

Using Chromebook for Distance Learning

SFX Student and Parent Help Guide

[Click here to watch a video tutorial](#)



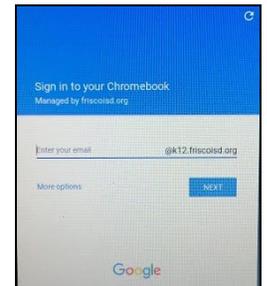
New to Google Chromebook? That's ok, we can figure it out together!

Before you log in:

Make sure your device is plugged in or has a charge. *Connect to your home wifi.*

Getting started:

1. Open your device and press the power button (top right of keyboard).
2. Log in using your school account. Type everything before the @ symbol (the rest is already there for you). Your chromebook will remember you.
3. Type your password. Remember this is case sensitive. The first letter is capital, the rest are lowercase letters. You will need to type this each time you open your device, so make sure you write it down or memorize it!
4. Will be asked to connect to wifi. Choose and put in the password to your home network. Chromebook will remember this.
5. Your Chromebook will automatically open the Chrome browser along with some extra extensions that are helpful to you. If not, click on the Chrome browser app at the bottom (this is called your shelf).
6. Open a new tab, click on the Google waffle, and choose the app you need (gmail, Classroom, Meet, Drive, etc.)



Extra Tips:

1. If you want to search the computer (like for a file you downloaded) click on the white circle (like Window's start menu) on the bottom left and type "files". You can also pin this to the shelf using a "right click" for easy access.
2. To connect to bluetooth, change your brightness, sign out, or power off - click on the clock on the bottom right of the screen.
3. You can only sign in to the device with an @sfxphx.org account. So multiple students can use it, but you cannot log in with personal gmail accounts.
4. Remember these devices are managed through the school, so some features, sites, and videos will be blocked.

Still have questions? Try this [troubleshooting](#) document from Google.

If you get stuck or are unsure about using your Chromebook, email your teacher.

Using Google Classroom for Distance Learning

SFX Student and Parent Help Guide

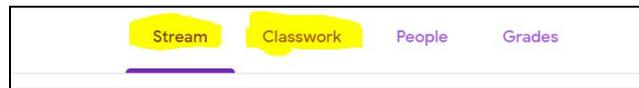
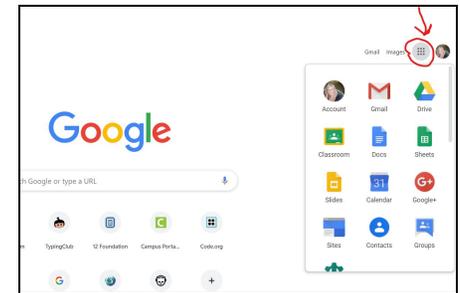
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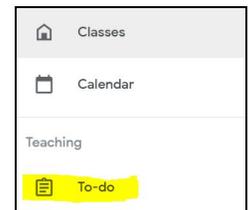
New to Google Classroom? That's ok, we can figure it out together!

Some tips for getting started:

1. Log in to Google. Make sure you are using the student's account (ending with @sfxphx.org) If you're reading this you probably did that already, so good job!
2. Get used to using your Google waffle. This will take you to any Google App you need (see pic →→→→).
3. Click on the Classroom app. If you have already enrolled in the class, click on the classroom you need. If you have not enrolled, click the plus button on the top right and "join class" using the class code from your teacher or accept the invitation.
4. Pay attention to new posts in your stream and check for new classwork.



5. Look for assignments and due dates. If you have multiple classrooms, use the "to do" list located in your Google pancake (stack of 3 lines on the left) to see all assignments and due dates in one place.
6. Check to see if your teacher posted a template to work in (on the right, called "your work". If not, create a document (or Slides, etc) to do your work.
7. When you are done, click "turn in". Remember that you cannot edit it once it is turned in. If you must edit, you need to un-submit (but this may cause it to be late).



****Check your Google Classroom and email daily.****

Still have questions? Try this [trouble shooting](#) site from Google.

If you get stuck or are unsure about an assignment, email your teacher.

Using Google Meet for Distance Learning

SFX Student and Parent Help Guide

[Click here to watch a video tutorial](#)



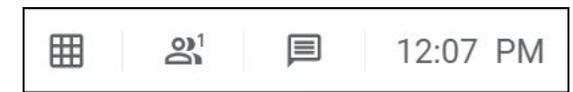
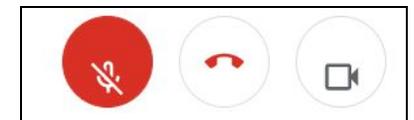
New to Google Meet? That's ok, we can figure it out together!

Before you join your Meet:

1. Make sure you are dressed for school! *A school shirt is required.*
2. Check your work station. You should be sitting in a chair at a table or desk (as much as possible). Avoid sitting on your bed, laying down, or walking around.
3. Check your surrounding area. You should be in a quiet space free from distractions, such as siblings, the TV or cell phone, and pets. Make sure that what is on camera is appropriate to be viewed by your entire class and teacher.

Getting started:

1. Log in to Google using your school account. Click on the Classroom app.
2. Find the header (picture/banner) at the top of the screen. When it is time for your Meet, you will see a link appear. Click on the link to join the Meet.
3. Find the tools on the bottom. *Make sure that your camera is on, but your microphone is off.* It should look like this picture. If your microphone is white, click on it to turn it off. Unmute only when your teacher asks you to.
4. Notice the toolbar on the top right. Click on the speech bubble to open the chat feature. Here you can ask or answer questions.
5. When the Meet is over, click the "hang up" icon to end your session.



Still have questions? Try this [trouble shooting](#) site from Google.

If you get stuck or are unsure about finding your Meet, email your teacher.

Using iPad for Distance Learning

SFX Student and Parent Help Guide

[Click here to watch a video tutorial](#)



New to iPad? That's ok, we can figure it out together!

Before you log in:

Make sure your device is plugged in or has a charge. *Connect to your home wifi.*

Getting started:

1. Open the Gmail app. It's white with a red M on it.
2. Click "sign in" at the bottom, then click on the option for "Google" and "continue".
3. Type in your child's school email and password. Remember this is @sfxphx.org *not* @gmail.com.
4. You are now signed in to Google for email. iPad will also remember this user for other apps.
5. Locate and open the other Google apps (classroom, meet, docs, slides, youtube, etc). You will need to sign in with the school account. The device remembers you, just tell it to use that account by clicking on the email address each time. You should only have to do this the first time.
6. In Google Meet, allow the app to access your camera and microphone.
7. If your teacher is using other apps such as Dreambox, SuperKids, or RazKids, you will need to sign in to these all well. Please obtain the login information for those from your child's teacher.



Extra Tips:

1. Use the circle button at the bottom to close any app that you are in.
2. Show your child what the most frequently used apps look like, especially Google Classroom and Dreambox.
3. Show your child how to find the Google Meet link in Classroom. To get to the Meet, click on the camera icon on the top right corner of the screen. This will open the Google Meet app directly to the teacher's meet.
4. Remember these devices connect to the internet. Always monitor children when they are using devices.
5. Remember these devices are managed through the school, so some features, sites, and videos will be blocked.

The more you pre teach your child, the more independent they will be when using the device. Take time to set them up for success!

If you get stuck or are unsure about using your iPad, email your teacher.