

Berkeley Heights Public Schools  
Google Chromebooks 3-5 Training - Level I Agenda  
[www.bhpsnj.org/chromebooks](http://www.bhpsnj.org/chromebooks)

1. General Functions Part A
  - a. Turn on Chromebook
  - b. Locate WiFi settings
  - c. Lock the screen (when student moves away from Chromebook)
  - d. Locate volume buttons & headphone jack
2. Internet - Chrome browser only
  - a. Get onto Internet
  - b. Type in a URL  
[www.smithsonian.com](http://www.smithsonian.com)
  - c. Find bhpsnj.org bookmarks
  - d. Click home button to go to  
[www.bhpsnj.org](http://www.bhpsnj.org)
3. Word Processing – Google Docs
  - a. Create a document
    - i. Insert an image
    - ii. Edit an image
    - iii. Wrap text
  - b. Use dictation
    - i. Ctrl+Shift+S enable
    - ii. Editing practice/rules
  - c. Share a document
    - i. Edit permissions
    - ii. Comments
      1. Add a comment
      2. Resolve a comment
    - iii. Read-only permissions
4. Email
  - a. Open mail link in Chrome browser
  - b. Create a new message to neighbor
5. Camera & Photos
  - a. Camera
    - i. Open Google docs - “Insert” menu>”Image” > “Take a snapshot”
  - b. Screenshot
    - i. Ctrl button and press the Switch Window button
    - ii. Open drive and double click the screenshot
    - iii. Edit image with pencil
    - iv. “Insert” menu>”Image” >”Google Drive”
  - c. Share image with neighbor
6. Calendars
  - a. Add an appointment into the calendar with reminder (planning meeting for trip, study group)
  - b. Invite neighbor(s) to event
7. General Functions Part B
  - a. Personalization - change background
  - b. Visual enhancements - settings > Page zoom & font size
  - c. Shut off Chromebook.

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Google Chromebooks 3-5 Training - Level II Agenda  
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1. Spreadsheets - calculations & graphing Google Sheets
  - a. Enter labels data into cells in Column A (dog, cat, hamster, etc.)
  - b. Enter numerical data into cells in Column B (6, 5, 2, etc.)
  - c. Insert graph
  - d. Share sheet with neighbor
2. Presentations in Google Slides
  - a. My Family - all names on slide 1
  - b. Insert slides, one for each family member
  - c. Present slides
3. Manage Assignments and classroom events - Google Classroom
4. Pin or unpin apps from shelf
  - a. Add app that you use often to your desktop.
    - i. Click the Launcher, (like Windows "Start" button and then All Apps.
    - ii. Right-click the app icon.
    - iii. Click Pin to Shelf.
  - b. Remove app
    - i. Right-click the app you want to remove.
    - ii. Click Unpin.
5. Chromecast - Show students' screen on projector ([goo.gl/QJrsCM](http://goo.gl/QJrsCM))
  - a. Start Google cast for education on teacher computer
  - b. Press Chromecast button in Chrome on student's chromebook
  - c. Select name of teacher computer
6. Websites / services in BHPS
  - a. Kahoot!
  - b. Core Clicks
  - c. GoMath / ThinkCentral
  - d. Raz-Kids
  - e. BrainPOP