

#### IT READINESS PACKET - STUDENT

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# Student MySDMC SSO Guide

#### mysdmc.manateeschools.net

ClassLink

#### 1. Log In

Sign in by clicking the "Please Click Here To Sign In" button. MySDMC SSO is connected to your computer sign in on a district device and will automatically sign you in. On a personal device, go to mysdmc.manateeschools.net and enter your login credentials.

	MySDMC SSO	
	Please Click Here To Sign In	
	istic Librout my casewood Or sign in using:	
Classifin	1980.77 - Brosset.Cana.57 - Divers.57	

#### 3. Password Recovery Setup

You can setup your password recovery questions in case you need to reset your log-in password in the future. Just pick 3 questions and provide the answers then click "Save Questions".

A My Profile		$\otimes$
General Themes & Colors	Password Recovery Setup	
Password Locker Auto Launch Sign-in options	Questions If you forget your password, we will use these questions you set below to help you rese	ik.
Password Recovery Setup	Select Question	Answer
My Analytics	Select Question	• Answer
	Select Question	Answer     Save Duestions
		Save Questions

### 2. My Profile

Click the drop down arrow next to the profile picture in the upper right, then click "My Profile" button. You can add a profile picture, as well as customize other aspects of your profile in this section.

💄 My Profile		$\otimes$
General Themes & Colors	General	
Password Locker Auto Launch	General Settings Did you know ClassLink has dozens of custom awarars?	
Sign-in options Password Recovery Setup My Analytics	Profile image Change image Reset image	
	First Name Demo	1
	Last Name	
	Sindemid	

#### 4. Launchpad

This is where all your district applications reside. You can use the search box to look for an application, click on the pencil icon to go into edit mode, click on the bell icon to see notifications and access helpful resources by clicking on the question mark icon.



# Student MySDMC SSO Guide

ClassLink

#### 5. My Apps

Your online resources are located in the "My Apps" screen. These are preselected by the district for your location. However, you may find that there is an App that you do not have which you have seen. In that case, look in your App Library screen shown next in #6.



#### 7. Edit Mode

Click the "Pencil" in the upper right nav bar to customize your appearance. You can change your colors, themes, icons, font and organize your apps by changing their order or creating folders for them.



### 6. App Library

To add an App to the "My Apps" screen, click the Plus (+) on the top left nav bar. Browse the App Library or use the Search field to find an App. Click the "Add" button to add the App. Click "Remove" to remove an App. Click the top right "x" to close the





#### 8. Online Help

Find videos, screenshots and directions on how to use the MySDMC SSO ClassLink Portal. Click on the "?" on the top right of your screen and click on the green "Online Help" button.



# How to Reset your Password

**Please Note:** Students who need a password reset and have not setup the password recovery options can contact their Teacher or their school to request a password reset.

#### **Setup Password Recovery**

• When logged into MySDMC SSO (mysdmc.manateeschools.net), click on your Avatar in the top right-hand corner.



• Click on 'My Profile'.



• On the left click 'Password Recovery Setup'.

My Profile				$(\times)$
General				- I
Palettes & Colors	Password Recovery Setup			
Password Locker				
Auto Launch	Questions If you forget your password, we will use these quest	ions you set below to help y	ou reset it.	
Sign-in options				_
Password Recovery Setup	Select Question	•	Answer	20
My Analytics				
	Select Question	•	Answer	20
	Select Question		Answer	8

- Select each question and answer it.
- Click 'Save Questions' and close out the window.

#### **Reset Password on MySDMC SSO**

After setting up the Password Recovery questions you can use the password recovery link to create a new password.

- In your browser type in the MySDMC SSO web address: mysdmc.manateeschools.net.
- On the splash page, click on the 'Help, I forgot my password' link.



On the next page type in your student ID number as the Username. 'manatee' should populate in by default. Click the checkmark to proceed.



• After answering the questions choose a new password and enter it twice. Click the checkmark to save the new password.

	Ø	
	Change Password Please submit your new password	
New Password		
Confirm passwo	rd	
	$\checkmark$	
	Go back to login page	



### SDMC Students: You can install the Office Suite on $\overline{\mathbb{5}}$ of your Devices!

		w	x	P	N	s	đji
Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams

### Downloading the Office Suite and Using Office Apps

#### Login to MySDMC SSO

- Go to: <a href="https://launchpad.classlink.com/manateeschools">https://launchpad.classlink.com/manateeschools</a>
- Click Please Click Here to Sign In
- Enter the Username and Password used to login to MySDMC SSO
  - For assistance with a Student Username or Password please contact the School.
- Choose the Office 365 tile:



#### Office 365 offers two ways to use the Office apps:



#### Install Office

Select Office 365 to launch the Office apps page.

Select Install Office apps to launch the installation of the full Office Suite and follow the prompts. The license is active for current Staff members and Students currently enrolled in a Manatee County School.

Office 365



#### Use the Office 365 Apps

These Apps open in the browser and do not require the installed version of Office. Automatically saves to OneDrive.





Outlook

# How to Request eLearning Tech Support

1. Log into MySDMC SSO: mysdmc.manateeschools.net



2. Click on the eLearning Tech Assistance App on your MySDMC App page



3. Click "Students & Parents: Request eLearning Tech Support" button



4. Fill in the Subject and Description with information of how we can assist you

Service DESK 🔒 Request	s Solutions	۲
Request Catalog v Q.v. Search		
New Issue	Template eleming Technical Assistance	
+ Name Asset(s)	Densifications of Constant and American Constant and Americant and Americant and Americant and Americant and Americant and Americant	
Request Details		
- Subject		
<ul> <li>Description</li> </ul>	B I 보 ± F 10 · ■ I 조 코 코 프 · 프 · 프 · · 프 · · 프 · · · 프 · · · ·	
	Add request Preset Cancel	

5. Click Add Request to submit the ticket

# Student Guide on how to Mark yourself Present for the day

To begin log into mysdmc.manateeschools.net



- 1. Click on → Please Click Here To Sign In
- 2. Enter your Student ID number and Password
- 3. Click on the Focus Tile, this will take you to the Focus Student portal page.



# Student Guide on how to Mark yourself Present for the day

On the Student portal page, scroll down to the Check In Portal block

FOCUS Student Portal	Онер		Student Name		IS Baysh 020-202	iore (0072) 1 🔹 🔻
🍘 Portal	Dictrict & School Appouncements	Student Name				
3 School Information		HS Bayshore (0072)				
My Information	News Events					
Preferences	A Alerts	Grades         News         Planner         Reports           Q1         Q2         Q3         Q4         08/03 - 10/09				
🛗 Calendar	A You are not set to receive email polifications	Pd Course	Teacher	Ex U	nx Tard	ly Grade
A+ Grades	<ul> <li>Tot are not set to receive email notifications.</li> </ul>	01 ALG 1-A	Teacher Name	0	) O	NG
a sure		02 ENG 1		0	) O	NG
Iest History		03 Peers as Partners in Learning		0	) 0	NG
Absences		04 THEA CIN & FILM PROD		0	<u>ر</u> ر	NG
Attendance		05 DIGITAL INFO TECH		0	) 0	NG
Attendance		06 PHY SCI		0	) 0	NG
Referrals		07 INTENS READ		0	) ()	NG
	Check In Click the button below to mark yourself present for today I'm present					

Click on the (I'm Present) button to mark yourself present for all the courses that you are scheduled to take throughout the school day.

Check In		
Click the b	tton below to mark yourself present for today	
	I'm present	

Once you selected the (I'm Present) button, the button will be grayed out for the remainder of the school day.

Check In		
Click the button be	low to mark yourse	If present for today
	I'm present	

**Note:** The (I'm Present) button will change back to green, once a new school day has started.

# Student Guide on how to Mark yourself Present for the day

Be sure to log out of the student portal to allow another sibling to mark themselves (I'm Present).

FO	OCUS Student Po	ortal ØHelp
*	Portal	District & School Announcements
0	School Information	
4	My Information	News Events
۰.	Preferences	A Alerts
	Calendar	
<b>A</b> +	Grades	Tou are not set to receive email notifications.
~	Test History	
0	Absences	
	Attendance	
	Referrals	
		Check In Click the button below to mark yourself present for today
		l'm present
	G L	ogout



# How to Join a Teams Meeting in Schoology

- 1. Click the meeting link in Schoology. It will be in the course materials, updates, or on the course calendar.
- 2. If you see this screen, click the name or the icon in the upper right.

O MySDMC SSD - My Apps x O New teams test   Schoology x +		– ø ×
← → C ☆ @ manatee.schoplogy.com/course/2434431742/materials/link/view/243473796	9	x 🖬 🖸 😝 i
III Apps		
	RCES GRADES 🔍 🖓 Michael Bumbalough 🗸	
TEAMS Test: Sect	In 1 - FilesUnks	
New teams	test D	
👹 Materials		
Updates		
g Grades		
() Mastery		
Members		
ClassFlow		
Conferences		
© Discovery Education	μ	
Ed		
las) Florida Shines	teams.microsoft.com refused to connect.	
Gale Academic OneFile		
Gale General OneFile		
Gale Health and Wein		
Gale Uncontext: Mildow		
Gale Electronic Electronic		
Khan Arademy SAT		
Kids InfoBits		
McGraw Hill K-12 SSO		
- 11. LOU		5.

3. When you get this window, click **Join on the web instead**.

Experience the best of Teams meetings with the desktop app
Download the Mac app Join on the web instead Already have the Teams app? Launch it now



- 4. Teams should open in separate tab in your browser and automatically sign you in.
- 5. You will be prompted to allow access to your microphone and camera. Click **Allow**.



6. Click Join now to enter the meeting.

# How to Clear the Cache in Chrome



2. In the top right click the three stacked dots



1. Open the browser

3. Go down to 'More Tools -> Clear browsing data...'

Save page as	Ctrl+S	More tools			
Create shortcut		Edit	Cut	Сору	Paste
Clear browsing data	Ctrl+Shift+Del	Cattinga			
Extensions Task manager	Shift+Esc	Help			Þ
Developer tools	Ctrl+Shift+I	Exit			
	Cur+Shint+1				

- 4. It will open a new tab
- 5. Click 'Advanced'



6. Change the Time Range to All Time and put a check mark in all the boxes and click 'Clear data'



7. Close the browser, and then reopen.

To access secure student data, users must have an active FOCUS Parent Portal or Single Sign On account issued by the School District of Manatee County. The MySDMC Focus Mobile app provides parent and students a streamlined way to access student information from grades, attendance, school events, and social media.

Available for Download from the Apple App Store and Google Play Store!





#### **Parents Login**

• On the login screen enter your Focus Parent Portal username credentials

#### Students

• On the login screen enter your Single Sign On credentials

#### Parent and Student View of the Community App

If a parent is linked to more than one student, all their students will display on the Overview screen. Students will be directed to their Summary screen.



#### **Parents View**

# Students View



• By selecting the More Info button, parents will see the Overview of each child individually.

#### Summary Tab

The Summary tab will provide the parent and students with an overview of the student's courses,

attendance and grade summary for the current quarter.

	Juliette Lissette Abbott										
	Sum	mary	News	Planner							
Baysid	e Elem	/Middle	School						ł	Studer	it Info
Q1	Q2	Q3	Q4								
01/08/	2019 -	03/14/2	019					A	ttend	ance	
Pd Cla	SS							Ex	Unx	Tardy	Grade
01 <u>M/J</u>	LANG	ARTS 2	ESOL -	David Knig	ht			0	2	5	95% A
02 <u>M/J</u>	CRIT T	THINK -	David K	night				0	2	0	87% B
03 <u>M/J</u>	LIF SC	l - Loui	s Adams					0	2	0	93% A
04 <u>M/J</u>	CIVICS	S - Afroo	disio Agu	ilar				0	2	0	89% B
05 <u>M/J</u>	GRAD	E 7 MA	TH - Kur	Brown - In	Pro	gress		1	1	3	95% A
06 <u>M/J</u>	2-D S1		ART 2 - 1	lereida You	ng			0	2	2	91% A

#### □ Student Info Button

As a **Parent**, click on the **Student Info** button will take the parent to the student's **Demographic** information.

• The **Student Info** screen will reflect the same information that is displayed from the Focus

Portal. Use the arrow to expand the **Student Fields** bar and **Search Options**.

S	tudent Name	×		Stud	lent Name	1
	D Save				Save	1
Student De	emo			Filter fields	т	
AKA.				504 Info		
Former Name				Address		
Nickname				Addresses & Contacts	•	
Manatee				Athletic Directors		
itudent ID	M-1-8.0			Career and Technical	Education	_
- Gender	Maie[M]			Classified		
Birthdate	Passport or Cert of Arrival [6]	v		Counselor		
thcation				DMV		
Birthplace - City				DOP		
Birthplace - State	Not applicable [ZZ]	V		Daily Visit Log -Not U	sing	
Birthplace -	[	V		ELL		
Ethnicity	(Ma			ESE		
Hispanic or Latino	[NO	•		ESE Busing		
• Race: White	Yes	V		Early Intervention Ser	vices ( RTI)	
Race: Black	No	V		Enrollment		
or African American		_		Enrollment Form - Las	t School Data	
Race:	No			Extra Curricular Activ	ities	

#### Addresses and Contacts

On the **Address and Contacts** field, parents and students can click on a contact and be provided with their information.

• Click the gray X at the top right-hand corner of the screen to return to the Summary screen.



#### News Tab

The **News** tab will provide parents and students with information about the student's **Attendance** and **Assignments news** feed.

• Click the gray X at the top right-hand corner of the screen to return to the Summary screen.



#### Planner Tab

The **Planner** tab provides an overview of the assignments that the student has for the upcoming week and when they are due.

- Click the gray X at the top right-hand corner of the screen
- to return to the **Summary** screen.
- As a Parent, click the **gray X** again to return to the **Overview** screen.



#### □ Additional Options

Swipe left to view the School News	Swipe left again to view any Links
and Social Media feeds that are set	and Folders that are tied to the
by the district.	parent and student's profile.
■ News	E Links
O5/25 11:24pm HS Southeast - Twitter      RT @FLCollegeAccess: https://t.co/ziVAO5vok2	
OS/25 10:03pm HS Lakewood Kanch - Iwitter RT @Manateeschools: MANATEE STRONG 2020 PARADE   A county-wide convoy to celebrate the end of the school year! Line the route and join the celebration on Thursday, May 28th from 9 a.m. until 11:30 a.m. 🕿 🕃 🔶 #ManateeStrong #WeManatee https://t.co/a7VgQxrDUL	FortifyFL ManateeSchools School Menus
05/25 10:03pm HS Lakewood Ranch - Twitter RT @LakewoodRanch5B: Congratulations to Avery Goelz for being named the F.A.C.A District Player of the Year. Congrats to Coach T.J. for being named the F.A.C.A Coach of the Year. Congrats to Emma Anthony and Avery for being named to the F.A.C.A Senior All Star Game! No game- but still an honor! https://t.co/JvGByivrTv	
O5/25 8:42pm ES Manatee - Twitter     RT @Manateeschools: MANATEE STRONG 2020	
PARADE   A county-wide convoy to celebrate the end of the school year! Line the route and join the celebration on Thursday, May 28th from 9 a.m. until 11:30 a.m. 🕿 🕃 👮 #ManateeStrong #WeManatee	
$\circ \bullet \circ$	

#### **Additional User Options**

#### Disabling School News and Social Media feeds

Users have the option disable News feeds and Social Media feeds that they are linked to on the

Community App.

- 1. Sign into the Community App.
- 2. Click the **Menu** button  $\equiv$  (3 lines in the top left).
- 3. Click on **Settings**.
- 4. Click on the School News tab or the Social Media tab.

Settings	×
School News	•
Social Media	•

Settings

**School News** - Using the slide bars, parents and students can enable or disable the **School News** of available schools in the list.

**Social Media** - Using the slide bars, parents and student can enable or disable the available **Social Media** feeds.

5. To log out click on the Log Out button on the bottom of the

🕨 🗗 Log Out

Screen.



School News Settings	×
All School Feeds	
All My School Feeds	
CB LOUISE R. JOHNSON K-8 (0691)	
CB Palm View (0281)	
CH Lincoln Memorial Academy (2173)	
ES Abel (0621)	
ES Anna Maria (0031)	

Social Media Settings	×
All Social Media Feeds	
All My School's Social Media Feeds	•
CB LOUISE R. JOHNSON K-8 - Twitter	<b>#</b> 0
CB Palm View - Announcements	-
CH Lincoln Memorial Academy - Announce	•
ES Abel - Announcements	
ES Ballard - Announcements	

# **Connect to a Wi-Fi network in Windows 10**

Applies to: Windows 10

Whether you're at home, work, or out and about, chances are you'll find a Wi-Fi network that you can connect to for Internet access.

1. Select the **Network** icon on the taskbar. The icon that appears depends on your current connection state. If you don't see one of the network icons (or a similar one) shown in the following image, select the **Up arrow** to see if it appears there.



- 2. Choose the Wi-Fi network you want, then select Connect.
- 3. Type the network password, and then select **Next**.
- 4. Choose **Yes** or **No**, depending on the type of network you're connecting to and if you want your PC to be discoverable by other PCs and devices on the network.

# HP-How to Connect to a HotSpot

**1** Log on Computer with student ID number and password.

Open notifications on computer lower left-hand corner of screen.



Or select the wireless icon in the bottom right hand of the screen. If you

don't see it click the up arrow to show all options as pictured below.



Make sure the Wi-Fi is on. If not, click to turn on.





3

2

Select the name of the Hotspot you are connecting to, check the box to connect automatically if you want it to remember this HotSpot, and then click Connect. In the picture below, we are connecting to 24205's iPhone.



# Welcome to Your New Chromebook



For Assistance contact the Technology Service Desk (941) 209-7400

2/3/20



1

# Around the Keyboard



# Unique keys on your Chromebook keyboard



- → Go to the next page (F2)
- **c** Refresh your current page (F3)

Hides tool bar and Shelf / Page full screen (F4)

Switch Window - Shows all open windows/Add additional desktops (F5)

- Decrease screen brightness (F6)
- Increase screen brightness (F7)
- Turn off/mute audio(F8)
- Lower the volume (F9)
- Raise the volume (F10)
  - Search your apps and the web To turn Caps lock on or off, press Alt + Search
- Power button

#### School District of Manatee County

For Assistance contact the Technology Service Desk (941) 209-7400



# **Chromebook Login**

# Kiosk Mode (use of apps with no login necessary)

Kiosk mode allows the user access to apps without logging in to the Chromebook with their district credentials. The kiosk app list may expand over time and currently includes the TestNav and FSA Secure Test apps.



To access the app list click on "Apps" to view the applications available in Kiosk mode:





### User Mode - Login

On startup the Chromebook will display the Google sign in prompt. If not using kiosk mode, choose next to continue to the district login prompt:



Choose "Please Click Here to Sign In" to sign in to MYSDMC SSO:



Enter district login credentials using **<u>student/staff ID number/password</u>**:





# **Chromebook Desktop**

# **Accessing Apps**

To access the Chromebook apps, click on the App Launcher in the lower left of the desktop display. This will display the search bar and "Shelf".

# <u>The Shelf</u>

The "Shelf" functions similar to the windows "task bar" and the Mac "dock".

- 1. Apps can be added to the shelf by clicking and dragging to the shelf
- 2. Apps can be removed by clicking and dragging the app icon off the shelf
- 3. Apps can be rearranged on the shelf by clicking and dragging to the desired location on the shelf
- 4. The shelf position can be relocated to the left, right or bottom of the desktop by holding the <Alt> key and right clicking on the shelf to display the position options





# **Chromebook Apps**



To view the desktop and installed apps, click on the arrow above the search bar:

To page through available apps click on the paging icon on the right side of the desktop:

			-			
		G Searc	h your device, apps, web			
		📋 Files 🛛 💟 VEXcode IQ Block	ks 📄 Docs 💷 YouTube	Play Store		
			$\triangleright$	Μ	9	
	Docs	YouTube		Gmail	Chrome	
					Q,	
	Files	Slides	Sheets	Google Drive	Google Keep - N	•
		<u>@</u>	*			
	Camera	Chrome Canvas	Google Photos	VEXcode IQ Bloc		
0		<b>O</b>	📄 💶 ⊳ 🚺		Sign out	<ul> <li>② ③ ▼ ■ 9:27</li> </ul>

Paging can also be done with a two finger scroll on the track pad.

All apps, whether launched from the app launcher or the shelf, will **open in the Chrome browser**.







# Chromebook Apps (cont'd)

Chromebook apps are also available within the Chrome browser. To view, select the waffle icon in the upper right corner of the browser window:



- Note: Not all apps displayed are enabled for district access
- Enabling apps will be determined by curriculum in conjunction with the IT department







### Apps from the Chrome Web Store

Ways to access the Chrome Web Store:

- 1. Click on the "Web Store" icon in recently used items
- 2. Click on the "Web Store" icon on the desktop (keep in mind the desktop may have multiple pages)

8

		-	~~~	
	G	Search your device, apps, web		
	🎯 Chrome 📄	Files 📀 Web Store 🛛 VEXcode IQ E	Blocks 📄 Docs	
<b>\$</b>	?		< txt >	
Settings	Get Help	Calculator	Text	Web Store 2
<b>@</b>				
HP				o
				•

District Approved Apps will be available for download in the *Manatee Schools Web Store* 



# **Accessing Chromebook Settings**

To view Chromebook settings, click in the settings area in the lower right corner or use shortcut keys Alt + Shift + N



The settings window displays general setting information and allows access to additional settings within the specific categories.

- 1. Click on the gear icon to enter the full settings menu or
- 2. Click on the down arrow to display additional settings in a category

The basic settings window will display basic settings of date and time, battery level, audio and brightness levels and allows access to additional settings within specific categories (keyboard, network, Bluetooth, etc.)

Sign out and/or power off options are also available here









#### Full Settings Menu allows access to numerous settings:

Set	tings	Q Search settings	
Ŧ	Network	← Manage accessibility features	
*	Bluetooth		
	Connected devices	Enable accessibility features to make your device easier to use. Learn more	
÷	People		
	Device	Text-to-Speech	
.0	Personalization	Enable ChromeVox (spoken feedback)	
Q	Search engine	Enable select-to-speak	
	Apps	Highlight what you want to hear, then press search + 5. You can also press and hold the Searc key, or tap the Select-to-Speak icon near your profile image to make a selection.	n
Adva	inced	Open select-to-speak settings	Ø
0	Date and time	Text-to-Speech voice settings	
Ø	Privacy and security	Select and customize text-to-speech voices	-
	Languages and input	Display	
D	Files	Use high contrast mode	
÷	Printing		
ŧ	Accessibility	Enable fullscreen magnifier	

Accessibility settings provide options for text to speech and dictation as well as enlargement of the mouse cursor, high contrast mode and full screen magnification





# Display multiple windows/Desktops

1. Click on the switch window key windows



2. Click on "+ New Desktop" to display and work on an additional desktops



### Screen Capture

- 1. Screen capture the full window displayed: <Ctrl> <Switch Window>
- 2. Screen capture a selection: <Ctrl> <Shift> <Switch Window>

\*Screen captures will automatically be saved to Google Drive







# Access the "Task Manager"

1. Click the <Search> + <Esc> keys :

Ta	Task Manager - Google Chrome _ 🗆 🗙											
	Task			Memory footprint	CPU	Network	Pro					
	0	Ç	Br	151,880K	40.0	0						
	0	*	GF	77,000K	19.0	0						
	0	٥	Sy	372K	0.0	0						
	0	٥	Sy	384K	0.0	0						
	0	٥	Sy	404K	0.0	0						
	0	٥	Sy	1,748K	0.0	0						
	End proc											

# Cast the Chromebook display

- 1. Click on the 3 vertical dots near the end of the browser address line
- 2. Choose "Cast" to choose from available displays
- 3. The Samsung displays that we have tested within the district are not compatible with the "Cast" (mirroring) feature at this time



#### School District of Manatee County





# Access User Files

User files can be accessed from:

- 1. "Files" app in the recently used items located under the desktop search bar
- 2. "Files" app located on the user desktop
- 3. Shortcut Keys Alt + Shift + M
- 4. "Google Drive" app Documents created on the Chromebook are automatically saved to Google Drive
- 5. Access Google Drive files from any device at drive.google.com with district user name and password





# **Keyboard Shortcuts**

#### **Basic Chrome Functions:**

Ctrl + R	Refresh Page
Search + Esc	Open Task Manager
Ctrl + Shift + I	Open Developer Tools

#### **Navigating Windows:**

Ctrl + N	Open New Window
Ctrl + Shift + W	Close Current Window

#### Web Page Navigation:

Ctrl + Plus (+)	Zoom In					
Ctrl + Minus (-)	Zoom Out					
Ctrl + Zero (0)	Reset Zoom to 100%					
Ctrl + T	Open New Tab					
Ctrl + W	Close Current Tab					
Ctrl + F	Search Current Page					
Alt + up (arrow)	Page up					
Alt + down (arrow)Page Down						





#### Chrome OS System:

Ctrl + Alt + /	Show Chrome OS shortcuts reference
Ctrl + Shift + Q (twice)	Sign out of Google Account
Ctrl + Switch window	Screenshot of entire screen
Ctrl + Shift + Switch Wind	w Take Screenshot selected area
Alt + Search	Foggle Caps Lock
Ctrl + A	Select All
Ctrl + L	Select all text within the address bar
Ctrl + C	Сору
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Jndo
Ctrl + Y	Redo
Alt + Click	Right Click (also done with two fingers tap on trackpad,

#### Accessibility /Advanced Navigation:

Search + Ctrl + H	Toggle High Contrast Mode
Search + Ctrl + M	Magnify entire screen
Search + Ctrl + D	Magnify part of the screen
Ctrl + Alt + Z	Toggle ChromeVox built in screen reader
Miscellaneous:	
Alt + Shift + M	Open Files App
Ctrl + Shift + L	Lock your screen







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# **Connect District Chromebooks to your Home Network**

1. Turn on the Chromebook:



2. When powered on at a non-district location (your home) the following window will be displayed on the Chromebook:

Select your home network:

V									
Ne	Network not available								
Please	e connect to the Internet to sign in to your Chromebook.								
You m	ay also skip signing in and browse as Guest.								
lf you'	ve already registered on this device, you can sign in as an existing user.								
$\overline{\mathbf{v}}$	HP-Print-F0-Officejet Pro 6830								
<b>▼</b> a	MySpectrumWiFi10-2G								
▼_	MySpectrumWiFi10-5G								
T.	MySpectrumWiFifb-2G								
-	Fowler Collection								
< Back									

3. Enter the password for the home network chosen in step 2 and select "Connect":

Join Wi-Fi network		
SSID		
MySpectrumWiFi10-5G		
Security		
PSK (WPA or RSN)		-
Password		
		ø
Allow other users of this device to use this network		-
	Cancel	Connect

4. Select "Next" on the Chromebook login screen:



5. Select "Please Click Here to Sign In" on the MySDMC SSO window:



6. Enter your district username and password (*the user name and password that you use to login to computers at school*).



7. Your MySDMC SSO landing page will be displayed and ready to use.

#### How to add a printer on a Chromebook

1. After logging in click on the App Launcher



2. Type Settings in the search bar and select Settings



3. Click the dropdown on the left and select Advanced. Then click Printing

MySDMC SSO - M <sup>4</sup>	Anne		V 📕 Sian in to your account 🛛 🖌 🚹 Minneroft Office Home 🗸 🗌 🕹	_				
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Applications	Se	ttings	Q Search settings					Other bookmarks
MySDMC	Ŧ	Network	Your Chromebook is managed by manateeschools.net					<u> </u>
	*	Bluetooth	If a setting doesn't show on this page, look in your Chrome browser settings		×			
		Connected devices						
	•	People	Network					
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	ē	Printing	Connect your chromebook with your phone. Learn more					
	Ť	Accessibility	People					
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4. Click on Printers

Settings C seach settings     Image: Setting Se					>	<
Network Printing   Buetooth Printing   Connected devices Printers   People Accessibility   Device Aways show accessibility options in the system menu   Personalization Manage accessibility features   Robustope Privacy and security   Privacy and security Privacy and security   Pinten Pinten	Set	ttings	Q Search settings			
Bluetooth   connected devices   People   People   Personalization   Search engine   Anage accessibility options in the system menu   Manage accessibility features   Enable accessibility features   Enable accessibility features   Privacy and security   Image and input   Files   Privacy and security   Privac	Ŧ	Network	Printing			
□ connected devices   ■ People   □ Device   ▲ Personalization   ④ Search engine   III: Apps   Advanced   ▲ Apps   Advanced   ● Privacy and security   ● Languages and input   ● Files   ● Printng   ▲ Accessibility	*	Bluetooth	Printers	•		
<ul> <li>People Accessibility</li> <li>Device Always show accessibility options in the system menu</li> <li>Always show accessibility options in the system menu</li> <li>Always show accessibility features</li> <li>Apps</li> <li>Advanced Advanced</li> <li>Date and time</li> <li>Privacy and security</li> <li>Files</li> <li>Printng</li> <li>Accessibility</li> </ul>		Connected devices				
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Q Search engine   Enable accessibility features     Advanced   Advanced   Date and time   Privacy and security   Languages and input   Files   Printing   Accessibility	, (T	Personalization	Manage accessibility features			
iii Apps   Advanced   Image: Date and time   Image: Privacy and security   Image: Date and input	Q	Search engine	Enable accessibility features	•		
Advanced   O   Date and time   Privacy and security   Languages and input   Files   Files   Printing   Accessibility	***	Apps				
Solution       Date and time         Image: Privacy and security       Image: Privacy and input         Image: Privacy and input       Image: Privacy and input         Image: Privacy and Pri	Adva	anced				
<ul> <li>Privacy and security</li> <li>Languages and input</li> <li>Files</li> <li>Printing</li> <li>Accessibility</li> </ul>	©	Date and time				
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5. If you see the printer click save if not you will need to click the add printer icon and enter information. *The printer must be compatible with Chromebooks*. If you are not able to setup your printer, click on the link at the bottom of this document to see compatible printers and the setup process.

Settings		٩ :	Q Search settings				
Network			← Printers Q Search printers				
*	Bluetooth						
	Connected devices	Add p Save	Add printers to your profile Save detected printers to your profile, or add a new printer. Learn more				
÷	People						
	Device		Add Printer	<b>e</b>			
,0	Personalization		HP PageWide Pro 477dw MFP [24723E]	Save			
Q	Search engine		MX-M565N (5501485700)	Save			
	Apps		SHARP MX-4070N (7506540200)	Save			
Adva	anced 🔺						
0	Date and time		SHARF MA-0070N (7300100300)	Save			
0	Privacy and security						
۲	Languages and input						
	Files						
Ð	Printing						

https://support.google.com/chromebook/answer/7225252?hl=en

Scroll down on the page and go to check that your printer is compatible.