


## Using your Chromebook:

Open the Chromebook. Usually this automatically turns on the device. If not, you will need to charge the Chromebook.

### The first step you have to take is to totally shut down your assigned Chromebook...


- Go to the bottom left corner of the screen. You should see “shut down” with a circle with line. **CLICK** 
- Close the device.
- Reopen, and device should power back on.

If you turn on, and someone else is logged in, please log out and restart.

- Go to the bottom right corner of the screen (date, time, battery percent) **CLICK**
- A new window opens. **CLICK** “Sign-out”
- Once the other user is logged off, see directions above about completely shutting down the device.

**It is VERY IMPORTANT to SHUT DOWN THE CHROMEBOOK BEFORE USE to allow for updates that the school system has pushed to each device.**

### You must have internet access to use the device.

- Go to the bottom right corner of the screen (date, time, battery percent) **CLICK**
- A new window opens. **CLICK** icon for Internet.  Network. Join your home network/WIFI

### **Sign-in:**

- **Enter your EBR login... example [JS123456@ebrschools.org](mailto:JS123456@ebrschools.org)  **NEXT****
- **Enter your EBR login... example Traqu05  **NEXT****
- **Once you have shut down your assigned Chromebook you HAVE to follow the simple login below. NO EXCEPTIONS!!**


**These usernames and passwords are the same you use at school.**

Once you are signed-in: you will be able to view the icons on the bottom-center of the screen. These icons give you access to Google (Slides, Chrome, Drive, Classroom, etc).

You should also see an icon for MSTeams. If you don't, click on Google Play, and search for the app. This is free to EBR students.

You are now ready to begin using your device.

Remember to ALWAYS log-off after each use!!!!

A video tutorial for accessing CLEVER  (which gives you access to all APPS) is found on the Woodlawn Elementary Website at [wescubs.org](http://wescubs.org)

ALL students will begin using GoogleClassroom. . Some teachers will also use MSTeams 

**If you have any difficulty or questions, please contact your child's teacher.**