Secondary students that receive devices from DoIT during the COVID 19 closure will be receiving a Chromebook. While these devices are slightly different from the Windows machines they may be used to, they function in much the same way.

Students will use their BCPS credentials to log in to the Chromebooks and utilize Schoology and Google Meet on the Chrome browser.

The following support documents are available for teachers, parents and students. These documents are in order based on the order in which they should be followed.

1. **Chromebook Wi-Fi Connection** – This document explains how students must connect to their home Wi-Fi network before attempting to log into the Chromebook with their BCPS credentials.

2. **Exploring Chromebook Functionality Off Network** – This document provides helpful, step-by-step tips to log into the Chromebook to utilize the device. Information and support links for the touchpad, keyboard, touchscreen, and audio video options are provided.

3. **Connecting Your Microsoft OneDrive in Schoology** - This document walks BCPS users (teacher or students) through the process of connecting their Microsoft OneDrive in Schoology.

   **Schoology – Connecting Your Microsoft OneDrive (.mp4)** - This video walks BCPS users (teacher or students) through the process of connecting their Microsoft OneDrive in Schoology. This video is also accessible via YouTube for closed caption: [https://www.youtube.com/watch?v=kt_HHeVEtZc&feature=youtu.be](https://www.youtube.com/watch?v=kt_HHeVEtZc&feature=youtu.be)

4. **Apps and Extensions for Chromebooks** – This document explains the alternative apps that are available on the Chromebook for common Windows functions.

5. **Using Office Online via BCPS One and the Chrome Office Extension to Submit Files in Schoology** – This document shows how students can access Office 365 via BCPS One or their Chromebooks Chrome browser and upload documents to assignments via Schoology.
Chromebook Wi-Fi Connection

When used off of the BCPS network, users must connect to a public or private network to use a Chromebook. Users that have already signed in to a specific Chromebook can log in without connecting to a wireless network. Functionality will be very limited.

1. Restart the Chromebook if needed.

2. When off network the following screen will appear to indicate that no network is available. Note the different icons for “Open” vs. “Private” networks. Touch the name of the network that you wish to connect to.
3. If connecting to a private network, the password will need to be provided (1). The shown default Security setting (PSK (WPA or RSN)) (2) should be enough. There are other choices if home routers are set up differently. Finally click **Connect** (3) to access the wireless.

4. Log into the Chromebook with your BCPS username and password.
As you explore the Chromebook, try out some of the following tasks to test out functionality.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Directions</th>
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<tbody>
<tr>
<td>1 Connect to Wi-Fi</td>
<td>Connect Chromebook to home Wi-Fi network. <a href="https://bcpsone.bcps.org/support/device/">https://bcpsone.bcps.org/support/device/</a></td>
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| 2 Log-in                     | Use BCPS credentials to:  
• Log into a Chromebook  
• Log into BCPS One |
| 3 Touchpad                   | Use the following support materials to try the following tasks:  
• Move the pointer  
• Click  
• Scroll  
• Drag and Drop |
| 4 On-screen Keyboard Options | Use the following support materials to try the following tasks in desktop and tablet mode:  
• Access on-screen keyboard  
• Enable and use handwriting tool  
• Enable and use type text by speaking |
| 5 Touchscreen                | Use the following support material for the following tasks:  
• Click  
• Right-click  
• Scroll  
• Go to a previous page on your browser  
• Zoom in or out  
• Open Launcher  
• Show your row of apps (shelf)  
• Hide your row of apps (shelf)  
• View two apps side by side |
| 6 Camera and Video           | Use the following support materials for the following tasks:  
• Take a picture |
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| • Take a video  
| • See your photo or video from the downloads folder of your files |