

**Curtis Creek  
Elementary School  
Online Learning  
Instructions**

*Instructions for Curtis Creek Families*

*August 6, 2020*



# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Chromebook</b>	<b>3</b>
Getting Started with Your Chromebook	3
Set Up	3
How To Update Your Chromebook	3
If Your Chromebook has an “Update Available.”	3
If Your Chromebook Does Not Show “Update Available”	4
Reminders	4
<b>Google Apps</b>	<b>5</b>
Overview of Google Apps	5
Logging Into Your Chromebook	6
Grid	6
<b>Google Classroom</b>	<b>7</b>
<b>Zoom</b>	<b>9</b>
Joining a Zoom	9
<b>Important Links</b>	<b>9</b>
Important Links	9
Helpful Videos	9

# Chromebook

## Getting Started with Your Chromebook

*Please skip to the Google Apps section if you were not provided a Chromebook by Curtis Creek*

If you're here that means you have been issued a Chromebook by Curtis Creek Elementary School! Chromebooks are very easy to use. If you have used the Chrome Browser, then you know how to use a Chromebook.

### Set Up

1. **Charge Your Chromebook.** Plug in your Chromebook's power adapter, and charge your Chromebook for at least **30 minutes** before powering it on. If it turns on by itself before the 30min is up, just be sure to keep it charging.
2. **Connect to Wi-Fi.** The first thing your Chromebook will do when your Chromebook powers on is ask for a Wi-Fi connection. The Chromebook can either be connected to a home wireless network, or use a mobile hotspot. Select the network that is yours, and type in the password. Then click connect. It will move on to the next page.
3. **You're set!** You're ready to log in with your Curtis Creek email and password.

## How To Update Your Chromebook

Hello Curtis Creek families, welcome to the 2020-2021 school year! The school Chromebooks have been sitting, waiting patiently for handout for this school year, but may be a little out of date. It will work better for you if it's up to date. Please follow the below instructions to update your Chromebook. Please note, it must be connected to the internet for you to update it.

### If Your Chromebook has an "Update Available."

1. Turn on your Chromebook.
2. Connect your Chromebook to Wi-Fi.
3. At the bottom right, select the time.

4. Look to see if there is a notification that says "Update available". If there is, please click on that notification.
5. Select "Restart to Update". Your Chromebook will restart and be updated.

### **If Your Chromebook Does Not Show "Update Available"**

1. Turn on your Chromebook.
2. Connect your Chromebook to Wi-Fi.
3. At the bottom right, select the time.
4. Select Settings .
5. At the bottom of the left panel, select About Chrome OS.
6. Under "Google Chrome OS," you'll find which version of the Chrome operating system your Chromebook uses.
7. Select Check for updates.
8. If your Chromebook finds a software update, it will start to download automatically.
9. After it's downloaded, select "Restart to Update". Your Chromebook will restart and be updated.

### **Reminders**

These computers are connected to Curtis Creek and are set up exactly like they would be in the classroom. You are only permitted to log into a Curtis Creek account on these devices. Here are a few reminders, tips, and tricks for best use.

Please remember, your at-home internet is not filtered. This means that as a parent, you are responsible for moderating your student's internet browsing. Students are expected to follow the same browsing guidelines on school Chromebooks at home as they did in the classroom.

Please do not expose these computers to extreme temperatures or wet environments. Please be safe with your computer while you are responsible for it. We suggest keeping it in a safe place in your house where you know it will be okay, especially making sure it's not left on the floor to be stepped on. We are counting on all of our Mustangs to keep our technology nice so it lasts a long time!

# Google Apps

## Overview of Google Apps

When you log into Google, you are given access to an ecosystem of useful applications. Your student(s) are used to using some of these apps in their regular classes, but there are a couple of added features we have started using when school transitioned to distance learning.

The apps we will be using regularly are: **Google Classroom, Gmail, Google Docs, Google Slides, Google Calendar, and Zoom.**

Google Classroom and Zoom will be very new for most of our students.

**Google Classroom** allows teachers to have their own page where the students can access announcements, content (links, documents, etc.), and work from each of their classes. This is where you will see your student(s) assignments.

**Gmail** is an email service that is strictly for use between students and teachers. Gmail use between students is not allowed. Your student(s) email access does not reach outside of the Curtis Creek domain for students, meaning they are not able to receive or send emails to external addresses.

**Docs and Slides** are equivalents to Microsoft Word and PowerPoint, but have instant cloud saving and easy sharing between teachers and students.

**Calendar** is used to check when your teacher has any important events coming up, most events will be upcoming Zoom meetings. Info for the meeting can be found in the Calendar event, or you can check the email that was received when the event was created by the teacher.

**Drive** works hand-in-hand with Docs, Slides, and more, and it is the place all your student(s) documents are stored. This might be where a teacher stores a shared folder. This is also where you can access any files your student has saved on their Google account.

**Zoom** is a video meeting and conferencing application that will allow your teachers to instruct you remotely, and keep in contact.

# Logging Into Your Chromebook

All of our student emails are in the same format: First initial, last name, and 8th grade graduation year @ccreekmustangs.com. For example, if Mrs. Wels was an 8th grader, her email would be swels21@ccreekmustangs.com. On the other hand, if she was in TK, her email would be swels30@ccreekmustangs.com

If your student has a hyphenated last name, the first name listed in the hyphenation is considered the last name in the email.

Please refer to the password on the back of your school classroom assignment card.

To sign in, open up your Chromebook. It should automatically power on. If it does not, hit the power button directly above the "backspace" key. When the Chromebook is booted up and ready to log in, please enter your Curtis Creek email address and your password.

Please email your teacher if you are having trouble logging in! We can both reset a student password.

To get started, open up Chrome if it's not already open. The Chrome icon looks like this.



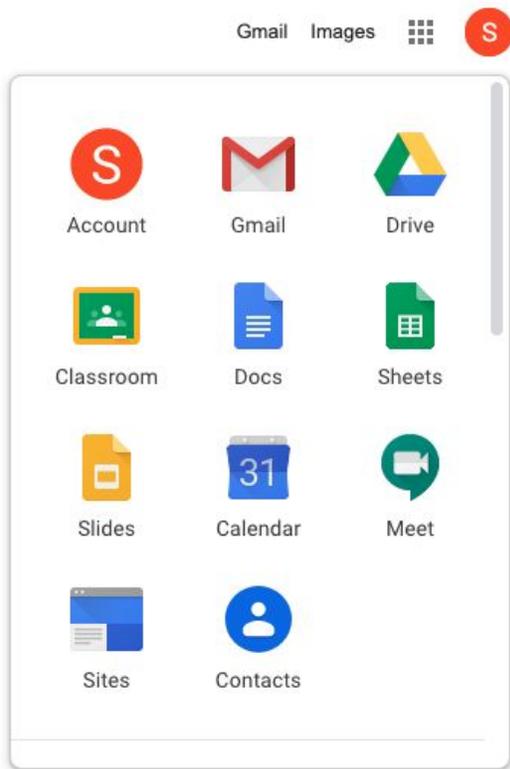
## Grid

You're in! Now what? Well, it depends on what you'd like to do.

Here is the button you can press anywhere in Google to open your apps, you can call it the "grid" or "waffle".



It looks like this when you click on it:



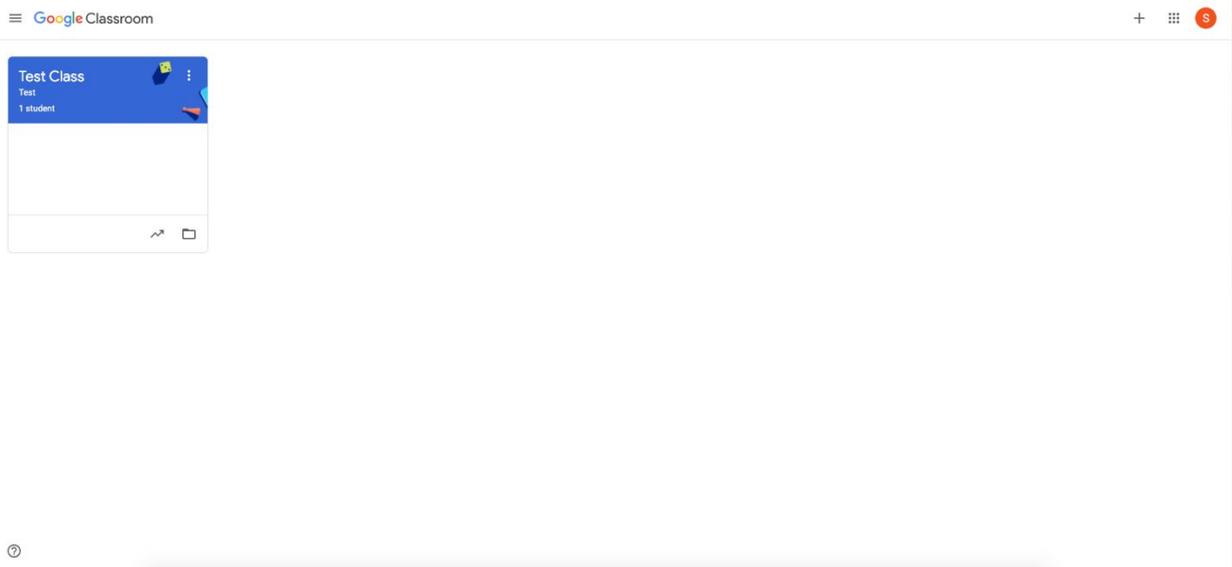
That's it! This menu is always available and can navigate you to any of your apps.

## Google Classroom

Google Classroom is the place where your student can see their teacher's page and view the content they have posted.

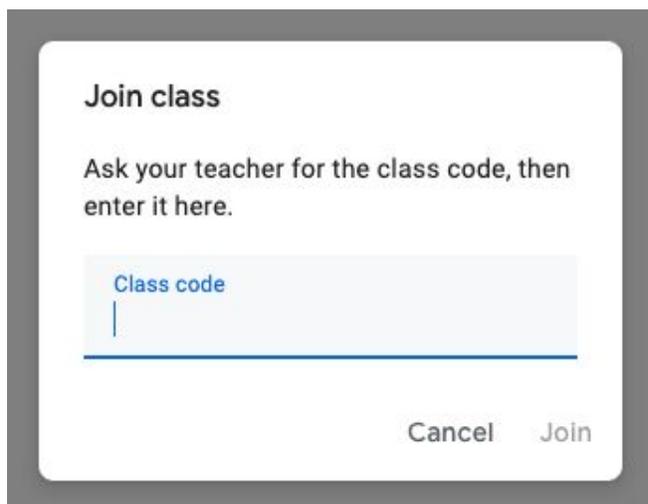
You can click the Classroom icon in the grid, or go to <https://classroom.google.com/>

Here's what the page looks like from my view with a test classroom set up:



Depending on your student's grade, they could have up to 4 classrooms, one from each teacher.

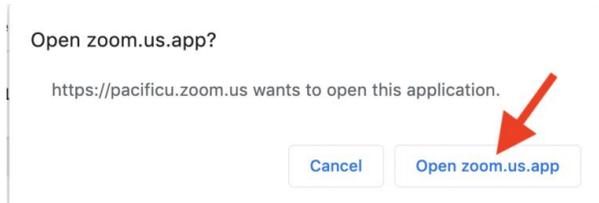
If you don't have access to the correct classes, you can choose to join one using the class code provided by your teacher, or ask to be invited into the classroom. The invitation is sent in an email. If you click the + and "Join Class", you can type in the Classroom code:



# Zoom

## Joining a Zoom

1. Click on the link provided to you by your teacher to join the Zoom meeting.
2. You may be prompted to "Open zoom.us app." Click on "Open zoom.us app."



3. You will be asked if you want to join the meeting with video. Choose "Join with Video."
4. Next, you'll be asked if you want to join with audio. Click on the big blue button that says "Join with Computer Audio."

NOTE: If Zoom is slow or choppy, you might need to close tabs in Chrome to improve the performance of the Chromebook.

## Important Links

Please contact your student's teacher or [cctech@ccreekmustangs.com](mailto:cctech@ccreekmustangs.com) if you need help.

## Important Links

Curtis Creek School Homepage: <https://www.curtiscreekschool.com>

Google Homepage: <https://www.google.com>

Gmail: <https://www.gmail.com>

Google Classroom: <https://classroom.google.com>

Google Calendar: <https://calendar.google.com>

## Helpful Videos

How to Zoom for Students: <https://youtu.be/wbnyQwsVbiY>

Google Classroom Overview: <https://youtu.be/88idNZxeZbo>