



# DELONE CATHOLIC HIGH SCHOOL

## TECHNOLOGY DEPARTMENT

### CHROMEBOOK QUICK START GUIDE

**Login:** Use your eChalk username and password to login to the Chromebook. Your login will be Firstname.LastnameXX, where the XX is your expected year of graduation (Freshmen will use 19, Sophomores: 18, etc.).

**eChalk:** eChalk is the location of our intranet. Go to the Delone Catholic website ([www.delonecatholic.org](http://www.delonecatholic.org)) and login. Email can be accessed by the My Email tab, this will also get you to Drive, Docs, Sheets, and Slides. Class pages are accessed on the My Classes tab. You also have access to special groups on the My Groups page. Everyone has been added to their particular class page. Any clubs you join or other activities may or may not have a group page, check with the moderator to see if there is a group page.

**Email:** Your eChalk account is tied to your Delone Catholic email account (Gmail based). You only have permission to send and receive email from other users with a delonecatholic.org account. You should not use this account for outside communications (like for college admissions, etc.). You may email teachers with homework assignments and questions, but do not expect an instant response. You may also access the email account through the Gmail link on the Google home page; just remember you need to include the delonecatholic.org extension after your username. This may be accessed from anywhere you have a computer and internet access.

**Google Apps:** Docs, Sheets and Slides are accessed from your email page. In the upper right hand corner of the page, you will see a box of 9 squares. Left click on this box and you can click on the app you wish to use:

Drive: You can save documents here to share with others

Docs: A word processing app similar to Microsoft Word

Sheets: A spreadsheet app similar to Microsoft Excel

Slides: A presentation app similar to Microsoft PowerPoint.

Please note that although these apps are similar to their Microsoft Office counterparts, they are not identical. Some features will not convert from Office to the app and vice versa. Please test conversions before using them for a classroom presentation!!!

**Sharing Documents:** When permitted by your teacher, you may share documents for collaborative projects. To share while the document is open, select the share button in the upper right hand corner of the window. If the file is closed, you can right click on the file name in Drive and select share. You may either add the email address of the users or get a shareable link. If you enter the email address, you may choose if they can view only, comment only or edit the document. Please add your teacher to the view only list for all collaborative work, unless directed differently by the teacher.

**Care and Maintenance of the Chromebook:**

Screen: Use a product specifically made for computer screens. Spray a light amount on a clean, soft, lint-free cloth (microfiber is best) and lightly wipe the towel on the screen to clean. Do not use a product like Windex or any other glass cleaner, as the chemicals may destroy the screen material.

Keyboard: Use a can of compressed air to clean any debris from the keyboard area. Do not use a liquid cleaning product in this area.

**Best Practices for Carrying and Storing:** The most sensitive component on the Chromebook is the screen. To prevent damage from occurring, please check the keyboard area for paperclips, pens, pencils and any other hard materials. Remove these items before closing the cover. Once closed, please do not put any materials on top of the Chromebook, even while in the case. Pressure placed on the cover from heavy books, pencils, pens, etc. can cause the screen to crack or display improperly. Please do not carry or move the Chromebook by the screen. Carry by the base or close the cover and transport the Chromebook instead. Always keep the Chromebook in its case! At home, please use a surge suppressor when plugging in the Chromebook to the electrical outlet.

Things to avoid: Do not store your Chromebook in the car, as the heat may cause damage. Do not use food or drinks around your Chromebook. Spills are not covered under the warranty. Do not leave your Chromebook in your unlocked or “jammed” locker, as others can gain access to it and may cause damage that will be your responsibility.