**How to use a Chromebook**

* Turn on computer
* Login screen will say: username \_\_\_\_\_\_\_\_\_\_\_@mckenziessd.org (The username is your child’s email address, which is firstnamelastname It is always first name even if your child answers to his/her middle name!
* We are in the process of changing passwords, so it could either be the same as last year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Rebels#### when the #### is your child’s lunch number.
* If you do not know your child’s password, please call Dianne Anderson at 731-352-2246 (Board Office) or 731-234- 7813 (Cell Phone) and she will reset your child’s password.
* Chromebooks need the Internet to download or upload documents. If you have the Internet at home—you will click in the bottom right corner on the Internet link (it looks like a piece of pie). You can connect to your wireless and put in the password.

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| **If you do not have the Internet at your home, you can drive to the closest school parking lot and connect to their WiFi.**   |  |  |  | | --- | --- | --- | | **School** | **Network Name** | **Password** | | **McKenzie Elementary** | **MES** | **731-352-5272** | | **McKenzie Middle** | **MMS** | **731-352-2792** | | **McKenzie High** | **MSSD** | **731-352-2133** | |

* If you connect to MMS internet, you should not have to put in a password because the Chromebook will remember it from daily use.
* The Chromebook works with the Chrome Browser. If you are signed into the Chromebook, you can click on the 9 box grid in the top left corner of the screen to access the Google Suite (Google Docs, Google Slides, Google Classroom, Google Drive, and many more.)
* When you are finished—sign off by clicking the bottom right corner and clicking sign off. Then click on the left side and click shut down.
* You will have to charge the chromebook but they hold a charge for a long time. Please do not charge them excessively. Check the chromebook before you go to bed at night. If you mouse over the battery which is in the bottom right—you will see how much battery is left.

**Downloading assignments to the Chromebooks so you can work on them offline (not using internet)**

* Students can work offline on Google Docs, Google Slides, and PDF files by selecting the assignment they want to download to the computer, selecting the attachment (the assigned Google Doc, Slide, or PDF), then clicking File, then Download. (Select download as Microsoft word or ppt.) Once the document or slide is downloaded onto the Chromebook, go back to the assignment, select File, then make available offline.
* Your Chromebook may ask you in a pop up window if you want to activate offline mode. Select yes.

Troubleshooting

* If you have downloaded the file to the computer and after selecting file you don't see the option to make available offline, refresh the page and check again.
* If you are still having issues finding the make available offline option, you can still download the assignment as Microsoft ppt, Microsoft word, or PDF document. (The PDF document will be view only. They will be able to use Microsoft applications without internet and can edit the document or ppt offline. Students can then attach that document to the assignment on Google Classroom once they have internet again.