



CHROMEBOOK

HANDY DANDY NOTEBOOK



CHROMEBOOK

GETTING STARTED

Were you one of our first Samsung Chromebook users?

If you received a Chromebook from us in late spring / early summer and signed in with your personal Gmail account, email **support-ticket@riverdale.edu** to request an appointment with us to convert it to a RCS-enrolled Chromebook. It should take about 20 minutes. Some of the things below won't work until you do this.

Email subject: RCS Chromebook enrollment

Email content: *I received an unenrolled Chromebook. Please set an appointment in my Google Calendar to powerwash and enroll it. Thanks!*

RCS-enrolled Chromebooks

If you were received a Chromebook in June or later and signed in with your Riverdale Gmail account, you're enrolled. Ditto if you met with us (section above) and we've converted your earlier-handed-out Chromebook.

Absolutely necessary next steps:

- Turn on your Chromebook using the power button to the right of the keyboard. It's the small silver one.
- Sign in to your Chromebook using your RCS username and password.
- If you're asked to, select an image for your user profile.
- Ensure you're on the RCS-Community Wi-Fi network.
- Click the status tray at lower right (it has the time and your avatar photo).
- If you see "Connected to RCS-Guest," click it, select RCS-Community, and enter your password.
- Next update it by following these instructions (in the "Check for updates yourself" section). Click Done when finished -- no need to wait there.



CHROMEBOOK

GETTING STARTED

Absolutely necessary next steps:

- While you're in settings, check out some of your options. Under "Touchpad settings" you can reverse your scrolling direction (Chromebook calls this "Australian scrolling"). "Google Now cards" and "OK Google" might be useful.
- When your Chrome OS update is ready, you'll see an alert in your status tray. Restart your Chromebook to install the update. Again, instructions are [here](#).

Optional but important additional steps:

- Once updated, you should be able to use the Google Play Store in order to test Android apps. You'll see it open when you log back in.
- Click Agree, wait for it to run an update, and then browse our apps
- Search Google for "Chromebook tutorial" if you want to learn more.
- Learn Chrome OS keyboard shortcuts by pressing ctrl+alt+?.
- alt+[, alt+] , alt+- and alt++ are alt-awesome, and there are an alt-ton more.
- Trust us, you won't figure them out unless you use ctrl+alt+?.
- (Note: the above shortcuts mean you hold alt and press the key after the +.)
- One tip: Kami. Install this via the Google Playstore, then sign in with your @riverdale.edu address. We'll be using Kami to edit PDFs, including handwritten annotation. It's awesome.
- Did we miss something? Tell us.
- Look for other great apps that could support your teaching in the fall. Browse the google playstore (you can't install until we authorize new apps). Then tell us what you found via e-mail or via Tech Support request.
- Don't forget about the stylus.

Chromebook Best Practices

Organizing Google Drive

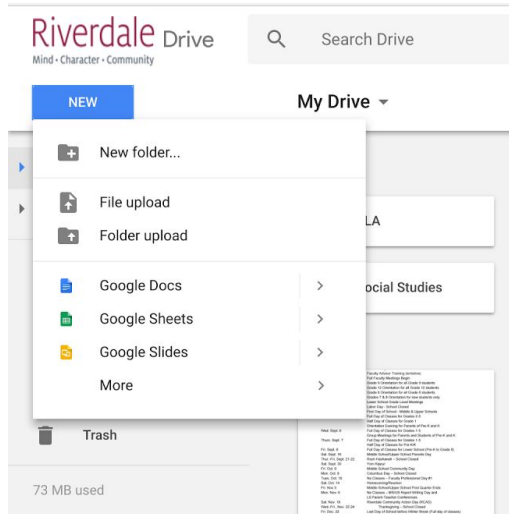
Objective: To illustrate how folders can be used to help organize your drive

*Students will create a folder for each class on their schedule

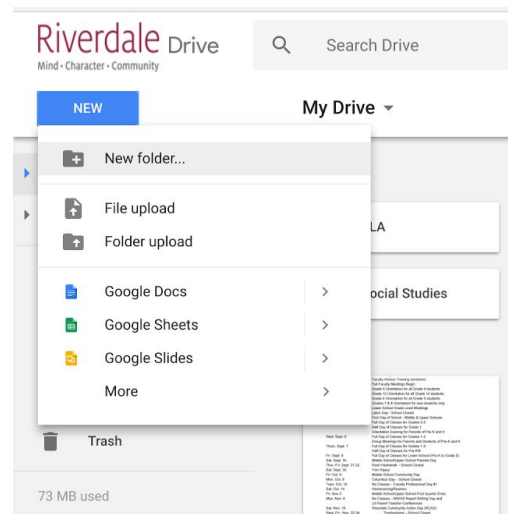
*These steps must be complete before Kami is used by students.

Tool: Google Drive

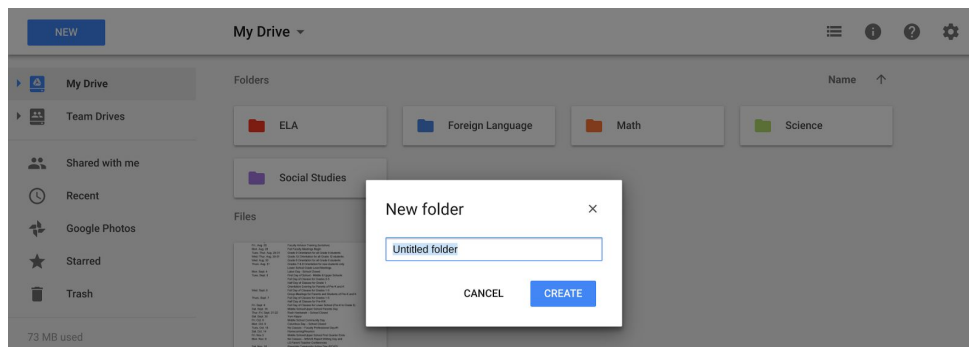
Step 1: Login to Google Drive→Select NEW



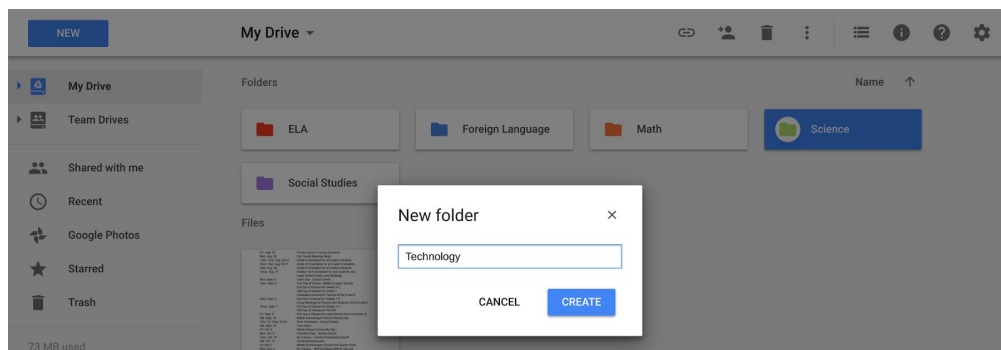
Step 2: Select New folder...



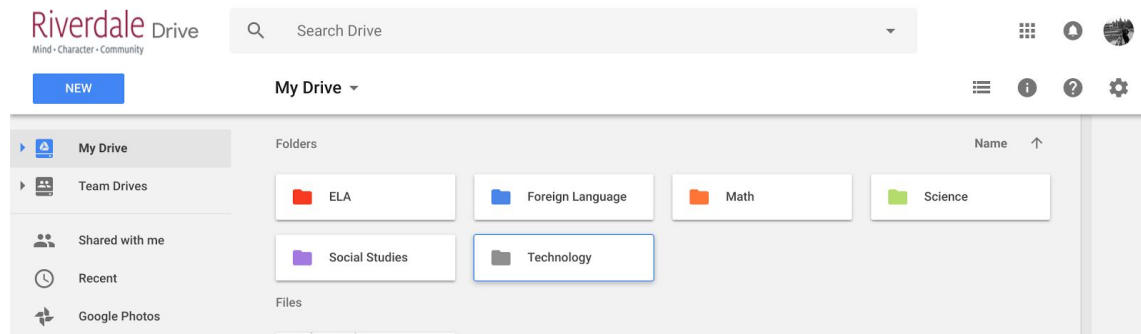
Step 3: Name your folder (Use Class Name or Subject Area)



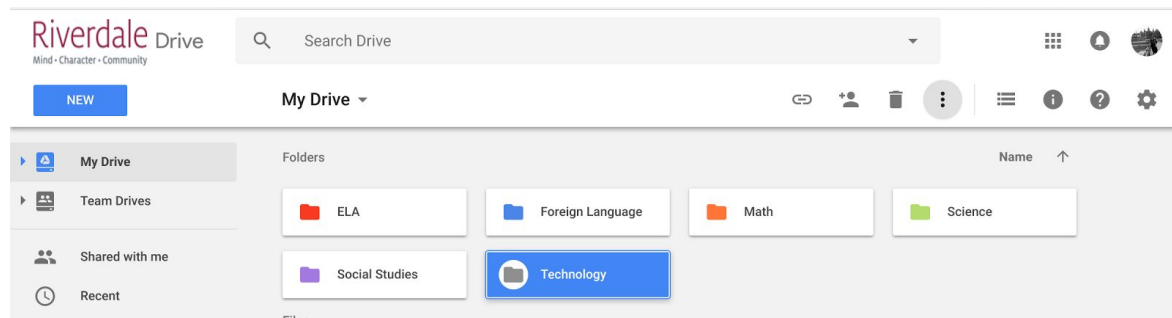
Step 4: Select CREATE



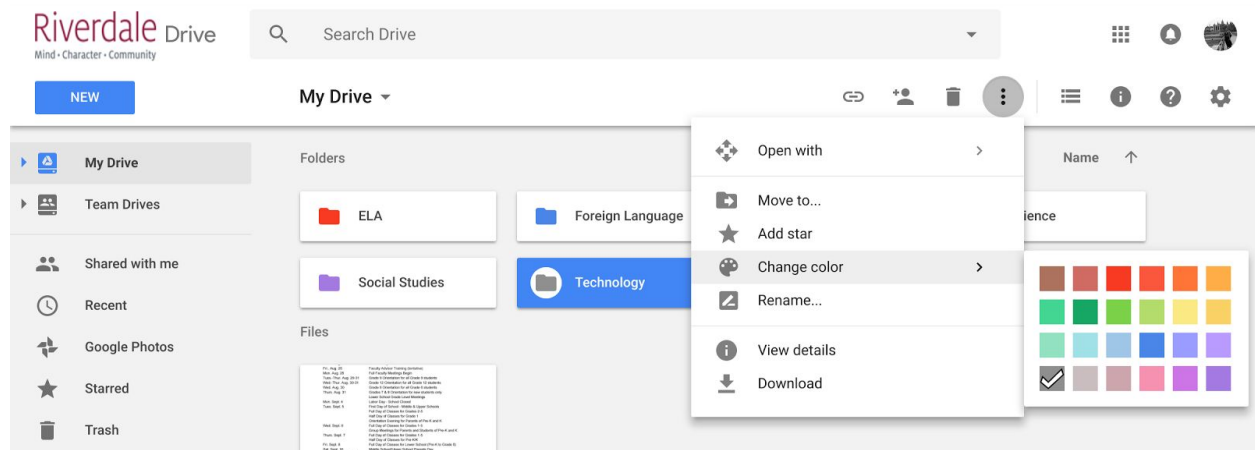
Step 5: Single click the folder you just created.



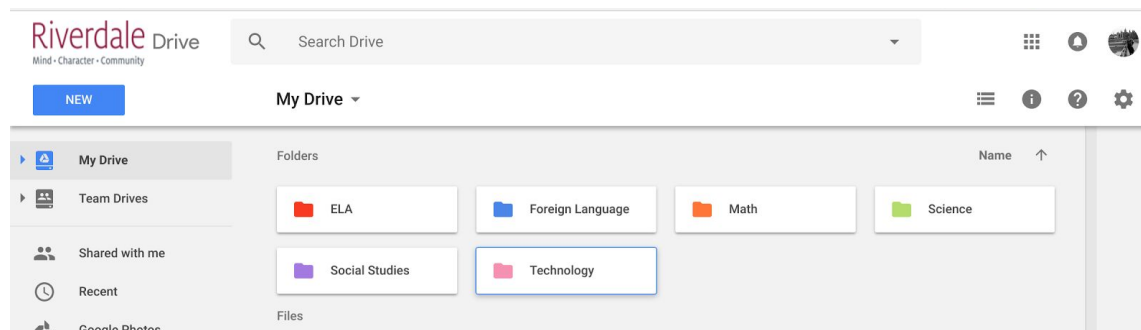
Step 6: Click more options (Those three dots next to the trash can)



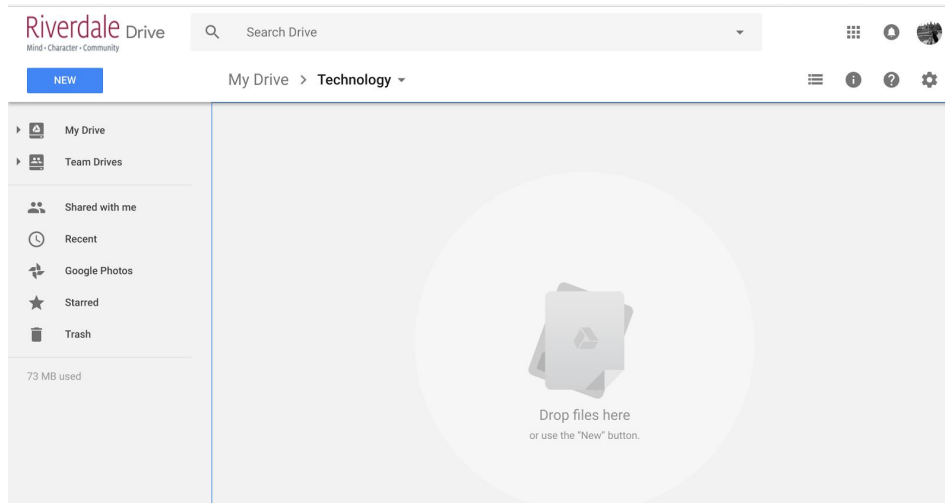
Step 7: Select change color→Check the new color you want



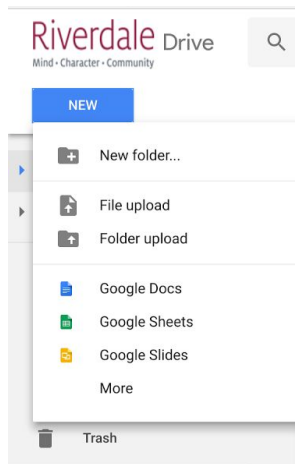
Step 8: Double click the folder to open it



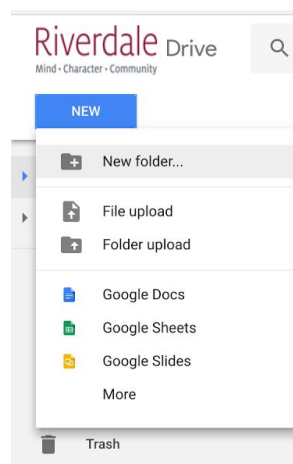
Step 9: Create a new folder within your folder



Step 10: Select NEW

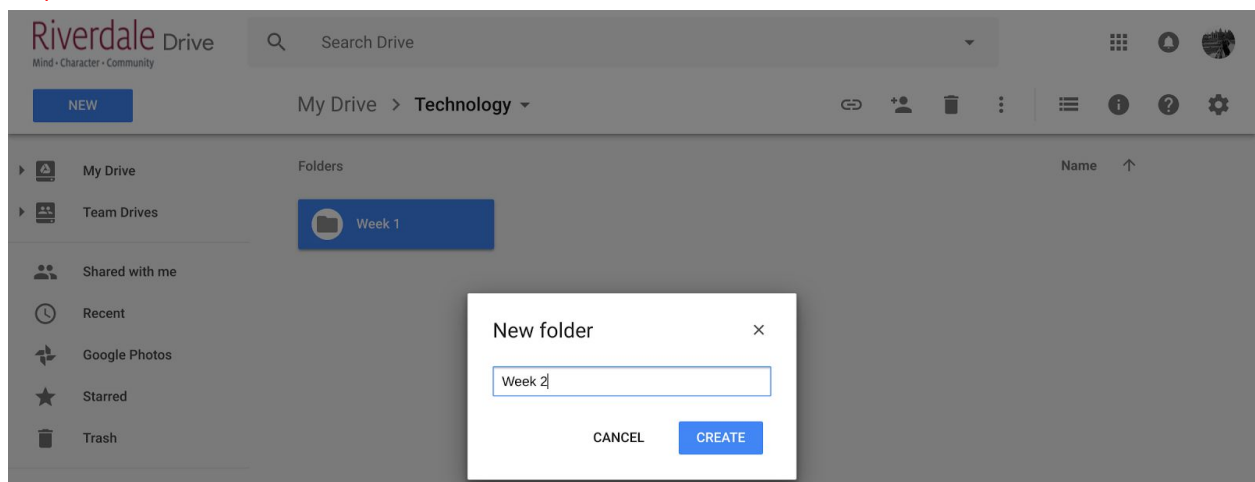


Step 11: Select New folder...

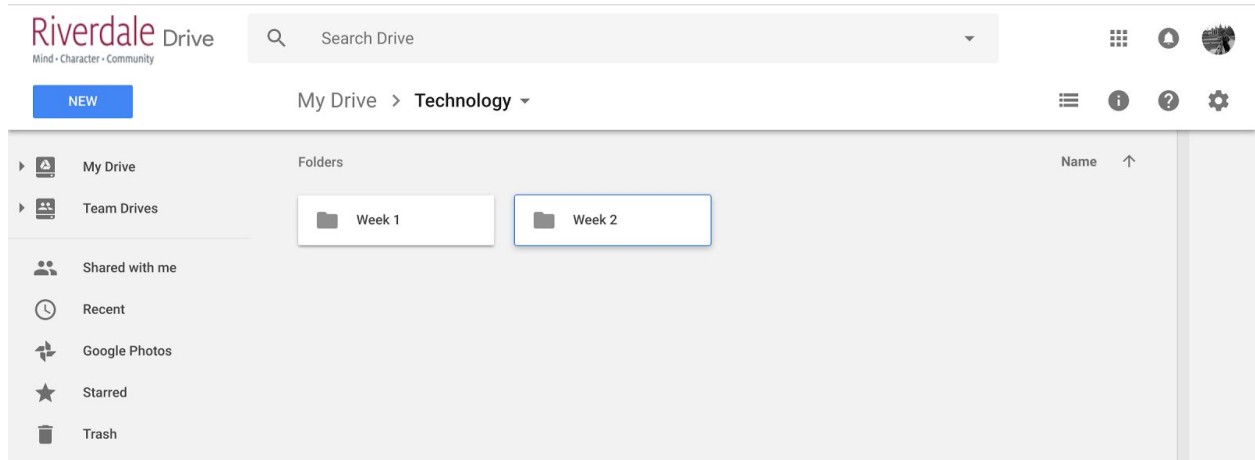


Step 12: Name your folder (Week #, Project Name, or Unit #), Select CREATE

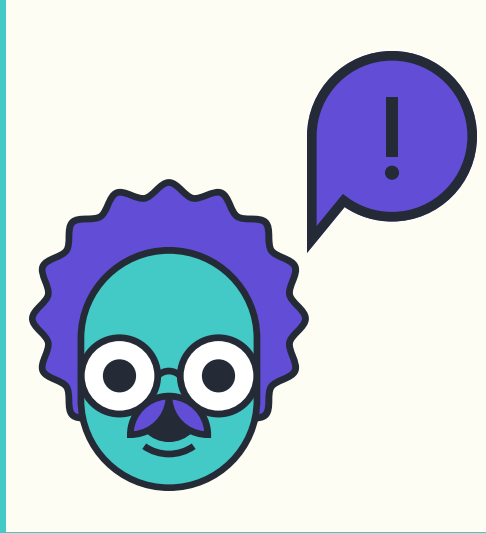
*Dependent on structure of class



Step 12: Use these folders as a place to put your work and notes from each week.



CHROMEBOOK CHEAT SHEET



KEYBOARD SHORTCUTS

CTRL + C COPY

CTRL + V PASTE

CTRL + Z UNDO

ALT + SEARCH – TOGGLE CAPS LOCK

CTRL + 1 FIRST TAB

CTRL + 2 SECOND TAB

CTRL + T NEW TAB

CTRL + W CURRENT TAB

CTRL + L LOCATION BAR

CTRL + SWITCHER/F5 – TAKE A SCREENSHOT

CTRL + SHIFT + SWITCHER/F5 – TAKE A SCREENSHOT OF PART OF THE SCREEN

CTRL + ALT + ? (OR CTRL + ALT + /) TO OPEN A KEYBOARD SHORTCUT CHEAT SHEET AT ANY TIME

HOW TO

Make a document
Google Docs



Make a presentation
Google Slides



Annotate a PDF
Kami



Create a spreadsheet
Google Sheets



Create a form
Google Forms



Create a video
We Video



GOOGLE DRIVE

- Save everything to your Drive.
- Create folders to help organize your documents and presentations.



Folder



File upload



Folder upload



Google Docs



Google Sheets



Google Slides

More



Upgrade storage

HOW TO



Right-click: Click the touchpad with two fingers, or hold Alt while doing a single click.



Swipe: Quickly move two fingers left or right to go backward or forward on web pages or while using apps. You can also swipe up with three fingers to see all of your open windows.



Drag and drop: Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.



Previous Page (F1)



Next Page (F2)



Reload Page (F3)



Maximize window (F4)



Switch to next window (F5)

Chromebook Best Practices

Schoology to Kami Workflow

Objective: This document illustrates the process of posting a class material to Schoology and students taking said material to Kami in order for annotation, note taking, and or completion of the assignment

Tools: Schoology, Kami, Google Drive

**Install the Kami extension/Kami app before following the outlined workflow*

https://chrome.google.com/webstore/detail/kami-pdf-and-document-mar/ecnphlgnajanjnkmbpancdjoidceilk?utm_source=gmail

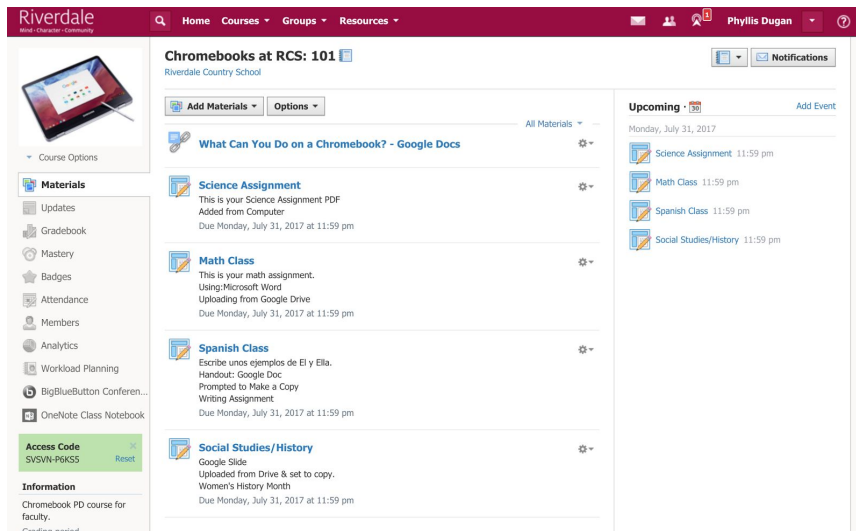
Process A (Google Doc/Slides Workflow)

**Students will create Google Drive folders for each subject and share each folder with the subject teacher.*

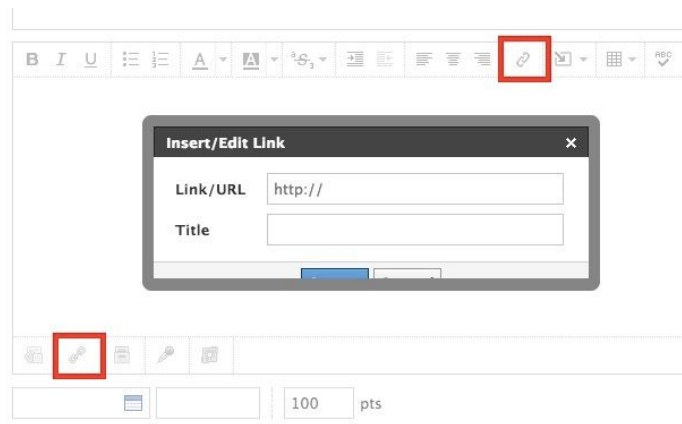
Refer to:

https://docs.google.com/a/riverdale.edu/document/d/1BTLMvEy0Z-ZWzt3Dkfmvp0xi_MiMB9MmhU9f9mmxsTU/edit?usp=sharing

1. Teacher clicks “Add Materials” link on Schoology



- File types to use: Google Doc, Google Slides
- Insert Google docs/slides as link



- c. Change the ending of the Google Doc/Slides link from /edit to /copy



2. Student makes copy of the class material from Schoology



Google Drive

Copy document

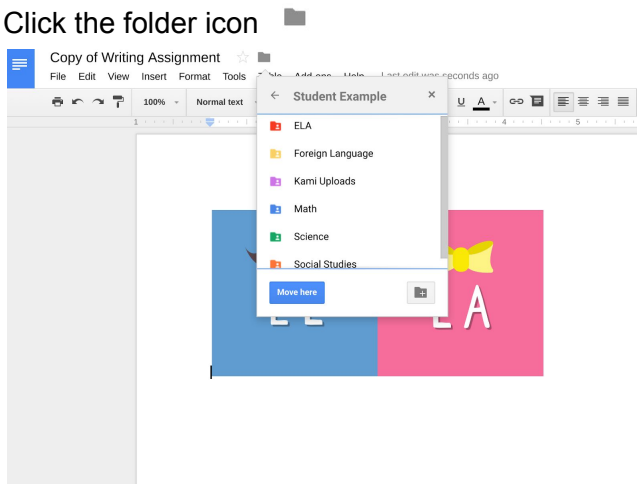
Would you like to make a copy of **Writing Assignment?**

[Make a copy](#)

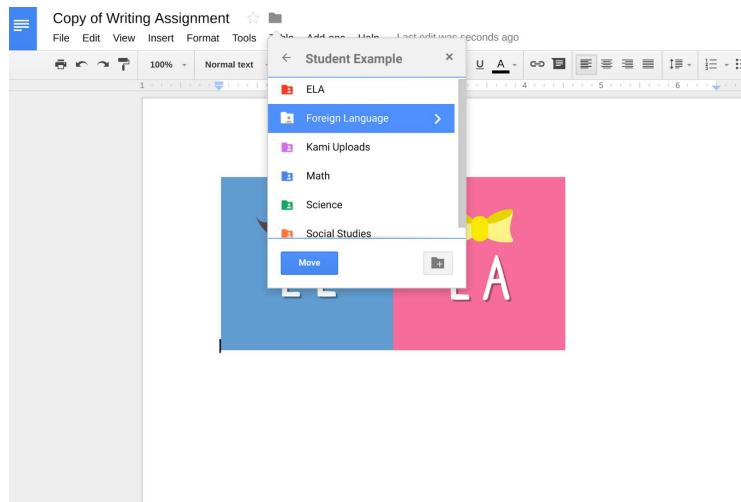


3. Student moves material into class(unit) folder *Students will create Google Drive folders for each subject and share each folder with the subject teacher. Refer to: https://docs.google.com/a/riverdale.edu/document/d/1BTLMvEy0Z-ZWzt3Dkfmvp0xi_MiMB9MmhU9f9mmxsTU/edit?usp=sharing

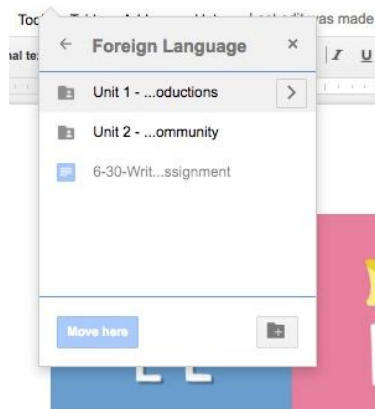
- a. Click the folder icon



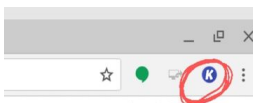
b. Click the folder



c. Double click the folder to open it→Select the corresponding week or unit folder→Click Move here

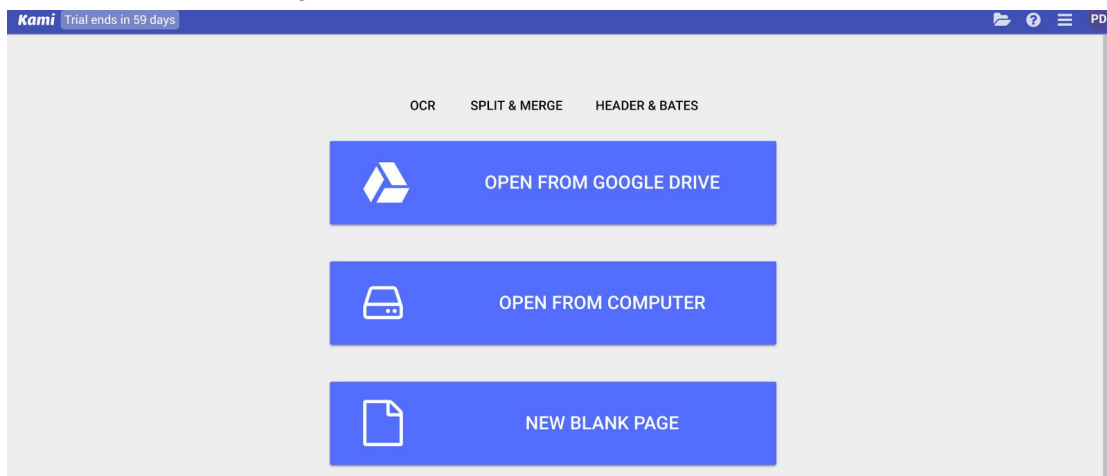


4. Close Google Docs Tab

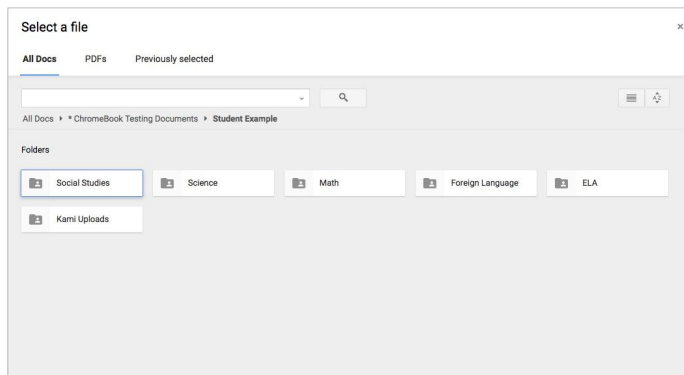


5. Student opens Kami in Chrome browser

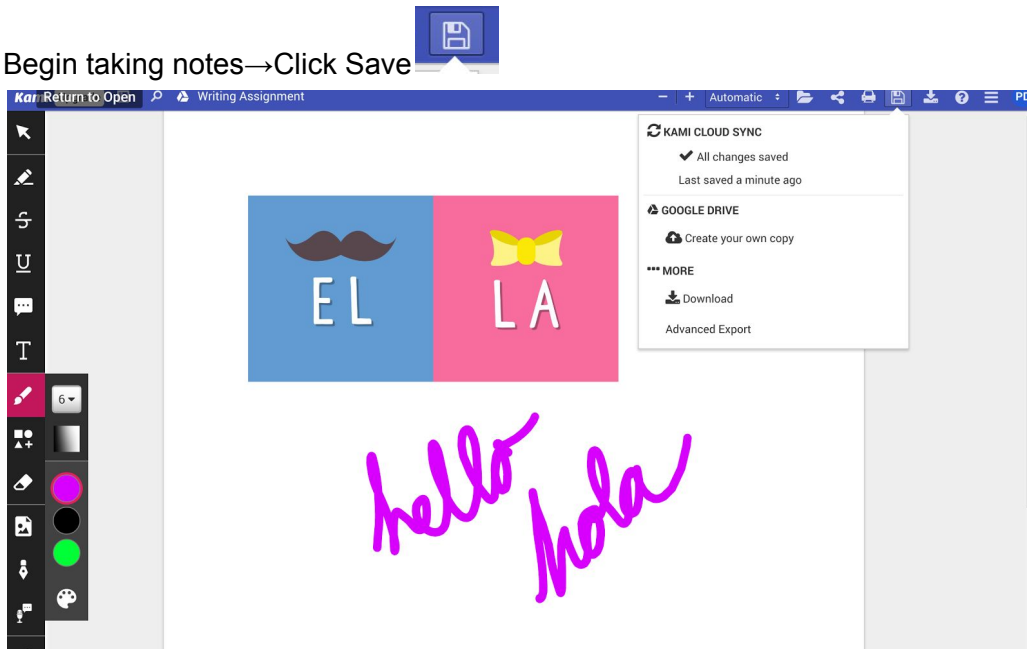
6. Select Open from Google Drive



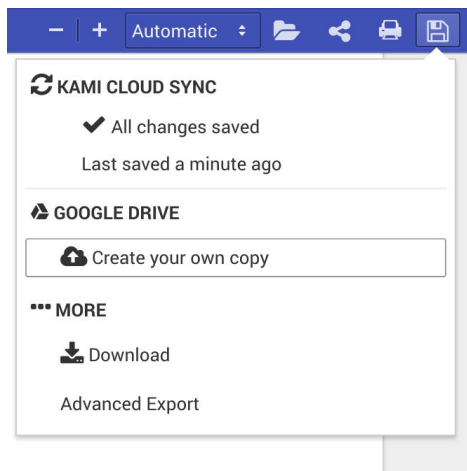
7. Select file that was saved to Google Drive Class(blank) folder

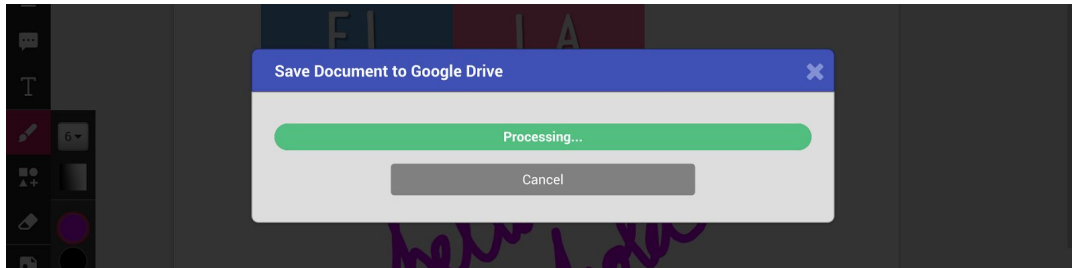


8. Begin taking notes→Click Save



9. Select Create your own copy

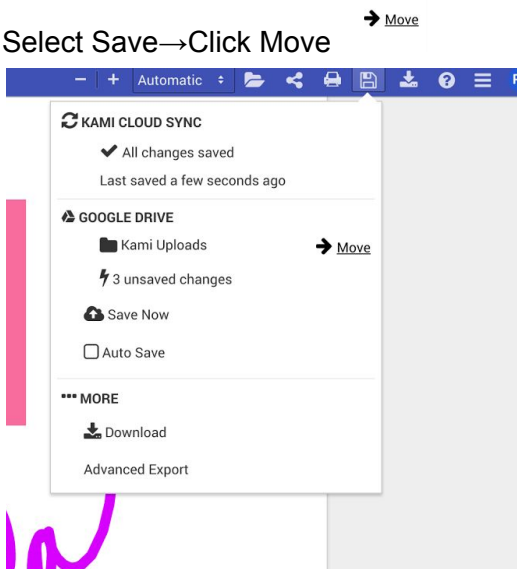




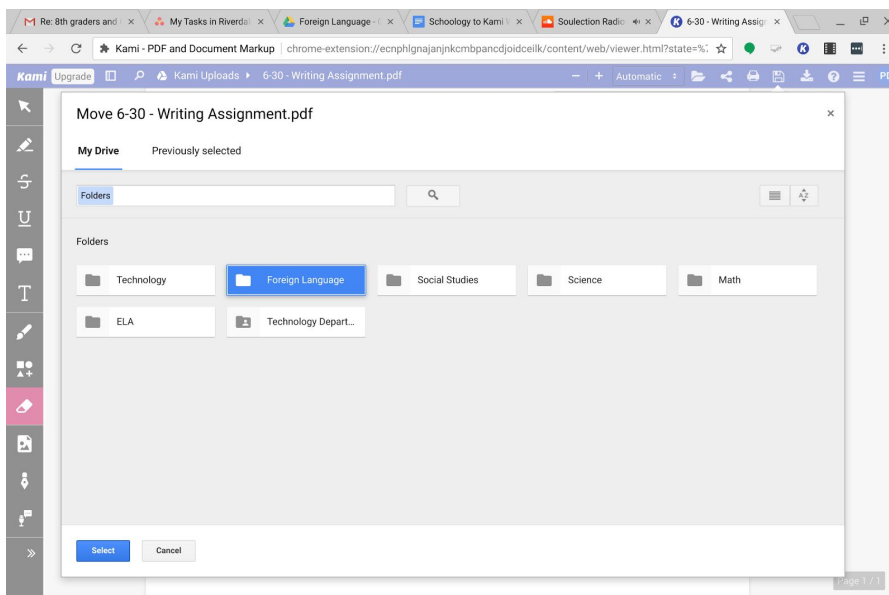
10. Rename Document (Date-Assignment Title)



11. Select Save→Click Move

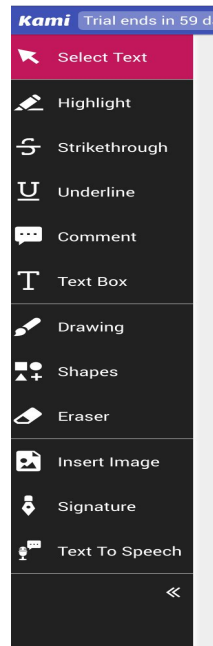


12. Click on the corresponding subject folder→Click Select



13. Continue taking your notes

- a. Available note taking tools(Audio and Video Comments are available)



Student submission of a Kami annotated Google Doc via Schoology

1. Student will click assignment in Schoology

Grade 5 Homebase - Demo: Section 1 ► Assignments

Test Assignment

Due: Friday, July 21, 2017 at 11:59 pm

Complete this [POP Quiz](#) and re-submit via Schoology

Posted Today at 12:09 pm

Comments

There are no comments

Write a comment

Post

2. Click on link to Google Document and create a copy



Google Drive

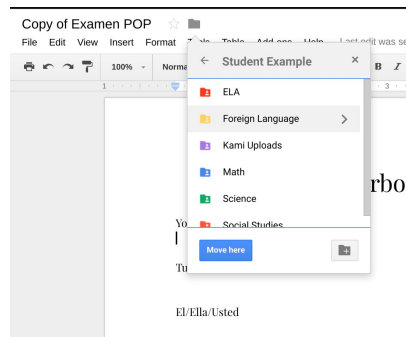
Copy document

Would you like to make a copy of **Examen POP?**

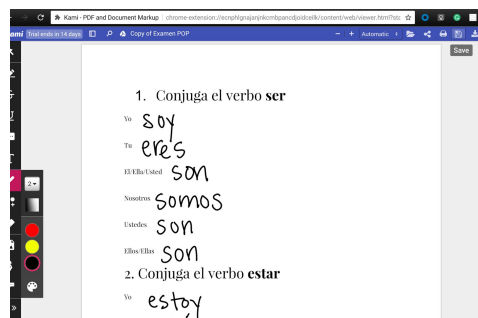
Make a copy



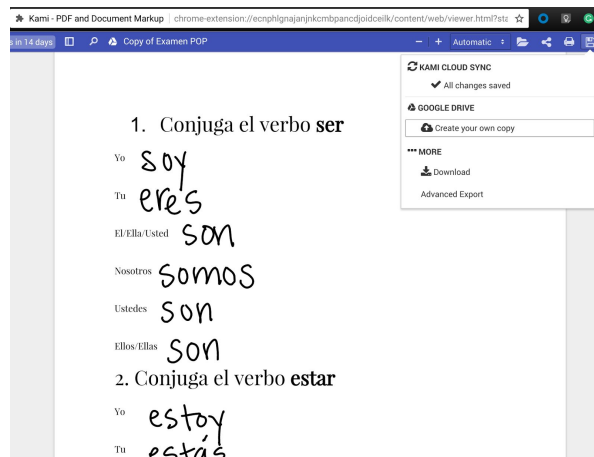
3. Move Google Document to the appropriate class folder



4. Open Kami, click “Open from Drive” navigate to your Google Doc. and begin annotating on your Google Doc. in Kami



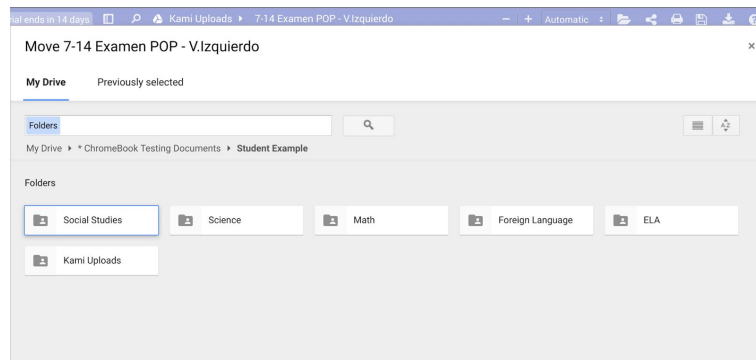
5. Click the “save” icon and select “Create your own copy” of the document



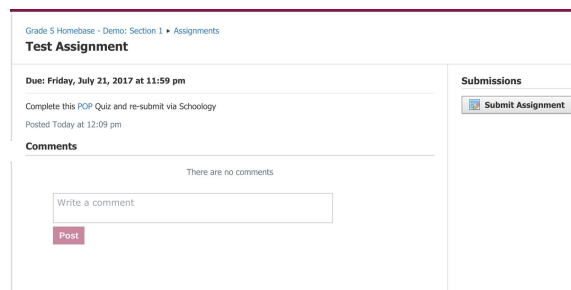
6. Once created, rename the document at the top of the page



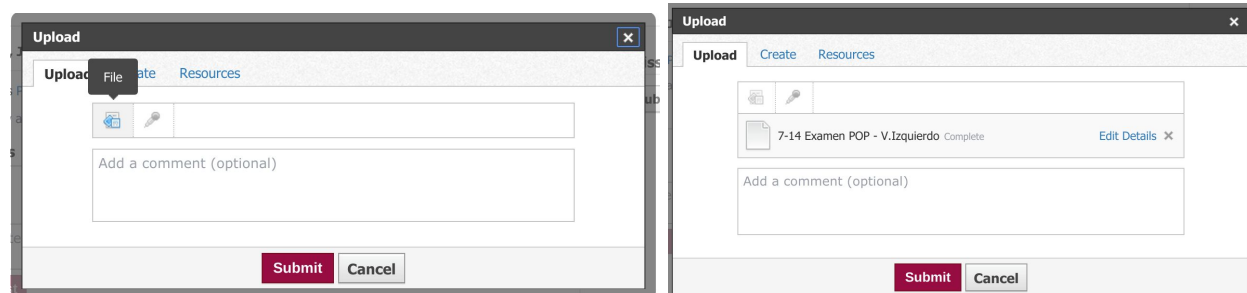
7. Click the “Kami Uploads” icon to move your new Kami document to the subject folder



8. Go back to the posted assignment and submit your completed work



9. Select Upload a file and navigate to the document you completed in Kami



10. Once uploaded submit your assignment.

Process B (Google Doc/Slides Workflow sans Schoology)

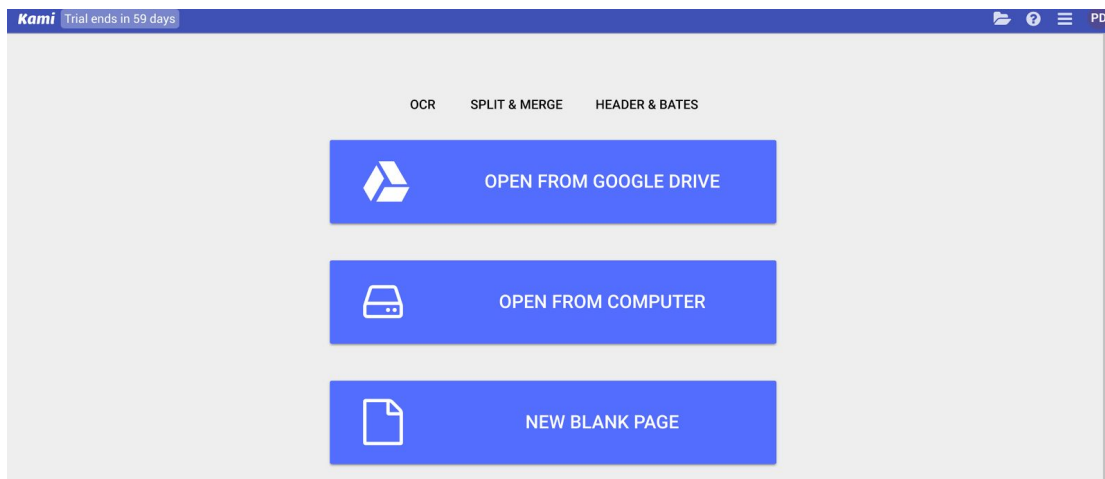
*Students will create Google Drive folders for each subject and share each folder with the subject teacher.

Refer to:

https://docs.google.com/a/riverdale.edu/document/d/1BTLMvEy0Z-ZWzt3Dkfmvp0xi_MiMB9MmhU9f9mmxsTU/edit?usp=sharing

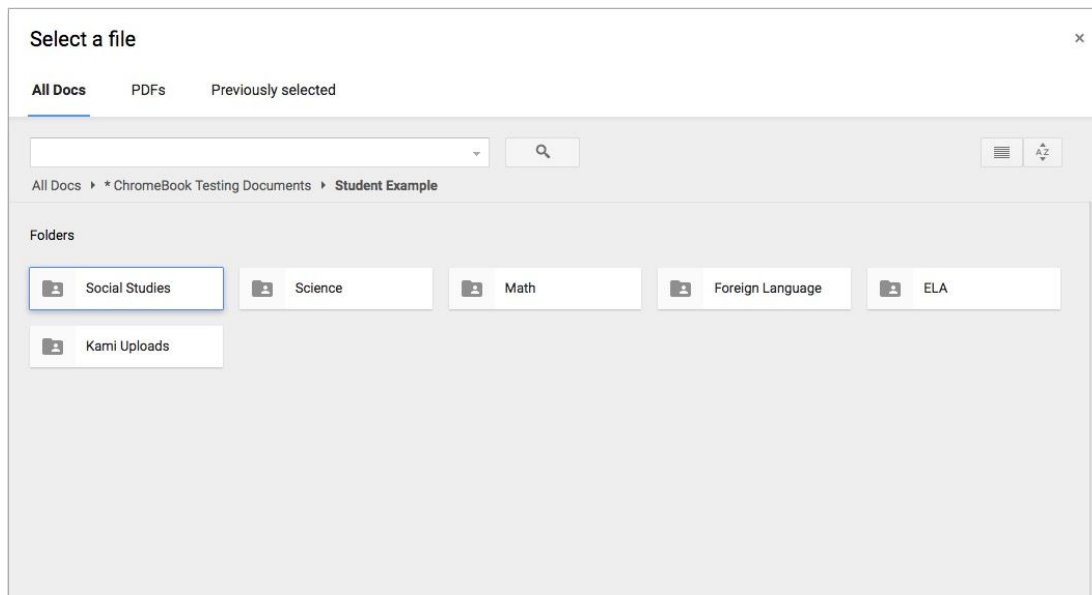
1. Teacher adds material to student Google Drive folder

2. Student opens Kami in Chrome browser



3. Select Open from Google Drive

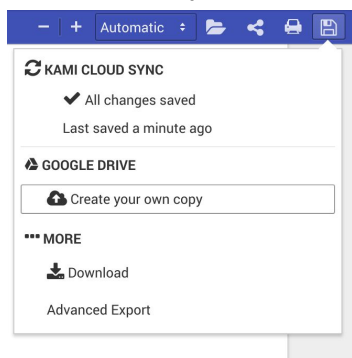
4. Select file that was saved to Google Drive Class(blank) folder

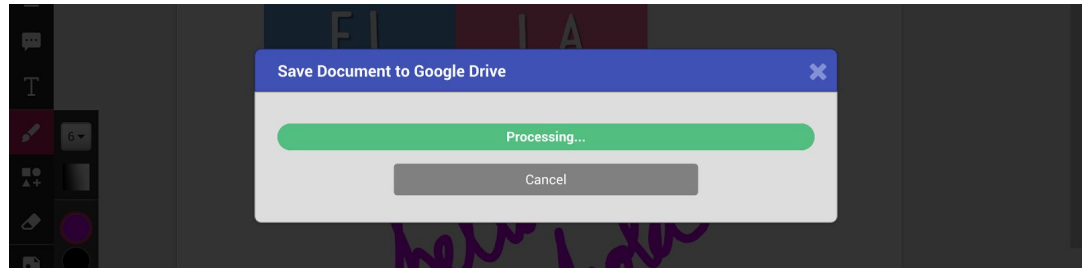


5. Begin taking notes→Click Save



6. Select Create your own copy

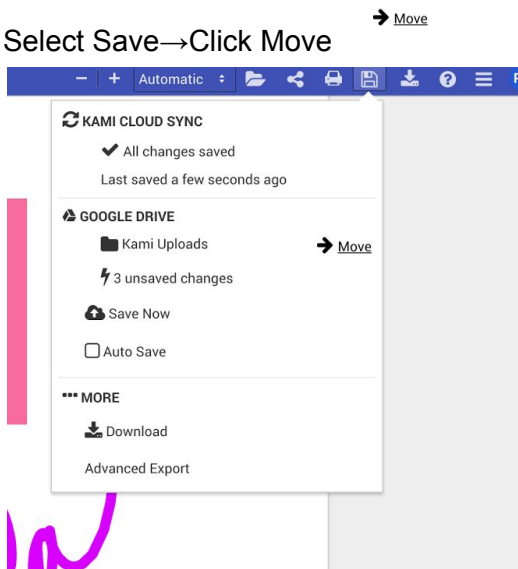




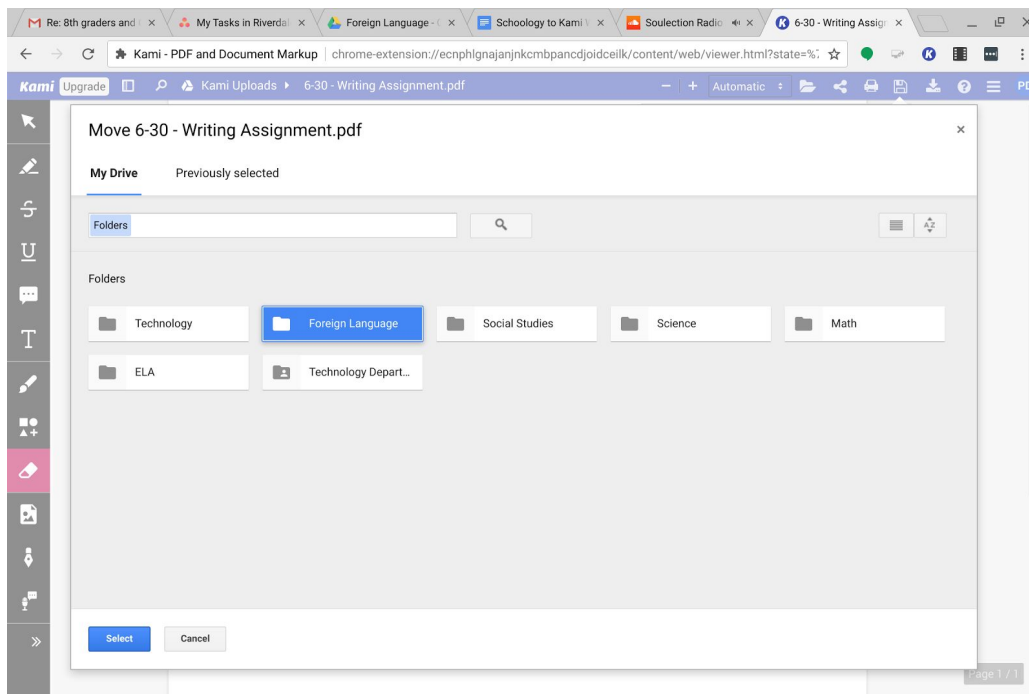
7. Rename Document (Date-Assignment Title)



8. Select Save→Click Move

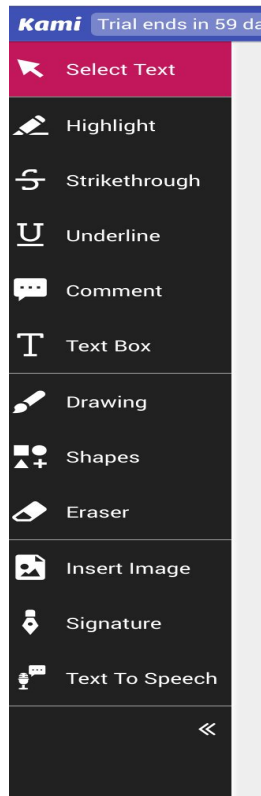


9. Click on the corresponding subject folder→Click Select



10. Continue taking your notes

a. Available note taking tools(Audio and Video Comments are available)



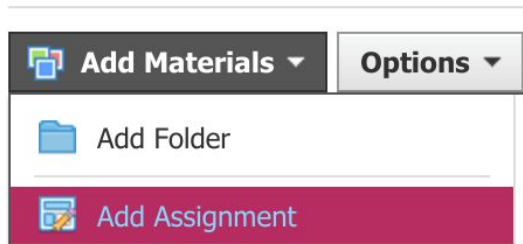
Process C Adding a PDF to an assignment(PDF workflow)

Teacher opts to add an Assignment with a PDF for students to annotate

a. File types to use: PDF

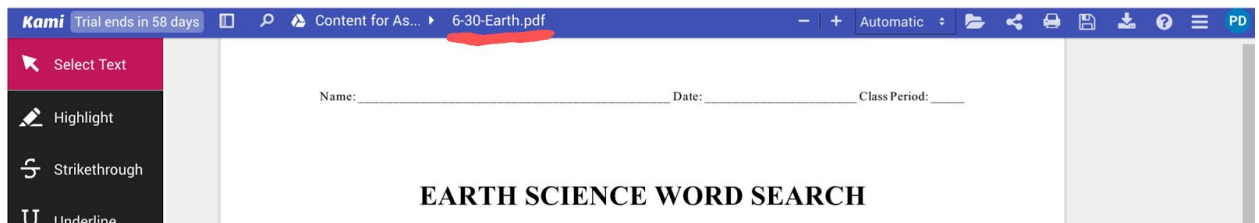
b. If using Word or Powerpoint save file as PDF before adding to Schoology**

2. Select Add Material >Choose Assignment to add

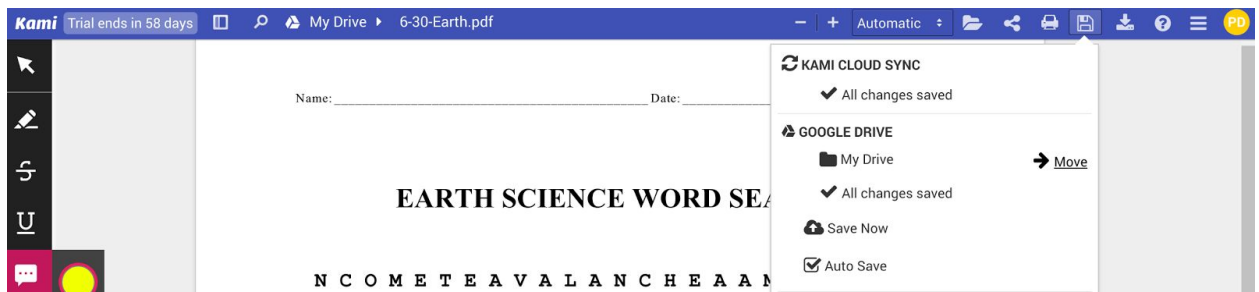


3. Fill out Assignment information > select to add a "File" at the bottom left corner

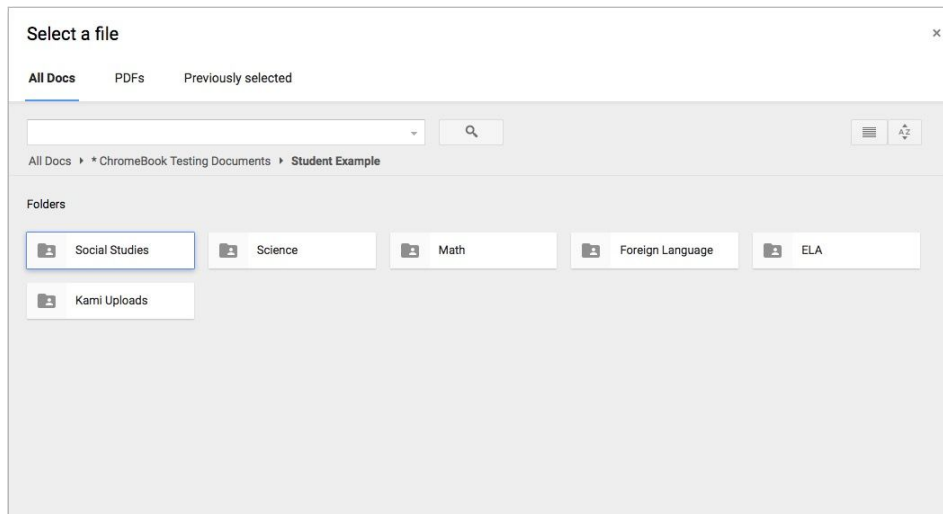
6. Rename Document (Date-Title)



7. Save PDF to the proper Google Drive class(blank) folder-Click move



8. Select subject folder-Be sure Auto Save is checked



9. Begin taking notes

- File will automatically save and update in Google Drive
- Available note taking tools (Audio and Video Comments are available)

Chromebook Best Practices

Kami Settings Setup

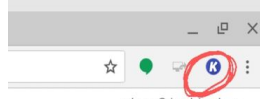
Objective: This document illustrates the process of setting up Kami to directly save annotations to Google Drive.

Tools: Schoology, Kami, Google Drive

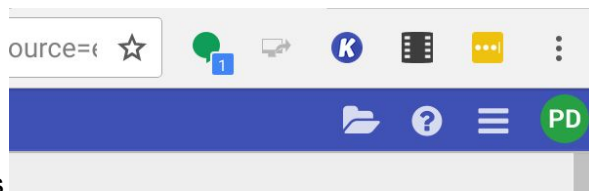
***Install the Kami extension/Kami app before following the outlined workflow**

https://chrome.google.com/webstore/detail/kami-pdf-and-document-mar/ecnphlganajanjncmbpancdjoidceilk?utm_source=gmail

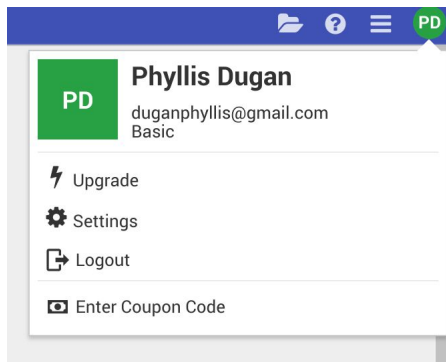
1. Open Kami



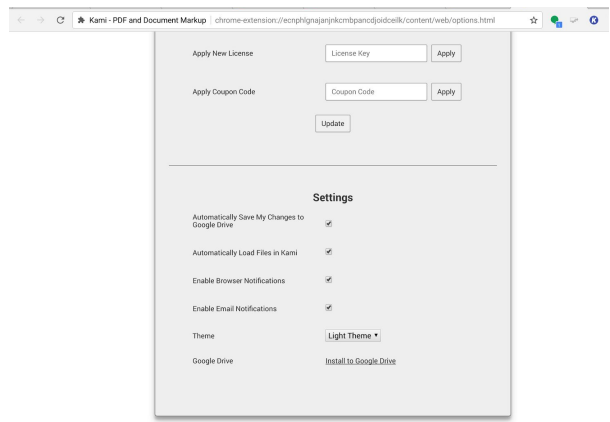
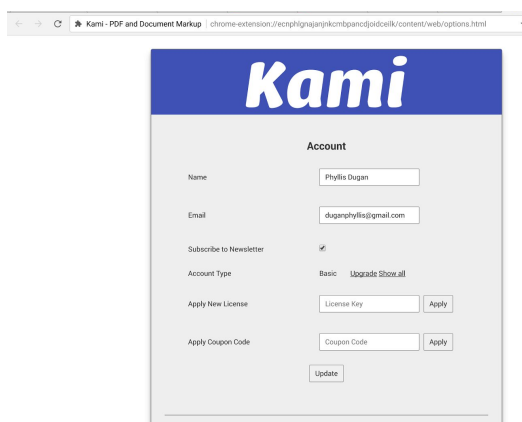
2. Select the icon with your initials



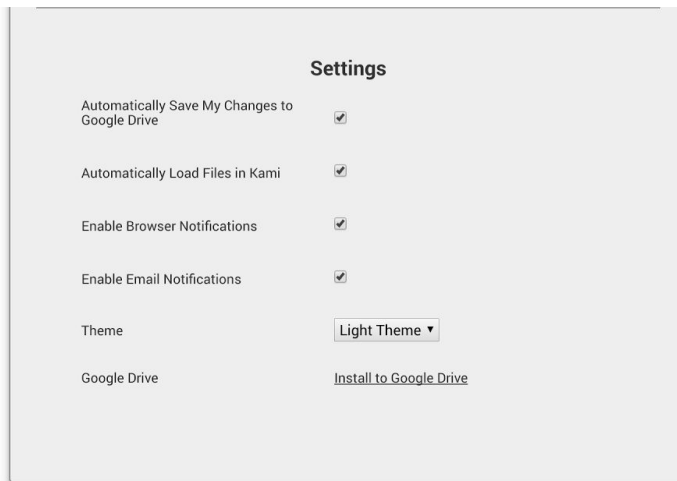
3. Select Settings



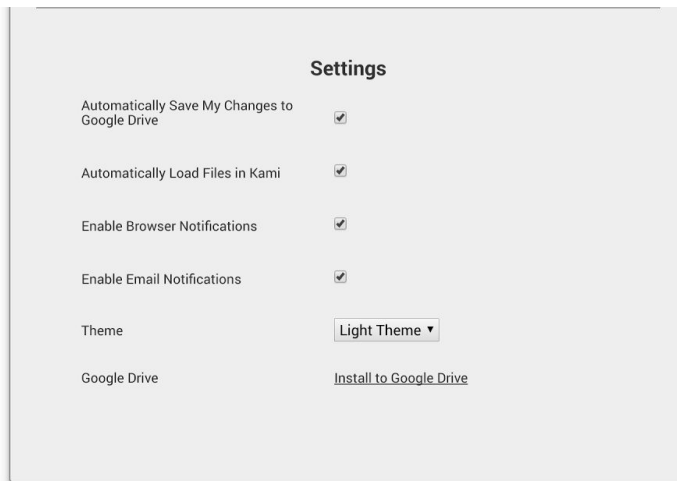
4. Scroll down to settings section



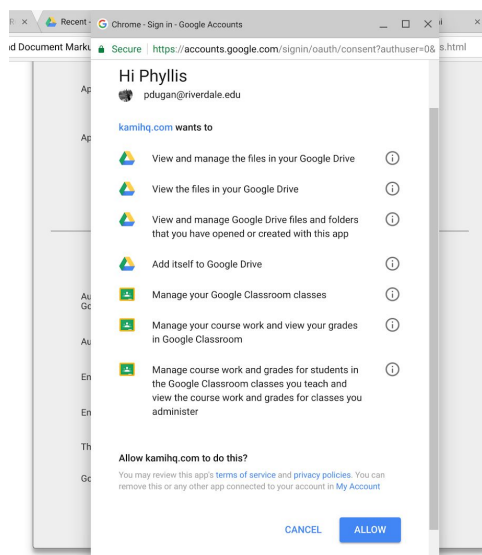
5. Make sure both ***Automatically Save My Changes to Google Drive*** and ***Automatically Load Files in Kami*** boxes are checked



6. Click **Install to Google Drive**



7. Click **Allow**



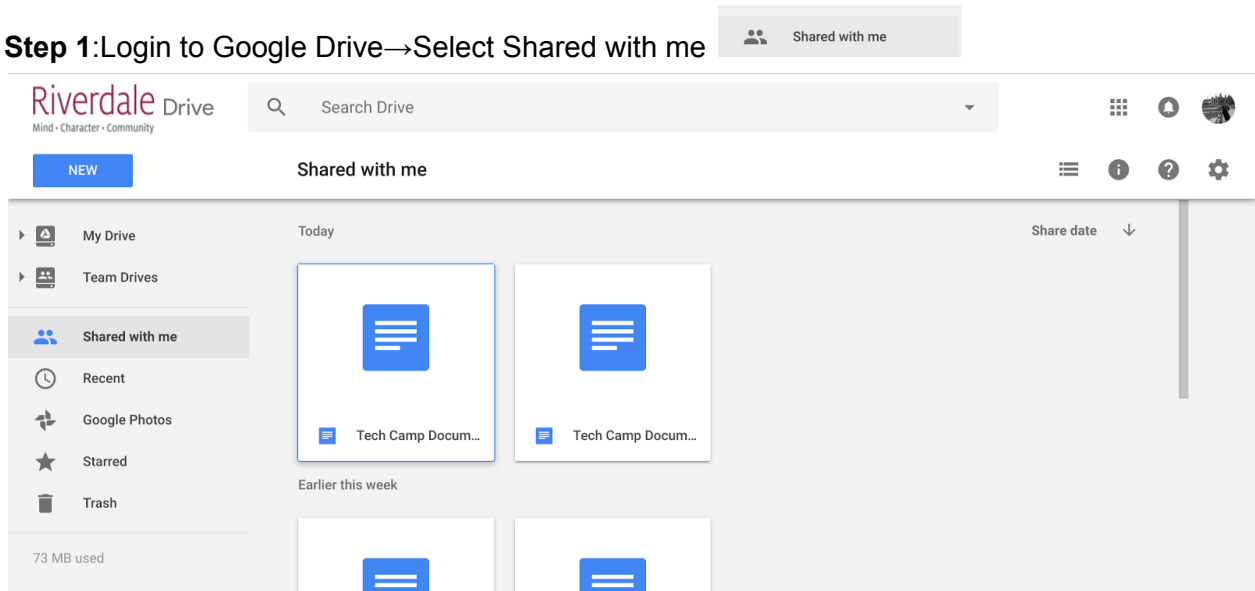
Chromebook Best Practices

From Shared with me to My Drive

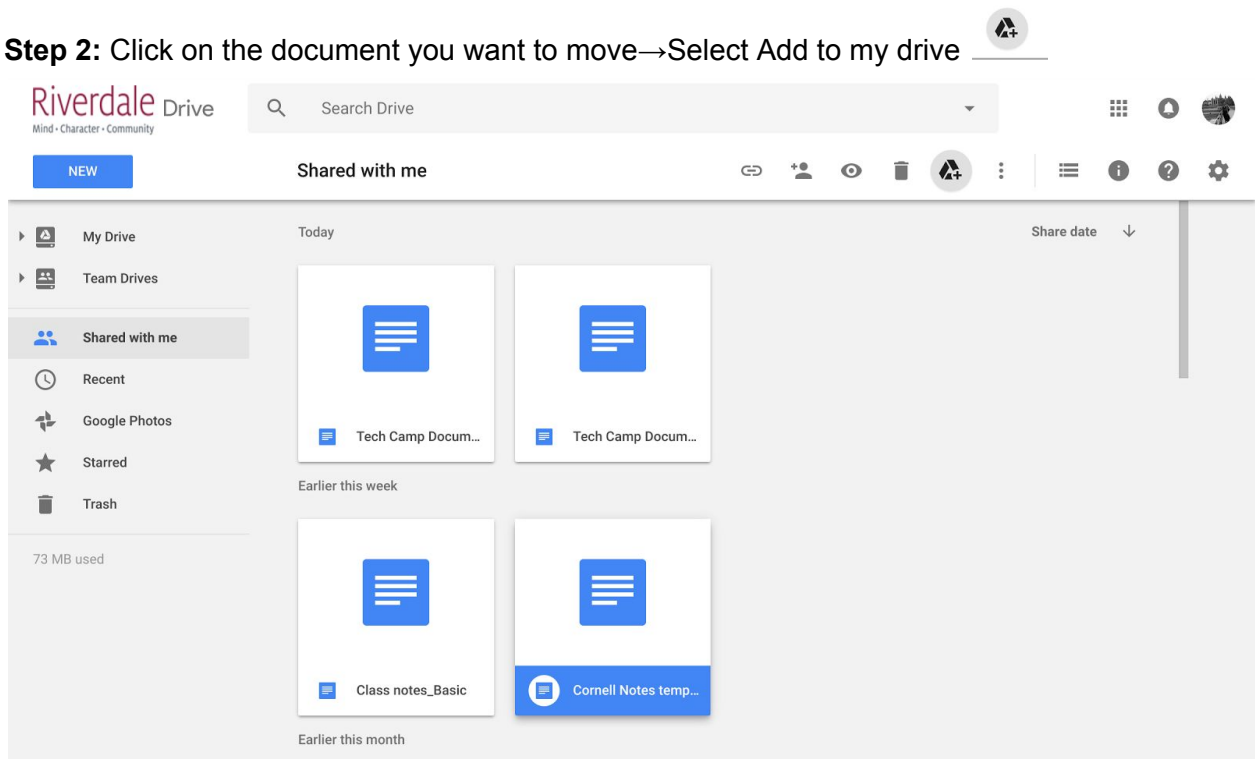
Objective: To illustrate how to move a file from the Shared with Me section in Google Drive to My Drive

Tool: Google Drive

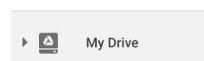
Step 1: Login to Google Drive→Select Shared with me



Step 2: Click on the document you want to move→Select Add to my drive



Step 3: Select My Drive (The file you added will now be there.)



Chromebook Best Practices

Kami Split and Merge Workflow

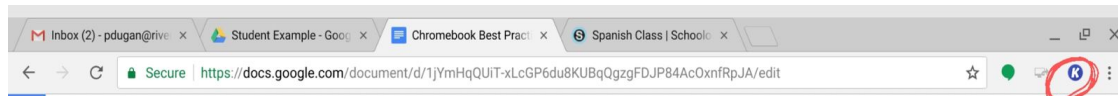
Objective: This workflow shows how students can take multiple annotated pdfs together to create one master document. Student will combine pdfs in order to create a study guide for each week or unit. That way all of the students notes are combined into one document rather than multiple. Teachers could also use this tool to create a master class pdf of student assignments to be able to grade multiple pdfs at once within Kami.

Tools: Google Drive, Kami

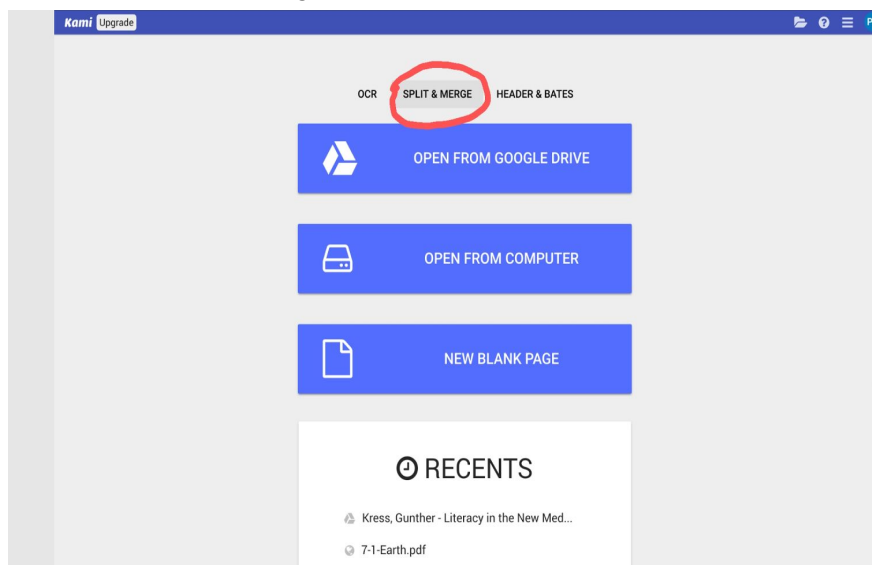
**Install the Kami extension/Kami app before following the outlined workflow*

https://chrome.google.com/webstore/detail/kami-pdf-and-document-mar/ecnphlgnajanjnkcmpancdjoidceilk?utm_source=gmail

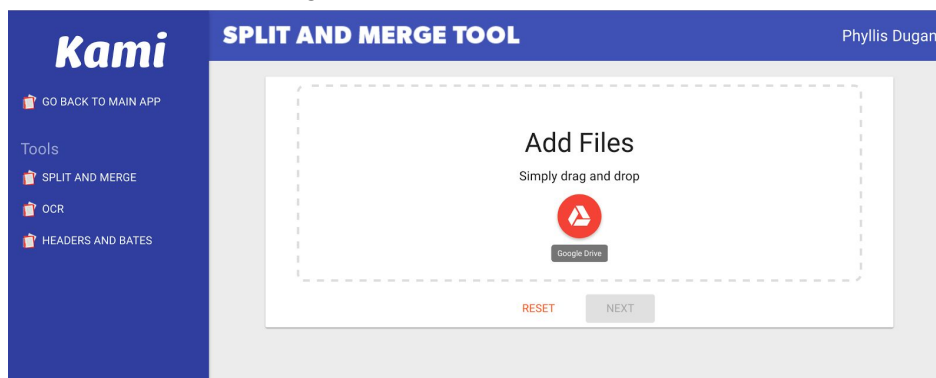
Step 1: Open Kami



Step 2: Select Split & Merge

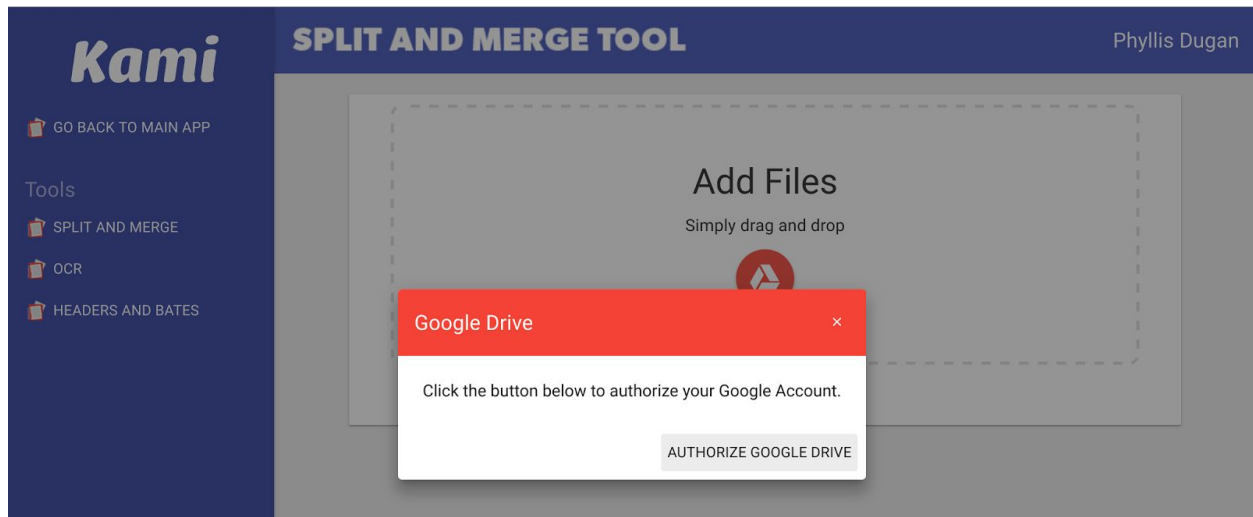


Step 3: Select the Google Drive icon

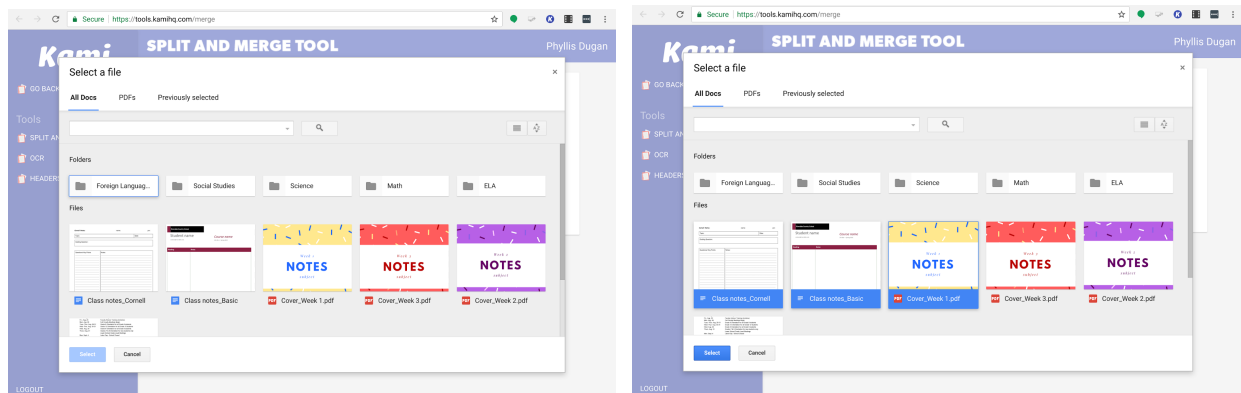


Step 4: Select Authorize Google Drive

*You should only have to do this step for your first Split & Merge



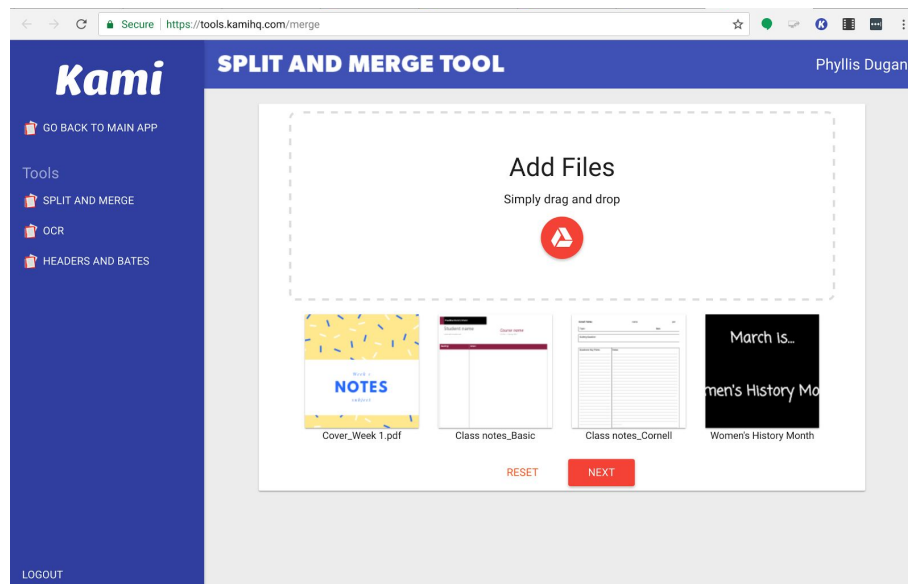
Step 5: Students will select the notes they want to combine from their class folder in Google Drive



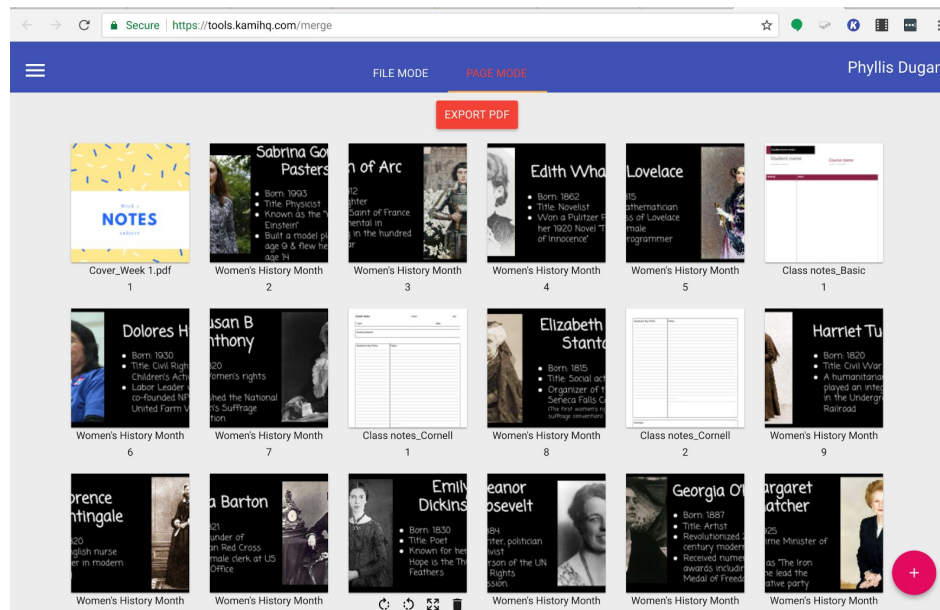
*Best Practice Suggestion

- Create a notes template for students to use for hand written notes or typed notes
 - Examples:
Typed
<https://docs.google.com/a/riverdale.edu/document/d/1agRlf0P5PWbQJPY0KJlQ-vUmOJjGdQZj1YfwoJdEuio/edit?usp=sharing>
Handwritten
<https://docs.google.com/document/d/1ORuBtES3k0-utDmog3BBSVGWuz7WpygO7o0QlQnMdnE/edit?usp=sharing>
- Students can use [Canva](#) to create a cover page for the weekly study guide
 - Example
<https://drive.google.com/a/riverdale.edu/file/d/0BwBgYe8BO1ArTUQxdIRTMHKBuU0/view?usp=sharing>

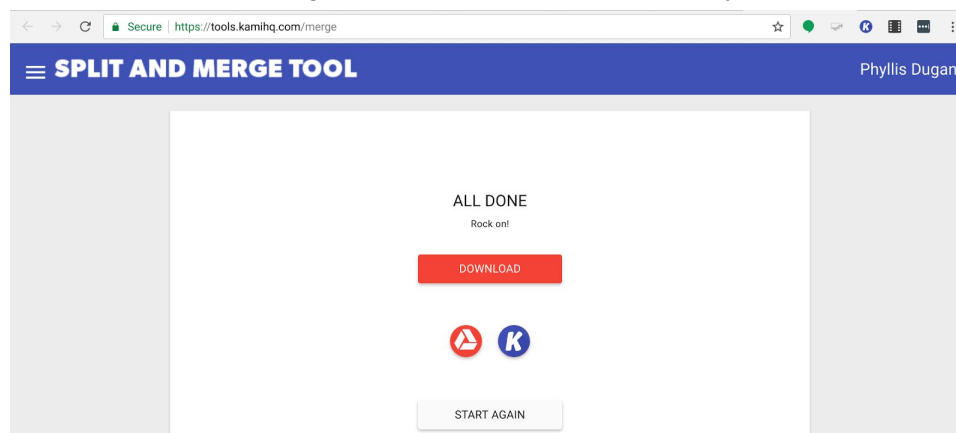
Step 6: Click Next



Step 7: Organize the files, delete pages you don't want. Click export pdf when complete.



Step 8: Select the Google Drive icon to save the pdf to your drive



Chromebook Best Practices

Objective: The Google Drive Assignments App enables instructors to assign Google Docs, Spreadsheets, Slideshows, and Drawings from directly within the Schoology platform. Once assigned, students can make their own copies of the content to work on and submit, and the instructor can then provide feedback and grade the assignment, all without leaving Schoology.

Tools: Schoology, Schoology Google Drive Assignment App

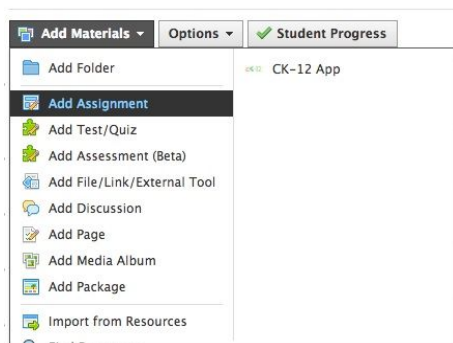
***Install the Schoology Google Drive Assignment App**

Note: To use Google Drive Assignments, You must install the app from the [Schoology App Center](#), accessible from the left menu on your Schoology home page. When installing for your school or organization, you must **Install/Remove** the app for **All Courses**. Although the **Configuration** button does display, you do **not** need a **Consumer Key** and **Shared Secret** for the Google Drive Assignments app.

<https://support.schoology.com/hc/en-us/articles/115008543287-Using-the-Google-Drive-Assignments-App>

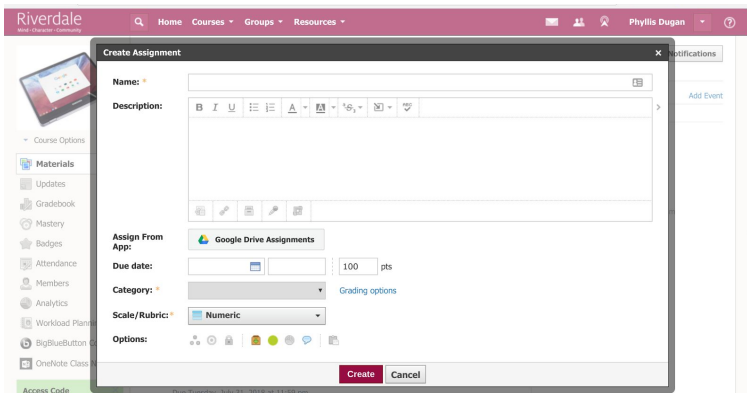
1. From the **Courses** menu at the top of the screen, select the course in which you're adding the assignment.
2. Click the **Add Materials** button at the top of your **Course Materials** page. You can also access the **Add Materials** button from within a folder.
3. Click **Add Assignment**.

Geometry: Period 4 
Your School Here

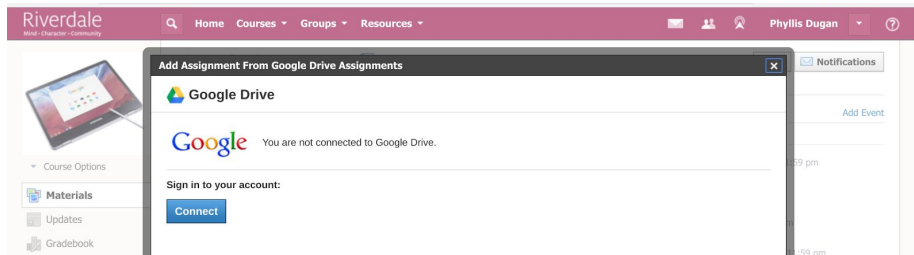


4. Select **Google Drive Assignments**

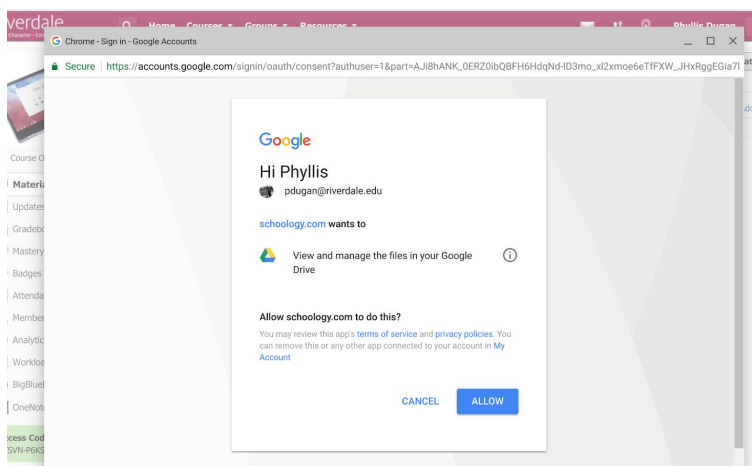
Assign From App:



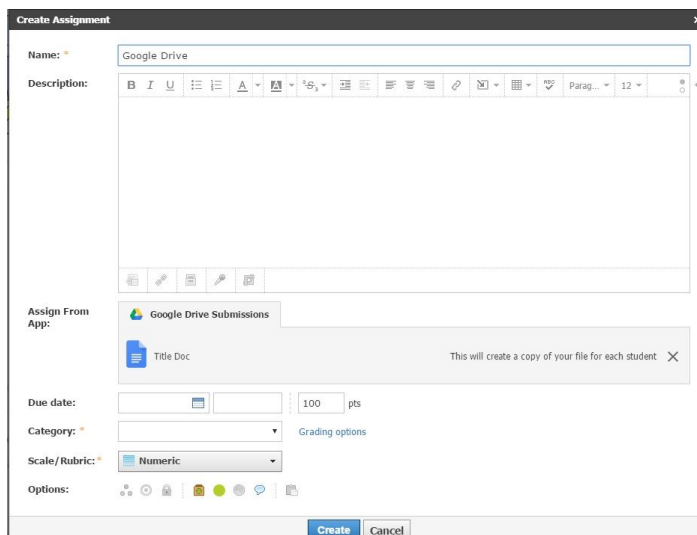
5. If necessary, click **Connect** to approve the app and log in to your Google account.
 - a. **Note:** Instructors and Students must also be logged into a Google account through their browser to work on and submit assignments using the Google Drive app.



6. Select **Allow**



7. Enter words or phrases in the **Search** pane to filter your results. Enclose phrases in single quotes (apostrophes) to search for that exact phrase. Items matching your search terms populate automatically in the results list.
8. Select the file from your Drive to attach it to the assignment. When your students access your Schoology assignment, they will be able to make a copy of this file that they can work on and submit back to you from directly within Schoology.



9. You can only choose one Google file per Schoology Assignment. To choose a different file, click the **x** in the right margin to delete the current file, then re-open the **Google Drive Assignments** app to select another file from your Drive.
10. [Fill in the rest of the assignment](#) and click **Create**.

Notes:

- Creating the Assignment also [automatically creates a new folder structure in your Google Drive](#), which Schoology uses to organize student copies of the file to make it easier for you to keep your Drive organized. It is important that you do **not** delete or rename any of the new folders in your Drive.
- Once you click **Create**, you can no longer remove the selected Google file from your assignment.
- For more information please visit:
<https://support.schoology.com/hc/en-us/articles/115008543287-Using-the-Google-Drive-Assignments-App>