



CHROMEBOOK TIPS

Learning how to keep your student's Chromebook running as efficiently as possible will be important as we initiate remote learning for your student. I hope you find these tips helpful and should you have any questions, please do not hesitate to email me at mrice@sd27j.net.

Thank you, Mrs. Rice & BHS Administration

Below are a few pathways for clearing data on a Chromebook. These are important to perform every couple of weeks so your Chromebook runs as efficiently as possible.

Clearing data shortcut

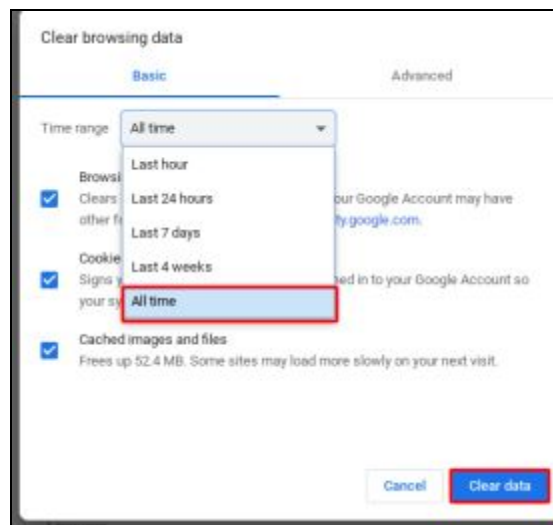
Hold down

ctrl

shift

backspace

Click drop down menu and select "all time" then "clear data" button.



Hold



(power button) for 15 seconds to turn off, restart and log in.

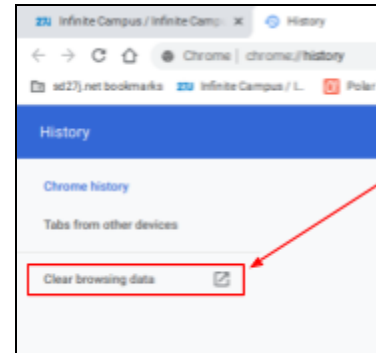
Clearing data shortcut

Hold down

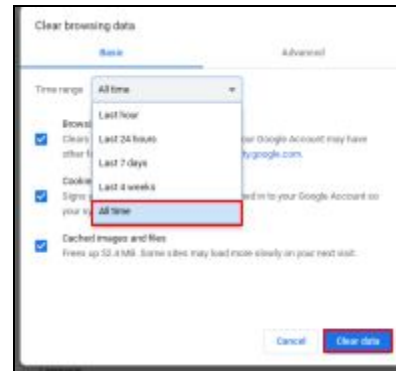
ctrl

H

Click on
"CLEAR BROWSING DATA"

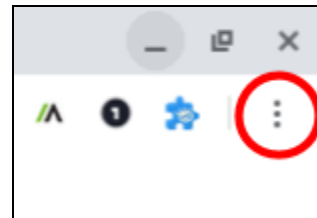


Click drop down menu and
select "all time" then
"clear data" button. Hold
for 15 seconds to turn
off and restart.

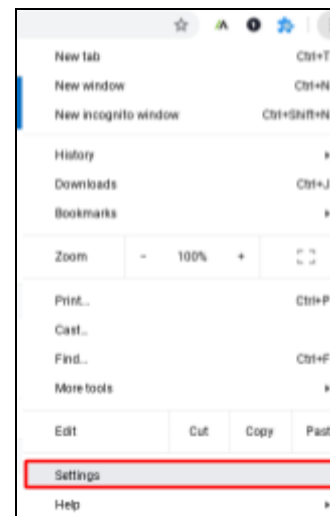


Clearing your data without the shortcut

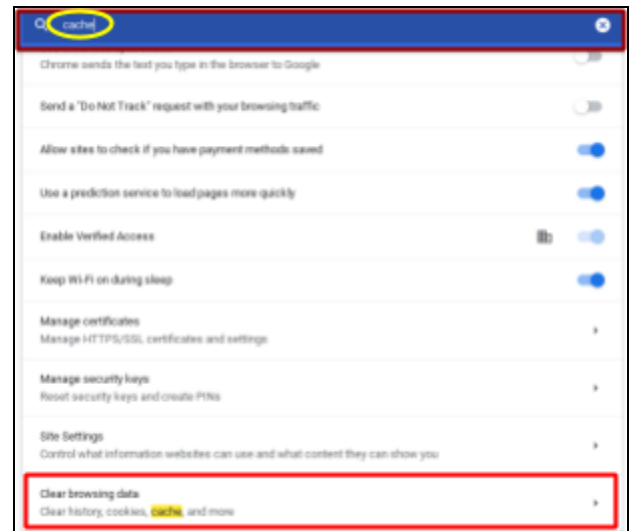
Click on the three dots in the upper
right hand corner of your page.



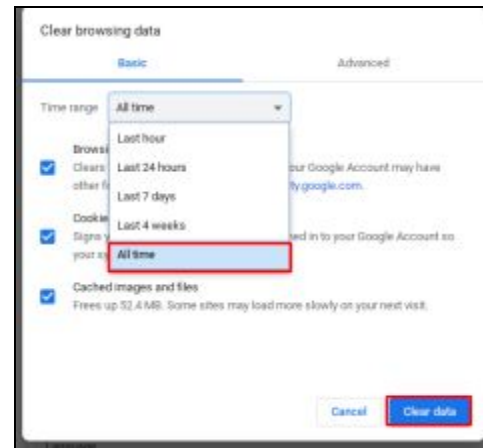
Open settings from list.



Search "CACHE" and click on "clear browsing data".



Click drop down menu and select "all time" then "clear data" button. Hold for 15 seconds to turn off and restart.



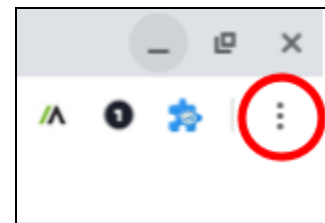
Youtube short for clearing data/cache.

<https://www.youtube.com/watch?v=Enw3DyuUOU>

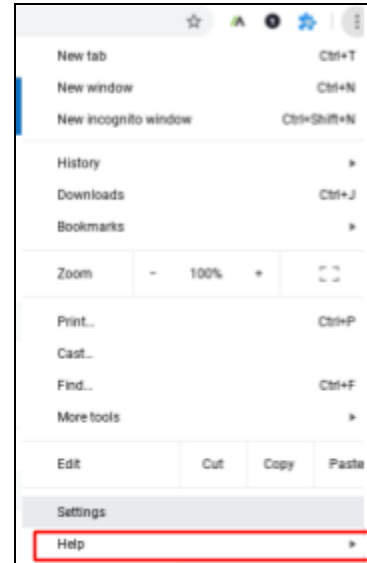
Below is the pathway to updating a Chromebook. It's good practice to check for an update once a month, or more, to keep your Chromebook running as efficiently as possible.

How to update your Chromebook

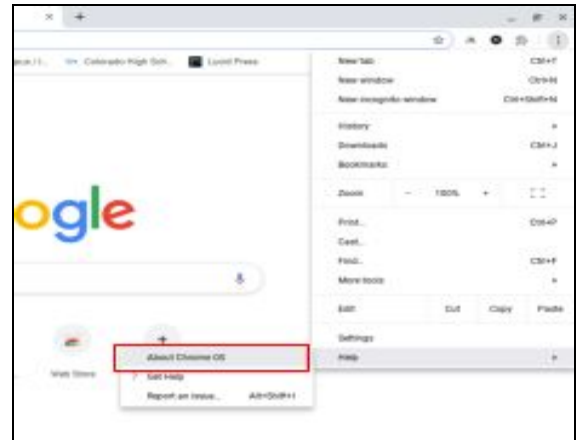
Click on the three dots in the upper right hand corner of your page.



Open "HELP" from list.

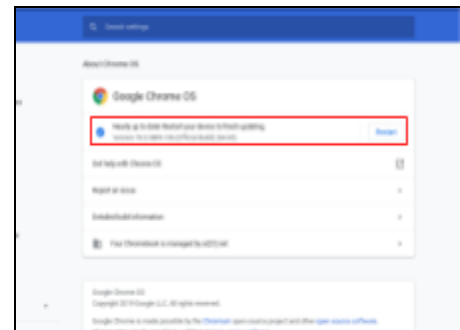


Click on About Chrome OS



Click "UPDATE" then "RESTART".

If the "UPDATE" button is not present, click on "CHECK FOR UPDATES", "UPDATE", then "RESTART".



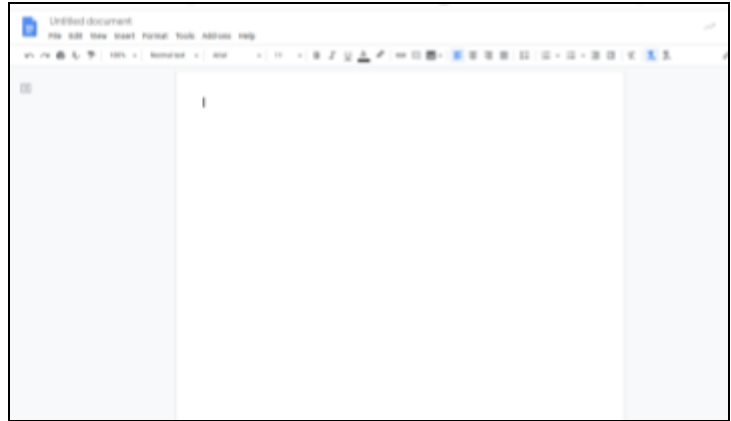
Youtube short for updating a Chromebook


<https://youtu.be/YQ8X4cqJkOw>

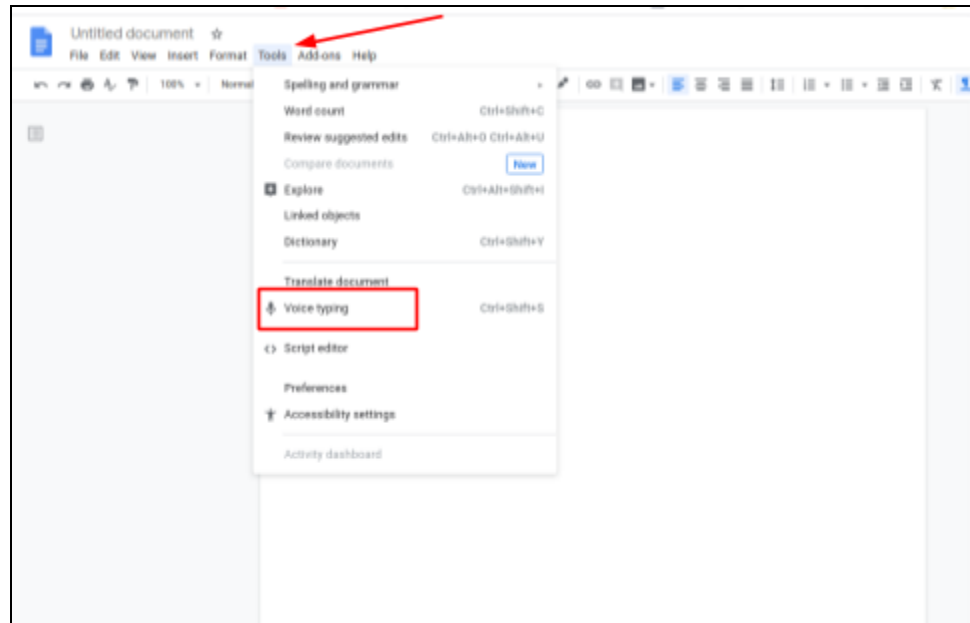
Below are a few accessibility features for the Chromebook.


How to turn on speak to text

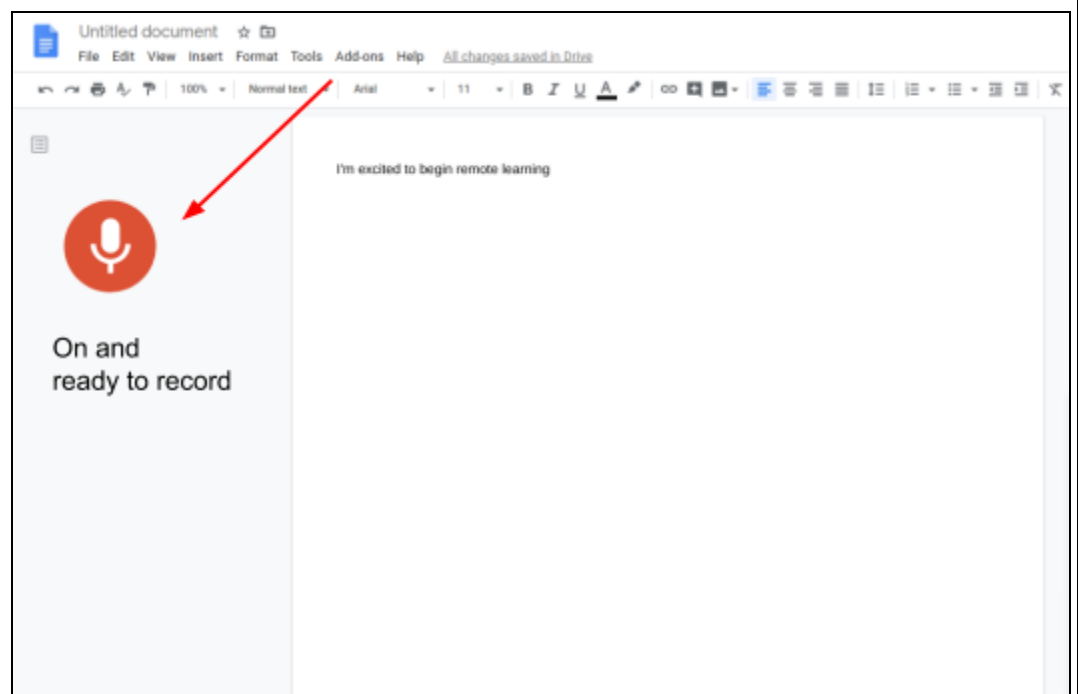
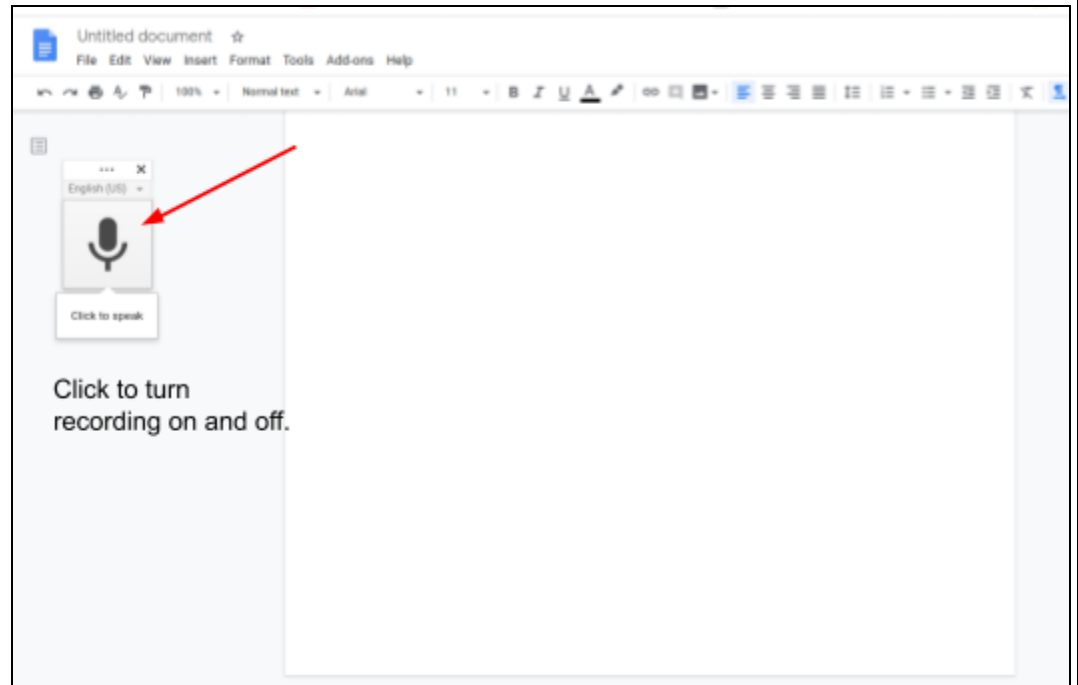
Open a document in Google Drive



Click on "TOOLS" then  "VOICE TYPING"

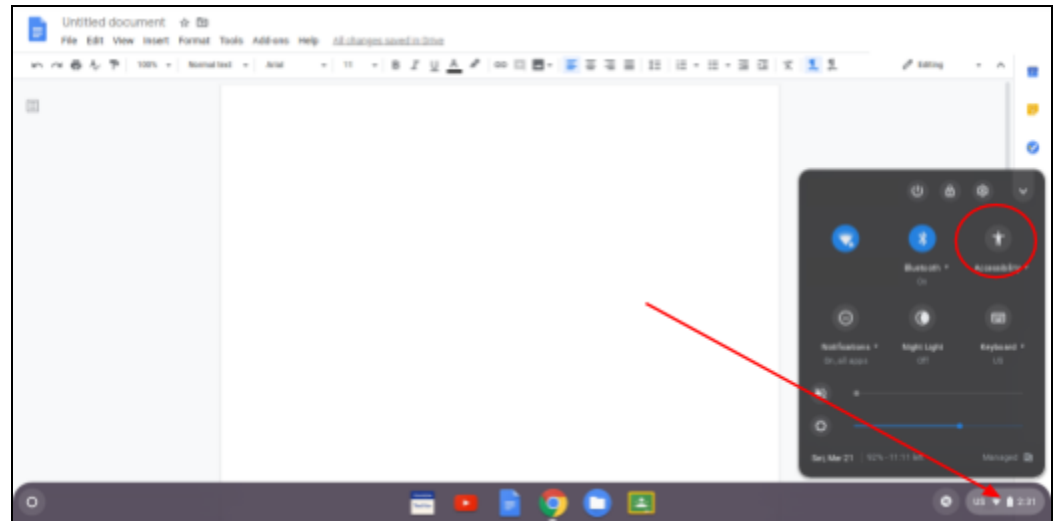


A  microphone will appear on the document. To speak, click on the microphone. (microphone will turn **red/on**) Once done, click the microphone to stop recording. (microphone will turn **black/off**)

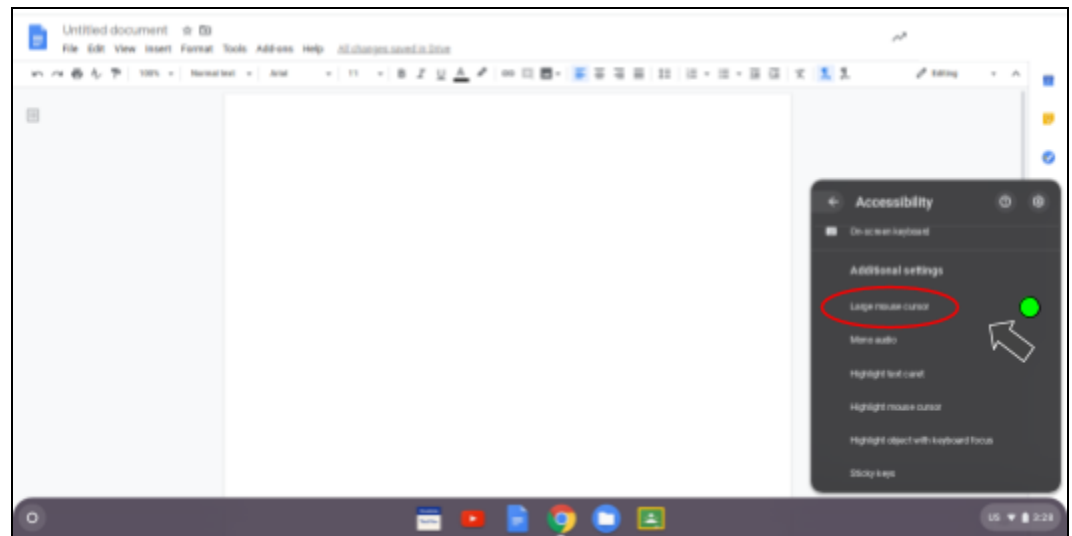


How to enable the large mouse cursor

Click in the lower right corner to bring up this panel then click on for “ACCESSIBILITY” options.

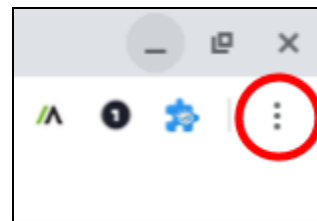


Scroll through options then click on the large mouse cursor. Follow the same path to disable this option.

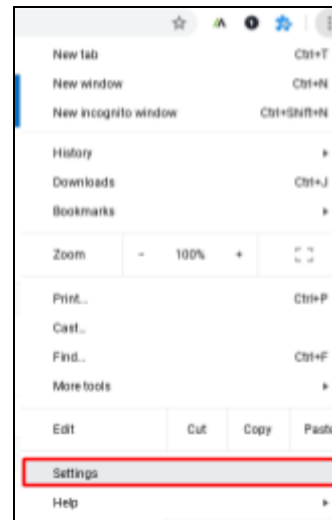


How to enable additional accessibility options

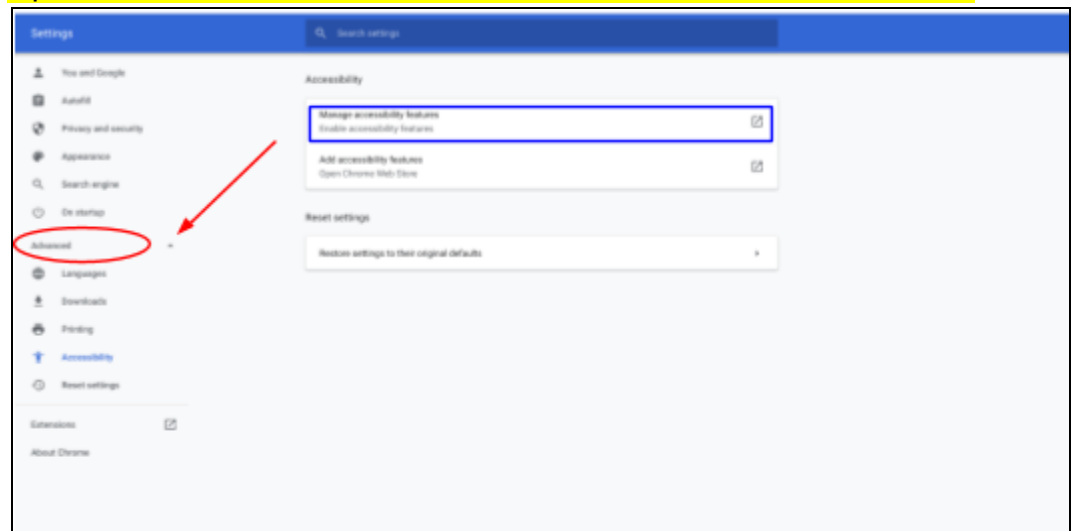
Open Chromebook settings by clicking on the three dots



Click on settings



Open “ADVANCED” then “MANAGE ACCESSIBILITY FEATURES”



From here, you will be able to navigate several options for your student. Enabling Text-to-Speech allows content to be read out loud.

