LRC Chromebook

User's Manual

LRC Chromebook Manual

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Chromebooks FAQs

What's the difference between Chromebooks and other computers, like Windows or Mac OS?

Chromebooks are a new type of computer designed to help you get things done faster and easier. The Chromebook requires an internet connection for the initial setup process and saving documents and items to your cloud. They run Chrome OS operating system that has cloud storage, the best of Google built-in, and multiple layers of security.

Can I install programs into it?

No, Chromebooks are different from other OS, normal programs do not run on Chromebook. However, you can install Apps via the play store. Please note that if signed into your los rios account, due to Google and Los Rios policy you won't be able to install any apps instead you would have to sign in to your personal gmail account. On the bright side, you will be able to switch between accounts.

Can I open and edit Office files on my Chromebook?

Yes, If you have a Microsoft Office online account, you can edit your files through the online version of the Apps or if you install Word, Excel, and PPT through the play store. Sign into your personal Gmail account and click Play Store or through *office.com* you will be able to find Word, Excel, PowerPoint and other related online apps.

Can I Sign-in to the Chromebook with my personal Gmail account?

It's ok to have both personal and school accounts however, it is best to sign into the Chromebook using your personal Gmail account. If you sign into the Chromebook using your school gmail, certain features will be limited and not supported.

Do I need to store files online (or "in the cloud")?

Yes, it's best to save your files online on Google Drive.With Google Drive, your data is stored in Google's highly secure data centers.

Can I print with my Chromebook at home?

Yes, you can. You can print from your Chromebook using most printers that connect to Wi-Fi or a wired network. Tip: You can also use a USB cable to connect your printer to your Chromebook. When you use a cable, you'll see a notification. Follow any onscreen

instructions. Your printer won't need to be connected to Wi-Fi if it is directly connected to your Chromebook.

Can I print with my Chromebook at the LRC library?

Yes, you can.
Please follow the directions on "A Papercut How to Printing from a Personal Device or Lab with Generic Accounts" guide.

What kinds of accessories can I use with a Chromebook?

Mac or Windows USB drives, computer mice, keyboards, and external storage devices work well with Chromebooks.

Can I get a virus on my Chromebook?

It's very unlikely. Chromebooks are very secure and aren't susceptible to any known viruses. However, though it's not susceptible does not mean it is impervious, please practice caution when downloading and opening an unwanted file or accessing an unsecure page or link.

**Where can I get help with my Chromebook?**

You can get help with your Chromebook and any other tech related question at the LRC 144 (Student Tech Support). You can also call us at (916) 558-2049, or connect with us on Zoom by going to the SCC Student Desk home page and clicking the Zoom button. We're happy to help!

Get Started with your Chromebook

1. <u>Turn on the computer</u> by pressing the power button on the upper right hand corner of the keyboard.

2. <u>Connect to the Wi-Fi</u>
   Select and connect to your home wifi network

3. <u>Sign in using your Personal account</u>
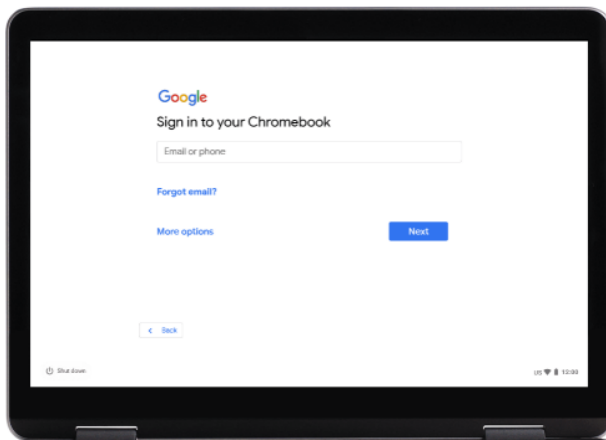
Sign out Switch Accounts or turn off your Chromebook

When you're done using your Chromebook, you can sign out, put it to sleep, or turn it off.

Sign out or Switch Accounts

To let someone else use your Chromebook, or to switch accounts:

1. At the bottom right, select the time.
2. Click Sign out.
3. Select the new user and sign in

Put your Chromebook to sleep

To save battery power while your Chromebook is on, you can put it to sleep by closing the lid.

Wake your Chromebook up : open the lid, then press any key or swipe the touchpad

Turn off your Chromebook

To turn off your Chromebook completely, try one of these options:

1. At the bottom right, select the time. Select Power ⏻ .
2. At the bottom right, select the time. Select Sign out ❯ Shut down.
3. Press and hold the Power key for 3 seconds.
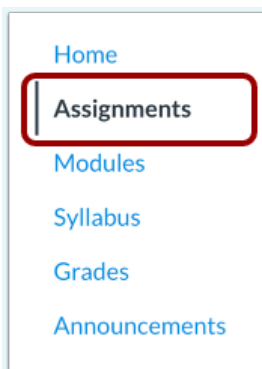4. Press and hold the Power button until you see a menu to Power off or Sign out.

How do I upload a file from Google Drive as an assignment submission in Canvas?

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.

1) Open Assignments

In Course Navigation, click the **Assignments** link.

Home

Assignments

Modules

Syllabus

Grades

Announcements

2) Select Assignment

Click the title of the assignment.

▼ Upcoming Assignments

Declaration of Independence Topic Discussion
Due Jul 13 at 3pm | 9.2/10 pts | 3.7

Patriotism or Treason?
Due Jul 14 at 7:29pm | -/30 pts

To Sign or Not to Sign Discussion
Due Jul 14 at 11:59pm | -/10 pts
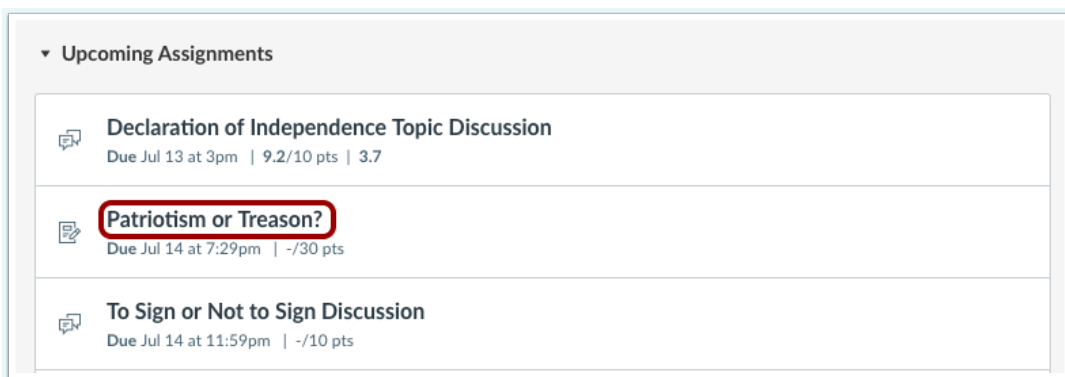
3) Submit Assignment

Click the **Submit Assignment** button.

Patriotism or Treason?

Submit Assignment

Due   Nov 3 by 11:59pm   Points   35
Submitting   a text entry box, a website url, a media recording, or a file upload

Expand on your thoughts from the Road to Revolution: Patriotism or Treason discussion. Think about how a colonist & a British citizen would view the events in America. Write 2-3 paragraphs from each citizen's point of view. Think about the following questions:

- What would they agree on and what would they disagree on?
- How would a British Citizen learn about events in America and would their perception of events be colored by media coverage?

4) Open Google Doc

Click the **Google Doc** or **Google Drive** tab.

| File Upload | Text Entry | Website URL | Google Doc | Media |

Upload a file, or choose a file you've already uploaded.

File: Choose File   No file chosen

+ Add Another File
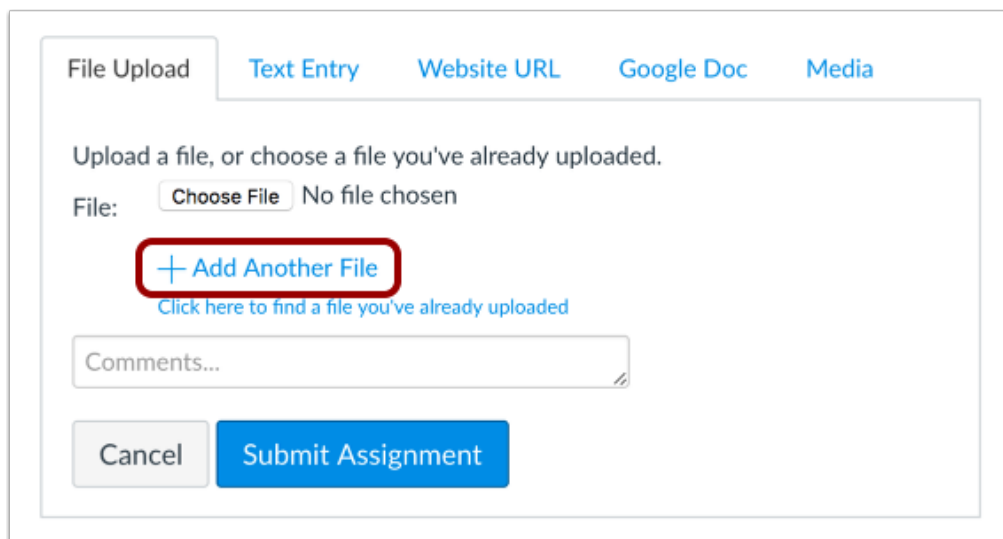Click here to find a file you've already uploaded

Comments...

Cancel   **Submit Assignment**

5) Submit Assignment

Google Drive will display a list of all allowed file types. Click the name of the file, then click the **Submit Assignment** button
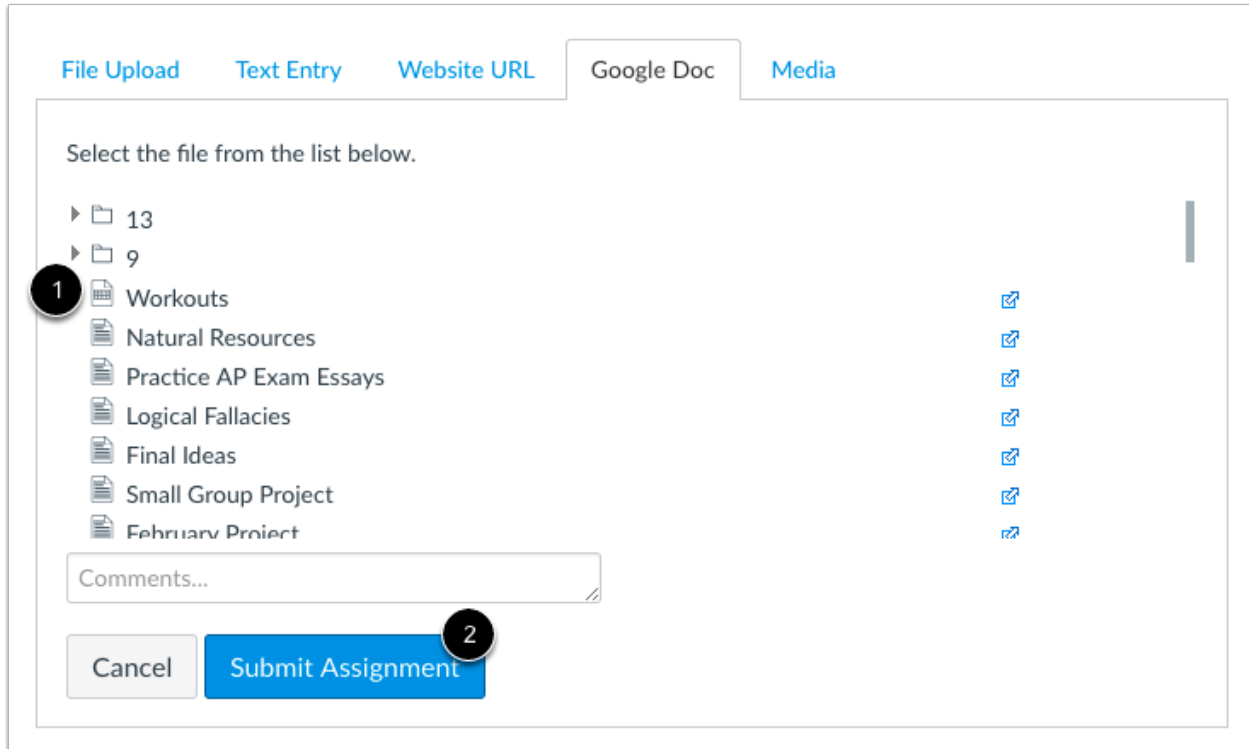
6) View Submission Notification

After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.

To clear the notification, click the **OK** button.
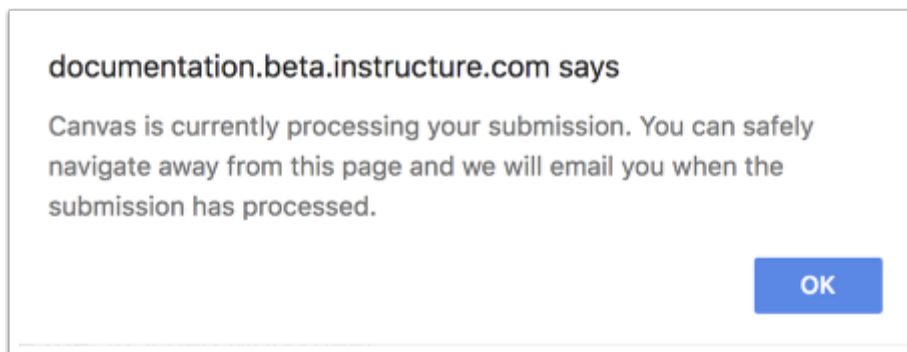
7) View Submission

View the confirmation of your assignment submission.

Submission

✓ Submitted!

May 1 at 4:11pm

Submission Details

Download Assignment-1.pdf

Comments:
No Comments

How do I upload a file as an assignment submission in Canvas?

1) Open Assignments
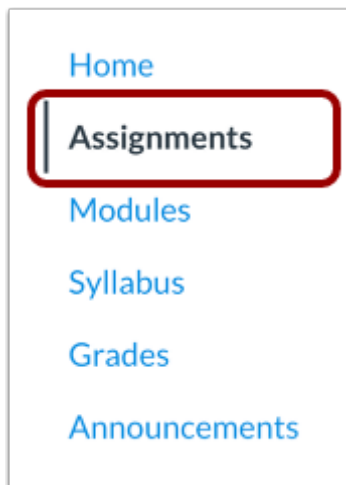
In Course Navigation, click the **Assignments** link.

2) Select Assignment
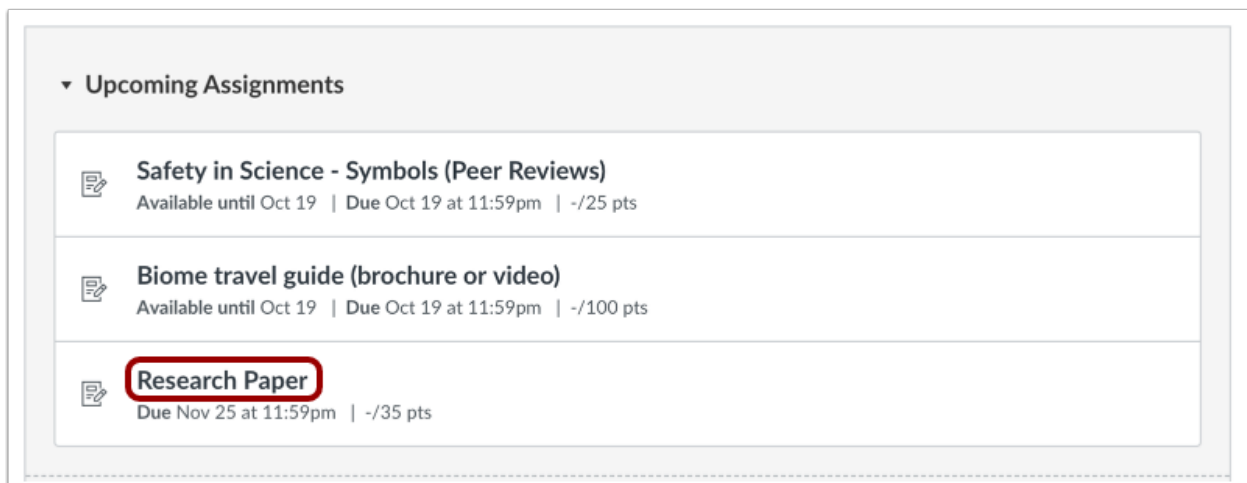
Click the title of the assignment.

3) Submit Assignment

Research Paper
Submit Assignment

Due Nov 25 by 11:59pm   **Points** 35
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 3-5 page paper on a biological concept of your choice. Be sure to thoroughly research your chosen topic, present a strong hypothesis, and provide supporting evidence.

Click the **Submit Assignment** button

4) Add File

File Upload   Text Entry   Website URL   Google Doc ③   Media

Upload a file, or choose a file you've already uploaded.
File: ① Choose File   No file chosen

＋ Add Another File
Click here to find a file you've already uploaded ← ②

Comments...

Cancel   Submit Assignment

To upload a file from your computer, click the **Choose File** button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Browse** button (depending on your browser).

To upload a file you already uploaded to Canvas, click the **Click here to find a file...** link [2]. The file list will expand. Click the name of the file.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the **Google Doc** tab [3].
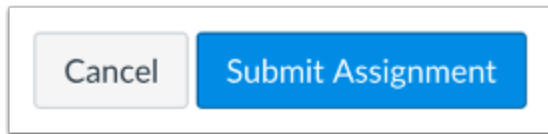
5) Add Another File

If you need to upload another file, click the **Add Another File** link. **Note:** You can only upload additional files from your computer.
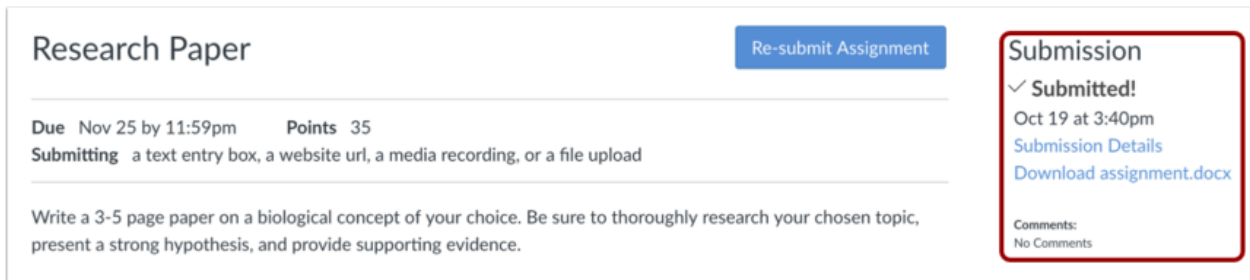
6) Submit Assignment

Click the **Submit Assignment** button.

7) View Submission

View the confirmation of your assignment submission.