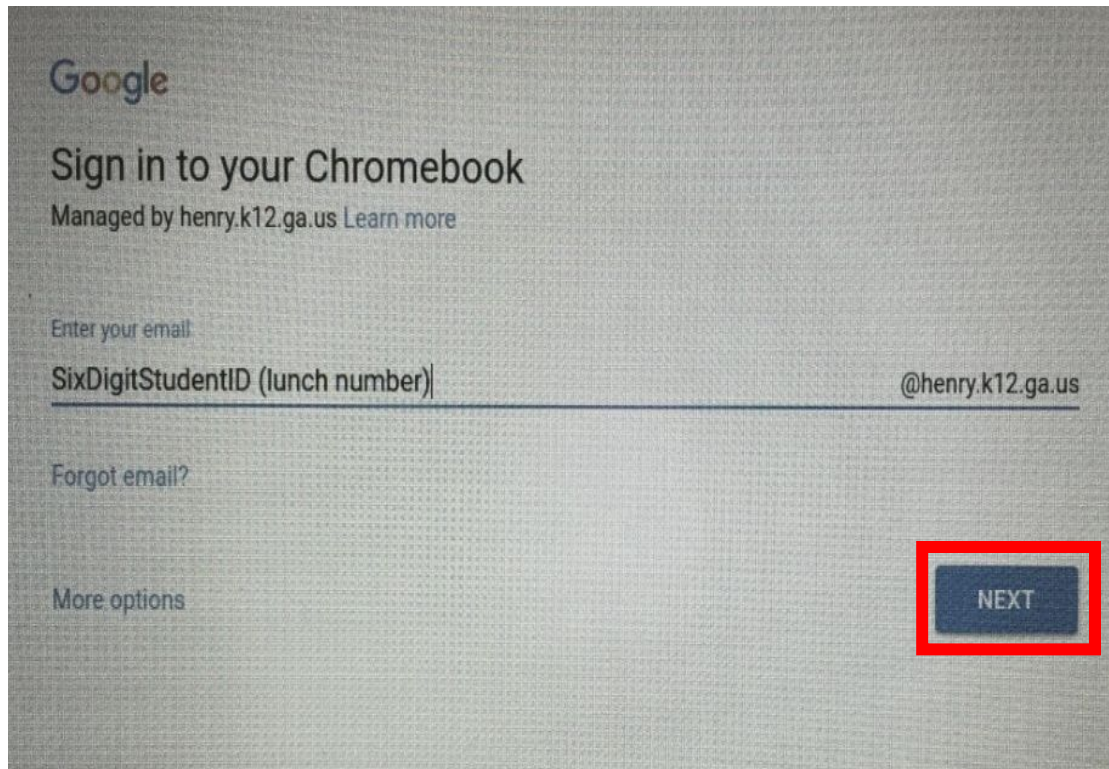
- Open the Chromebook.
- Press the Power button on the keyboard (upper right).



# Chromebook: Sign in to your Chromebook

Enter Your Email: Student ID Number

Enter Your Password: First Name Initial + Last Name Initial + Six Digit Bday + #



Google

Sign in to your Chromebook

Managed by [henry.k12.ga.us](#) [Learn more](#)

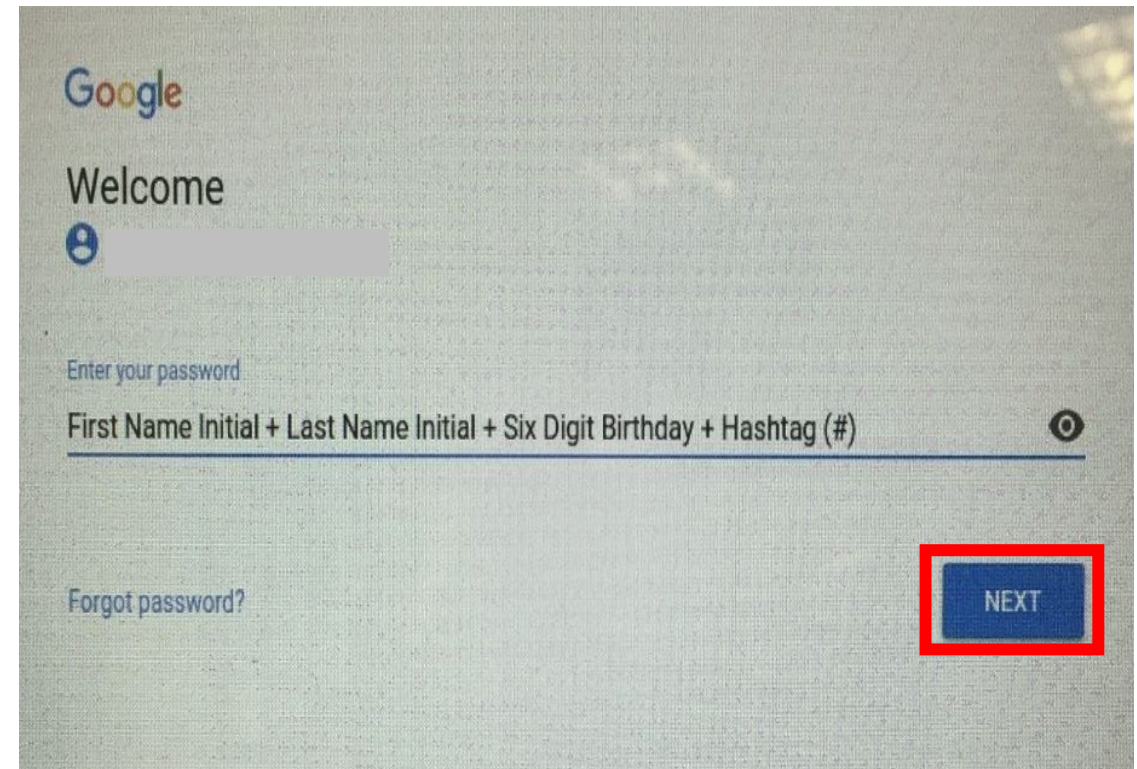
Enter your email

SixDigitStudentID (lunch number) @henry.k12.ga.us

[Forgot email?](#)


[More options](#)

NEXT



Google

Welcome

 [Redacted]

Enter your password

First Name Initial + Last Name Initial + Six Digit Birthday + Hashtag (#)

[Forgot password?](#)

NEXT

# Launchpad: Sign In

---

**Username: Student ID Number**

**Password: First Name Initial + Last Name Initial + Six Digit Bday + #**

Sign in to EmpowerHCS

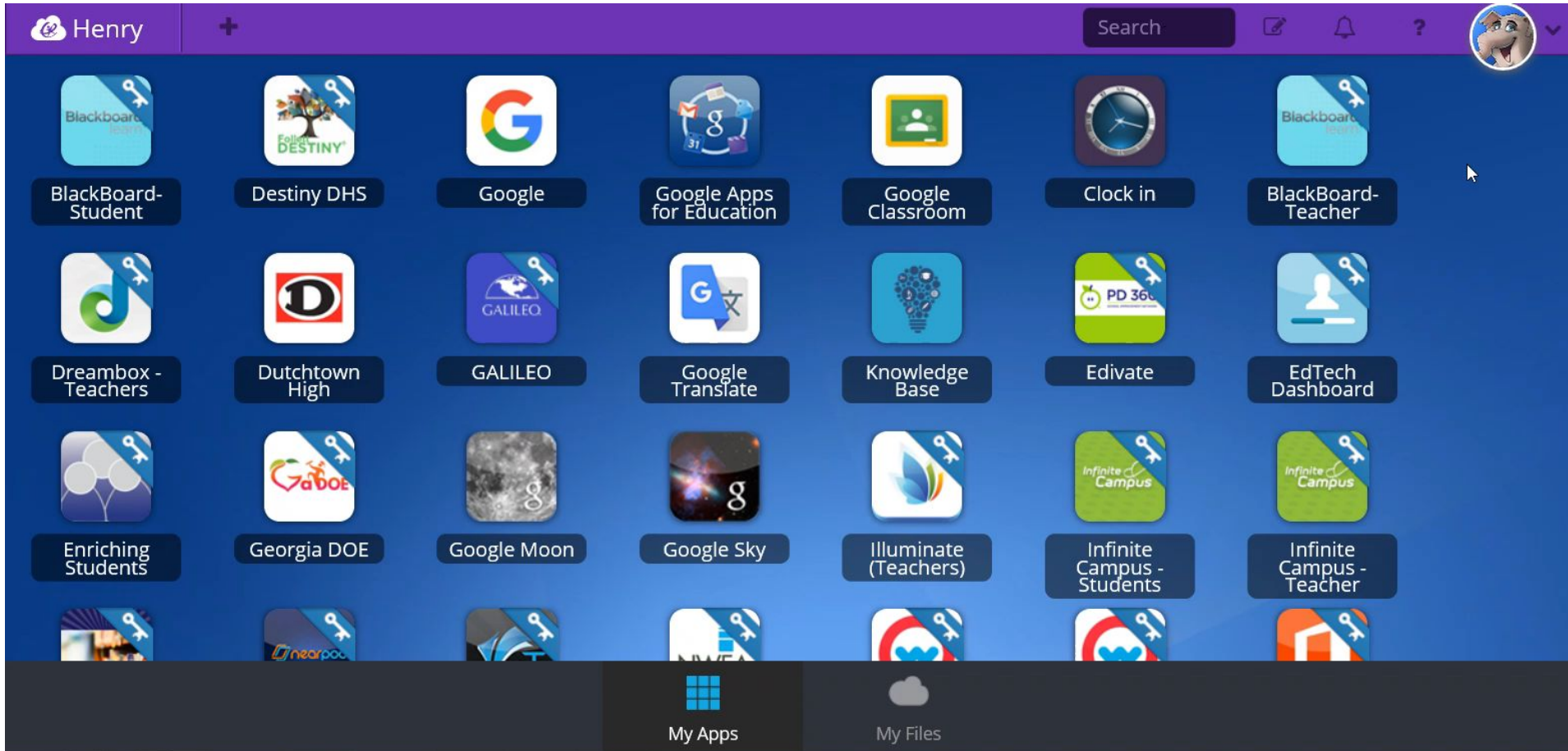
Student ID Number

.....

Sign In

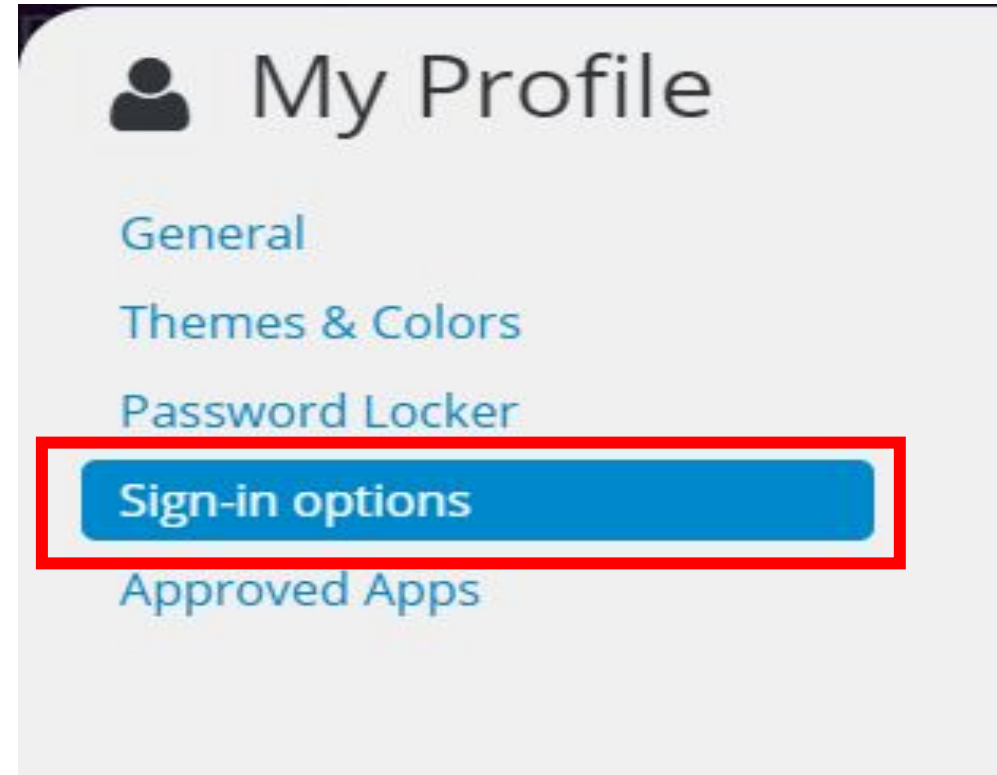
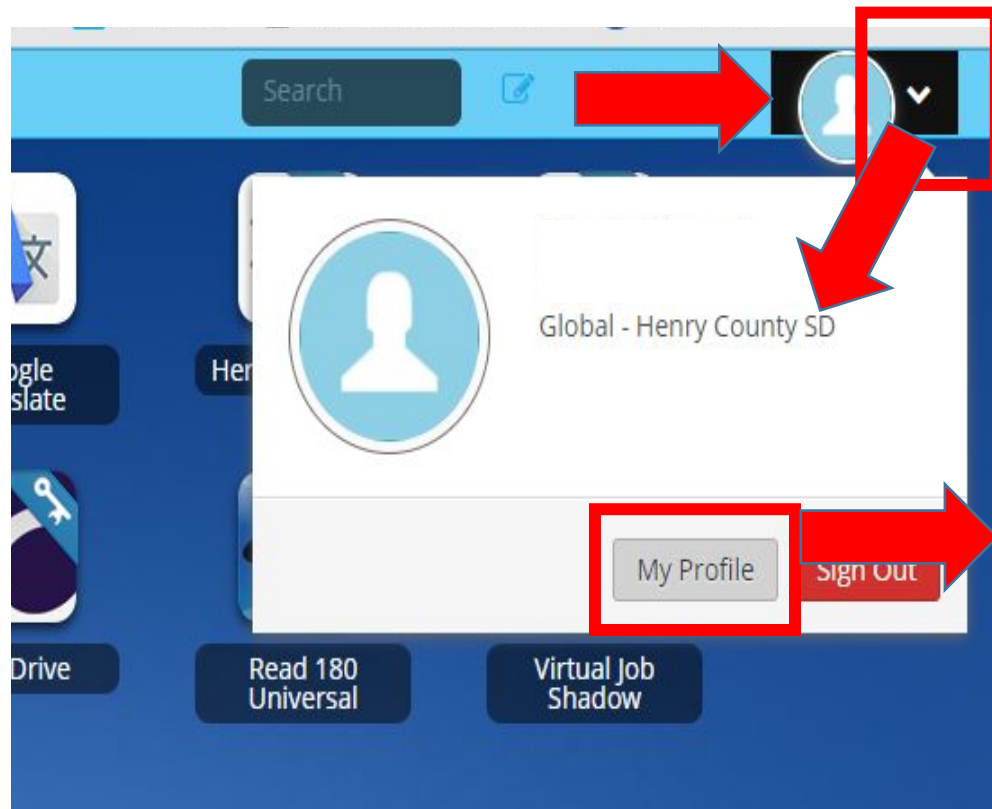


# Launchpad: Access Apps/Websites

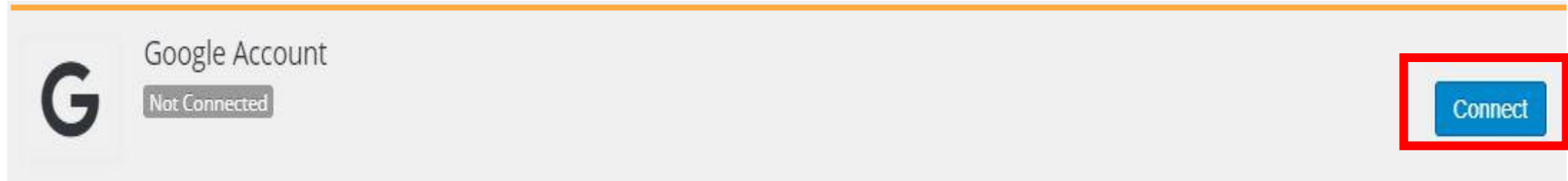


# Launchpad: My Profile → Sign-In Options

---



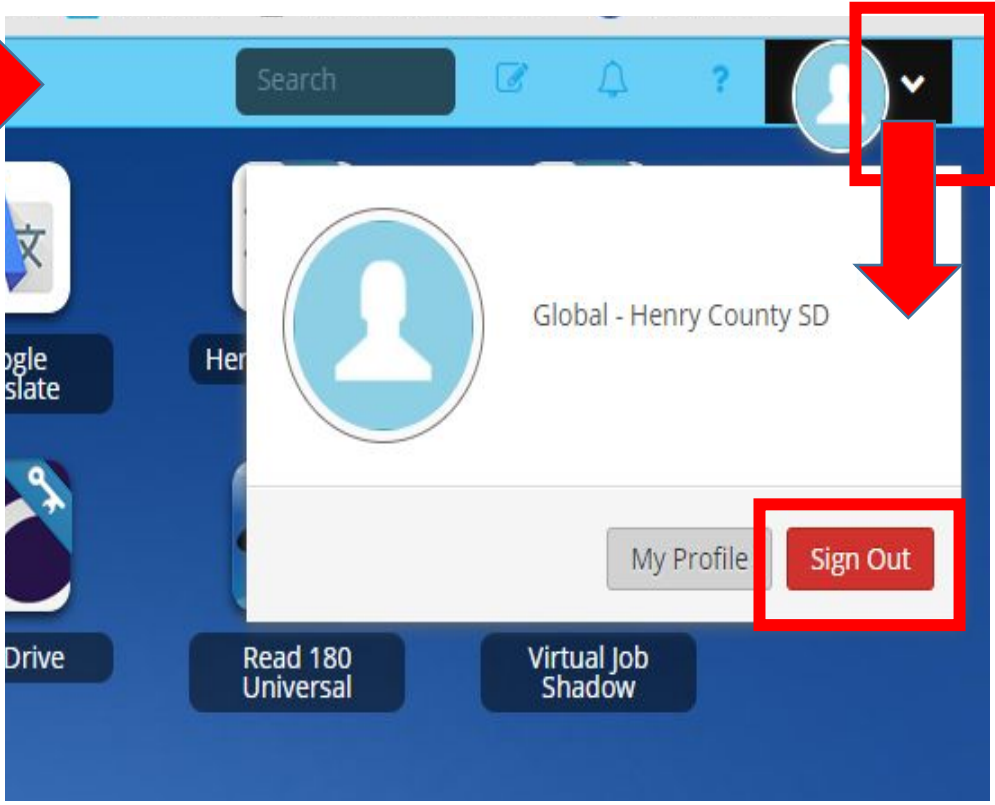
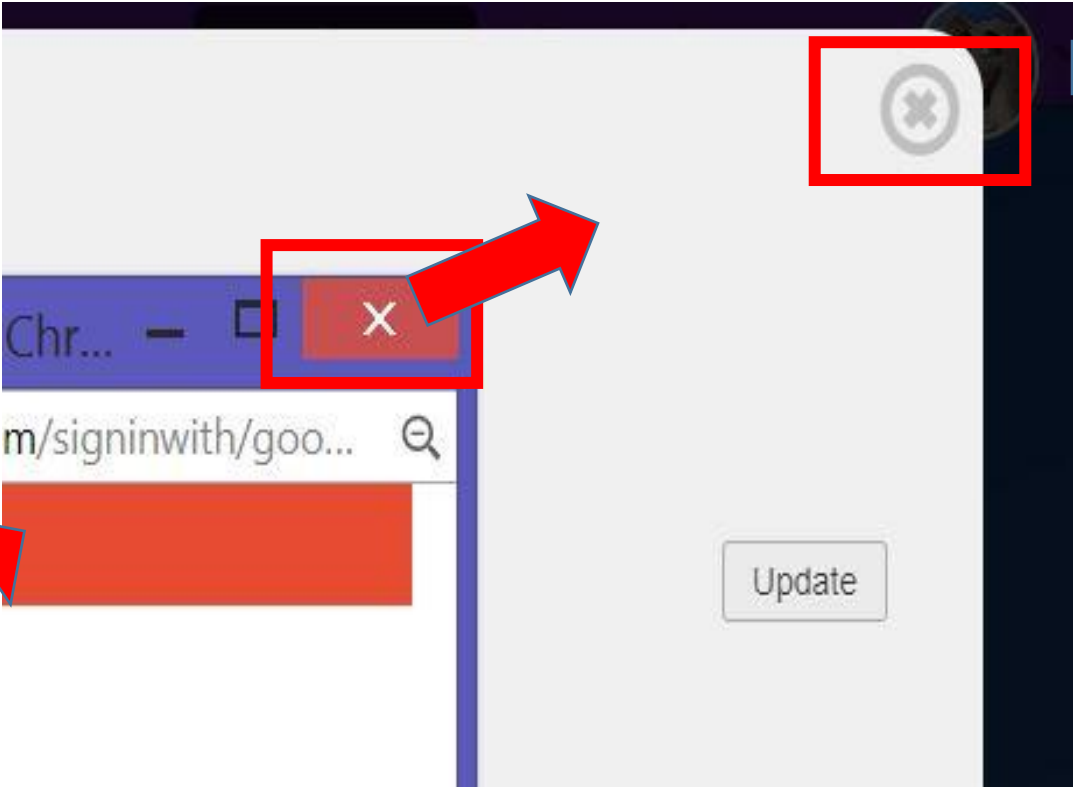
# Launchpad: Connect → Choose Your HCS Google Acct

A white dialog box with a blue border. At the top left is the Google logo. Below it, the text 'Choose an account' is displayed in a large font, followed by 'to continue to classlink.com' in a smaller font. Below this is a bulleted list of instructions.

- Select your or input your HCS Google account.
- If prompted, input network password.

A white dialog box with a blue border. The top section has a red background with a white Google logo and the text 'Connected to google'. Below this, the word 'Success' is displayed in a large font, followed by the text 'You may now login on your next visit with this button'. At the bottom, there is a red button with a white Google logo and the text 'with google'.

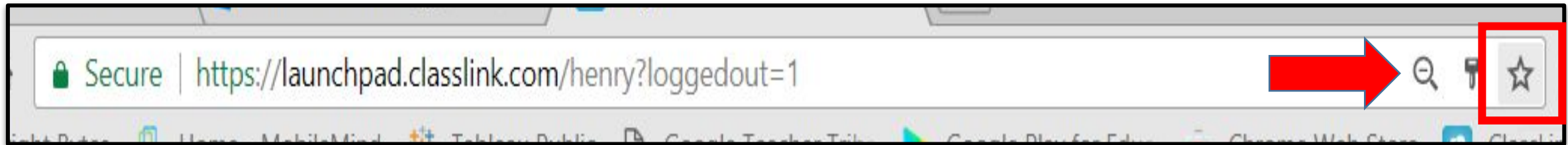
# Launchpad: Sign Out → Sign-In with Google



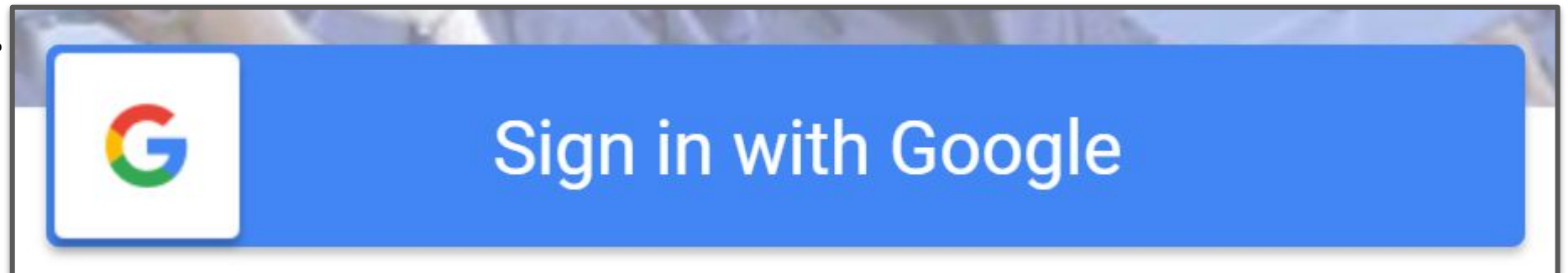
# Launchpad: Sign Out → Sign-In with Google

---

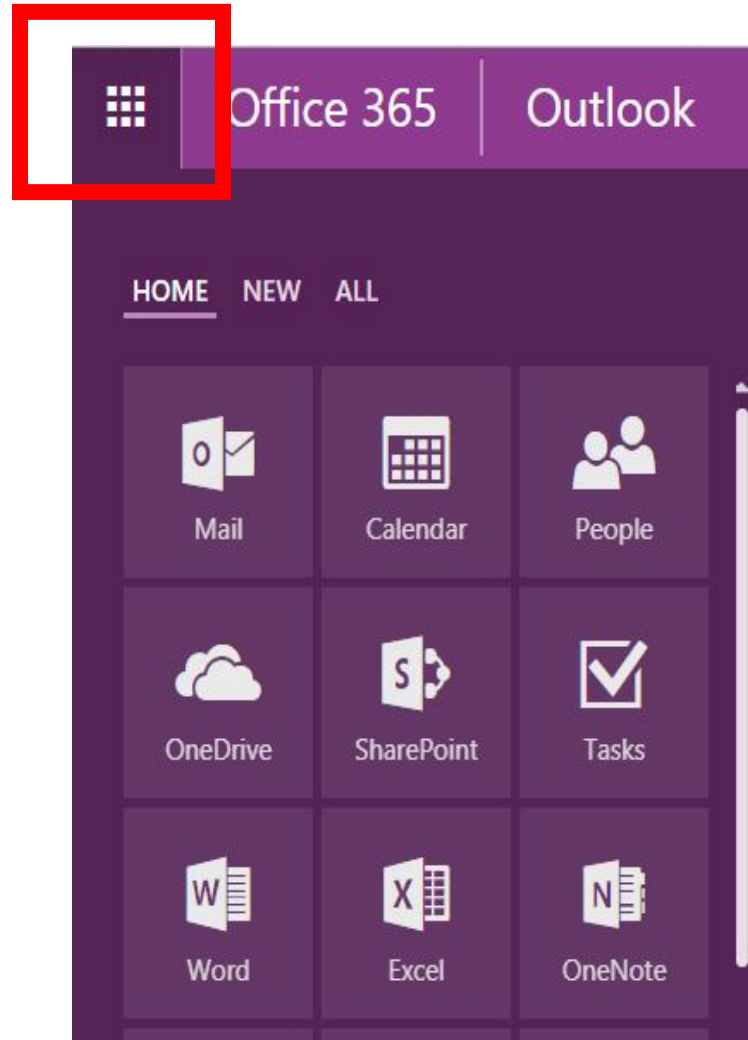
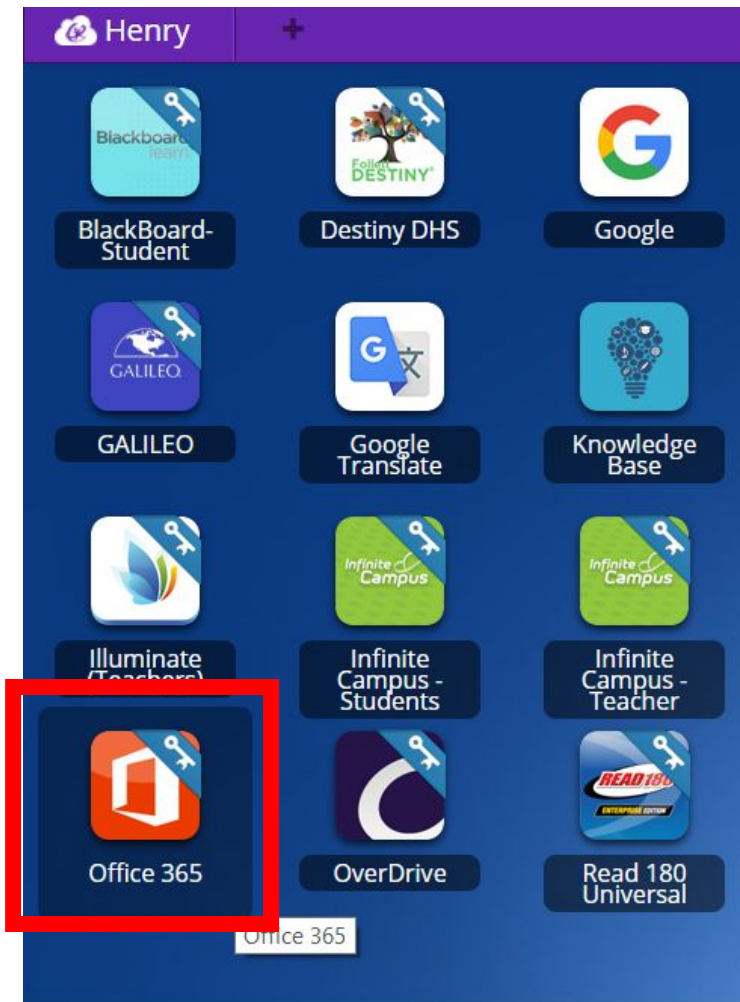
**Bookmark Launchpad:** Click the ☆ in browser bar to bookmark Launchpad.



**Log Back Into Launchpad:** Click the Sign in with Google option at the bottom of the screen to log back in to Launchpad now and for **ALL** future logins.



# Launchpad: Explore Office 365

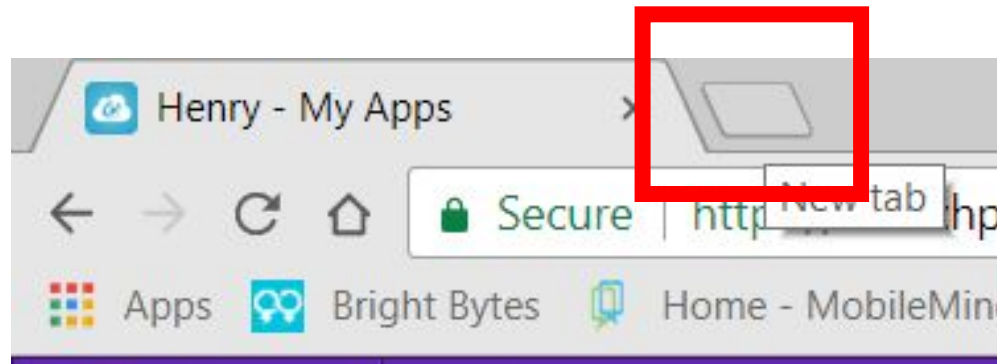


- Use the Office 365 app to send and receive email messages to and from other HCS users.
  - G Mail only allows HCS users to send messages to other HCS members.
- Use the Office 365 app to access Word Online, PowerPoint Online, OneDrive, and other Office 365 tools.

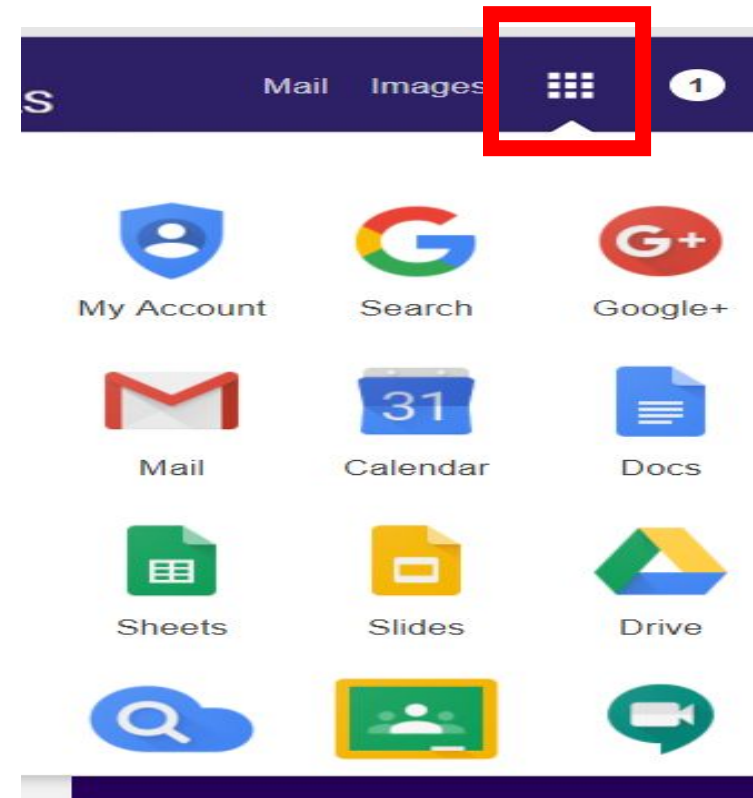
# Launchpad: Explore G Suite for Education

---

Open a New Tab



Click the App Switcher



# Tips for Acceptable Use of the Chromebook

---



# Chromebook Shortcuts

---

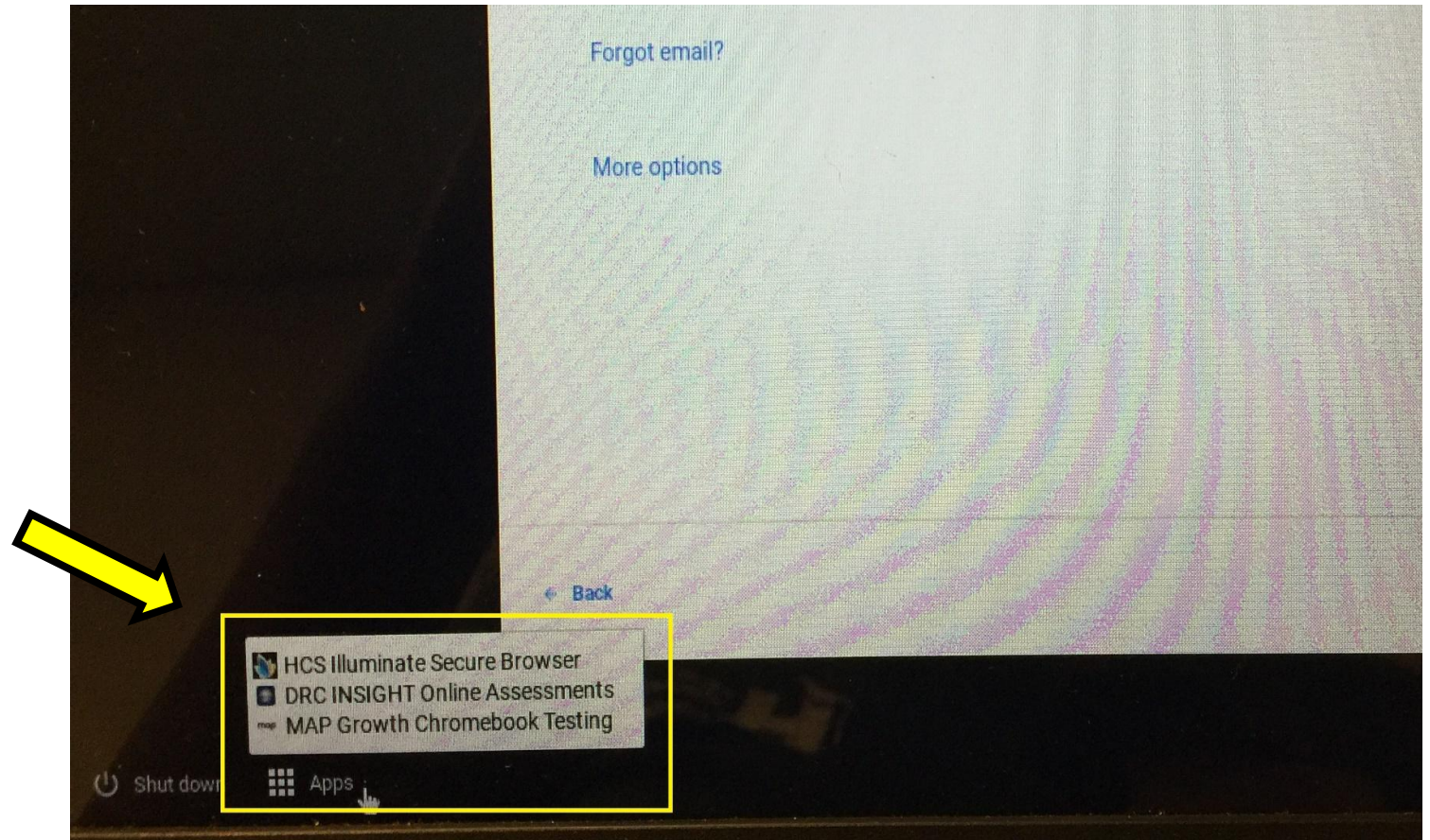
- Students, look down at your keyboard . . .
  - Where is the CAPS LOCK button?
  - Use the touchpad to right-click . . .  
.. Could you right-click?
- Click [HERE](#) to add of a copy of the Chromebook shortcuts handout to your Google Drive.
  - Learn how to right click, CAPS LOCK, split screen, and more!



# Secured Testing Sites

---

- These apps are used for secured Illuminate, Milestone (EOG & EOC), and MAP Growth testing.

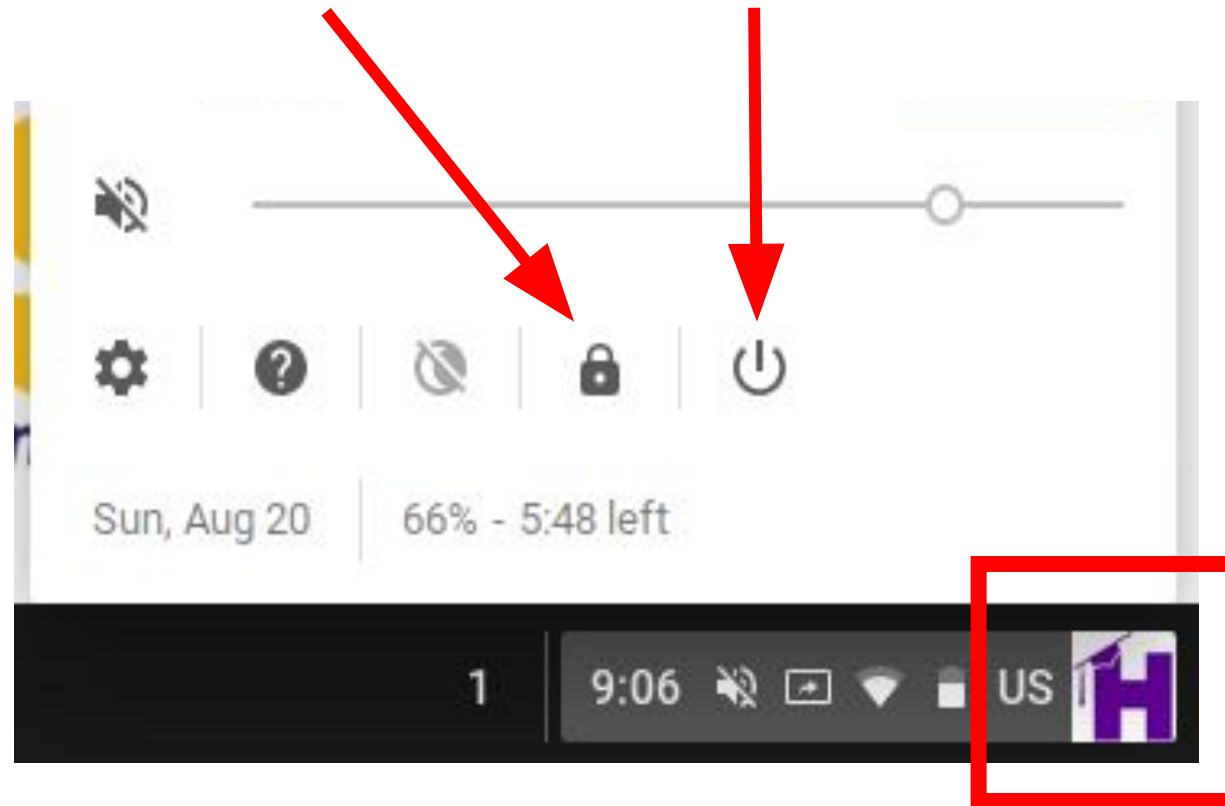


# Be Safe: Sign Out or Shut Down

---

**Lock Machine**

**Shut Down**



# Something Wrong?

---

- Report any problems to Instructional Technology Paraprofessional (or Media Technology Para) immediately
- Chromebook not in the protective case cannot be seen for repair
- Loaners are available when your assigned device is sent for a repair covered by the Always Learning Warranty

