MADISON COUNTY MIDDLE SCHOOL
TIPS FOR USING THE CHROMEBOOK

OPENING & LOGGING IN
- Open screen and it turns on (Power button on right side (closest to you) of laptop)
- Enter in email address and password in the screen to use computer
- Screen may "look" different for each user based on their Google Account

WIRELESS
- It should stay on "Madison Wireless"
- Do <u>not</u> select a different wireless option! This will cause logging in issues with laptop.

THE CHROMEBOOK
- The Keys above the numbers
    - Above 1 - 3 - Navigate the pages visited in the tab that is open
    - Above 4 - Refresh the page quickly
    - Above 5 - Fullscreen
    - Above 6 - See what is open and running and click to move programs
    - Above 7 - 9 - Screen Brightness - These batteries will last you the day on full bright!
    - Above Backspace - Hold the Lock button to lock the screen. Login will be required.
        - If a student needs to leave the room, this is a great feature.

- **THE TOUCHPAD**
    - Use finger to move the mouse
    - To select something on the screen, click once.
    - To "Right Click" - tap the touchpad with 2 fingers at the same time.

LOGGING OUT & CLOSING
1. Click the clock at the bottom right of the screen
2. Select "Sign Out" in the menu
3. Click "Shut Down" at the bottom left of screen
4. Close the screen