



---

# Chromebook:

## General Use Guide

Version: October 2022



East Ayrshire Council  
Comhairle Siorrachd Àir an Ear

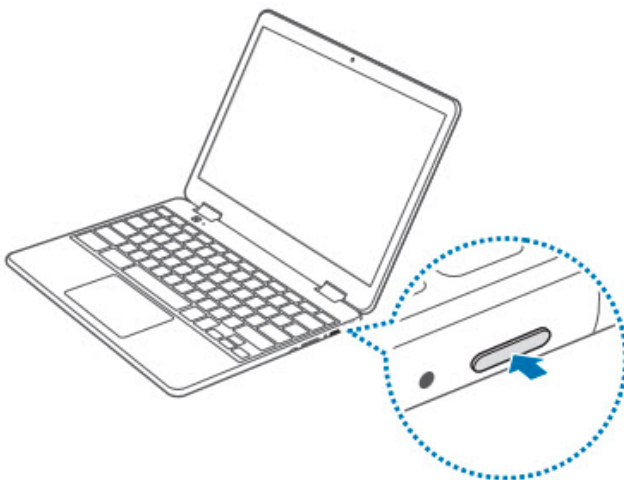
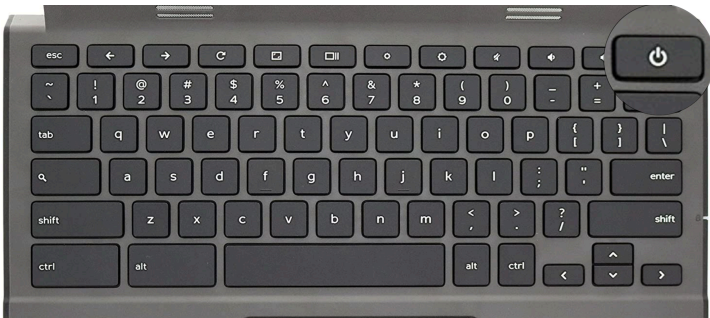
## Contents

How to turn on your device? .....	3
How to sign into your device?.....	4
What to do once you're signed in?.....	6
How do I download apps?.....	7
How do I shut my device down?.....	8
How do I access Office applications when working offline? .....	9
Helpful things to know .....	10
How do I turn on Caps Lock?.....	10
How do I take a full screen-shot?.....	10
What should I do if something's wrong with my device? .....	11

# How to turn on your device?

---

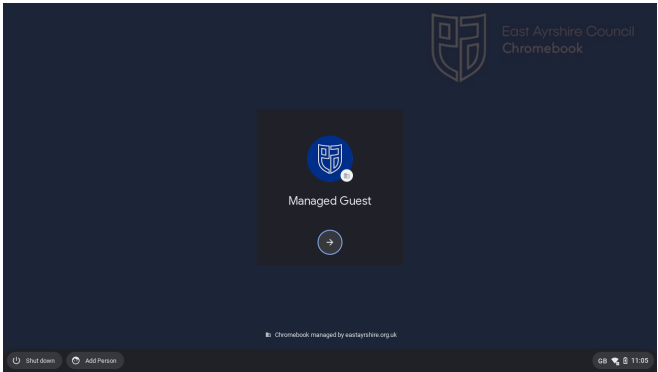
To turn on your Chromebook, use the *Power On* button - this can be located on your keyboard or on the side of your device, depending on the make and model. Just opening the lid of your device may also automatically power it on.



# How to sign into your device?

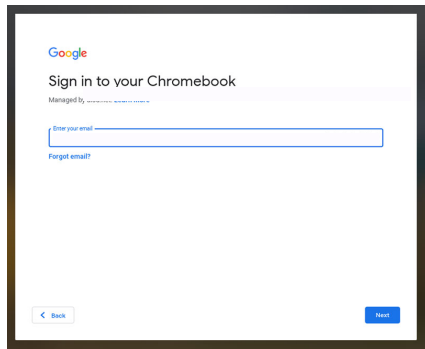
---

After you have powered on your device, you will be taken to a login page which can be seen below.



If you are logging into your account for the first time in school, your device should automatically connect to the WiFi. If you are doing this from anywhere else, please connect the Chromebook to available open WiFi.

Click on the Add Person button located in the bottom-left hand side of the screen and you will be presented with the following screen.



Fill in the field with your *@eastayrshire.org.uk* account details (this will share the same format as your **curricular account** username or you will have a **generic account for staff/pupils**) and you will be signed into your device.

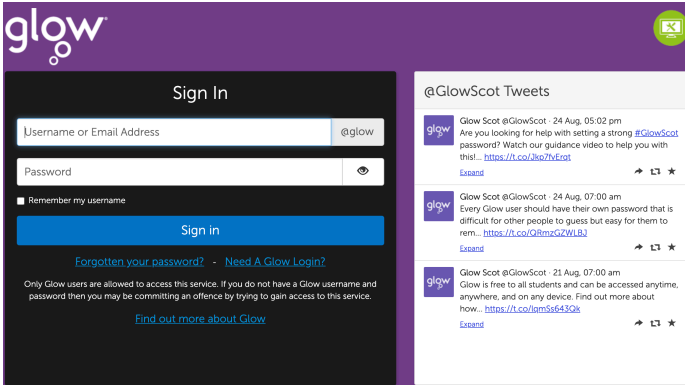
If you have forgotten your account details or are in need of a password reset, please report this to your school's office.

**Note:** If a proxy authentication pop-up appears at this point, you can close the pop-up.

# What to do once you're signed in?

---

Once you have signed into the Chromebook, your internet browser will open automatically and will display the GLOW sign-in page, shown below.



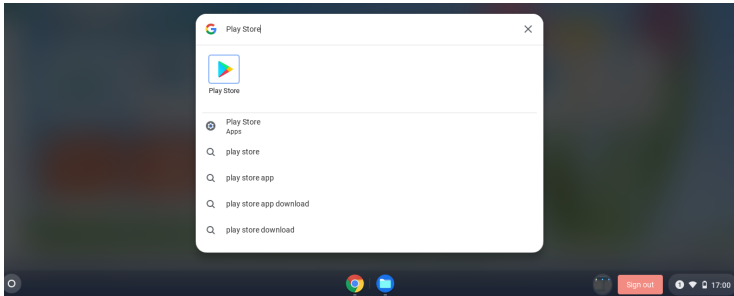
You can now log-in to GLOW using your own GLOW credentials and begin to utilise all of GLOW's features i.e. Microsoft Office Suite, Microsoft Teams etc.

If you decide to go surfing the web, a prompt will appear asking you for a username and password - please use your **curricular account details** to fill this window in e.g. KilmAc17SurnameA, AnnaPri19SurnameB.

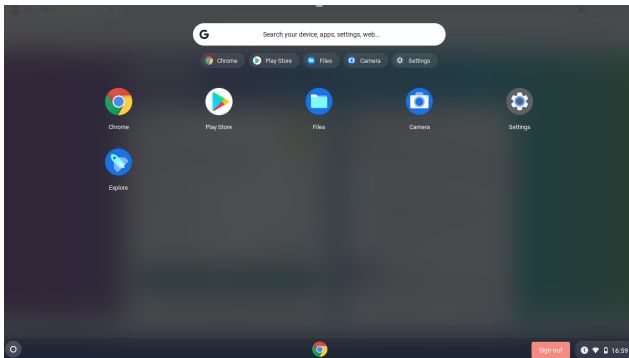
# How do I download apps?

---

When you sign into the Chromebook for the first time, the Play Store will start automatically downloading in the background. This is the central repository where you can install apps onto your Chromebook. You can access this by searching for “Play Store” on the Chromebook search bar (swipe up from the bottom task bar with two fingers).



You can also access the Play Store by swiping up from the bottom task bar with two fingers twice (this shows *everything* that is installed on the Chromebook).

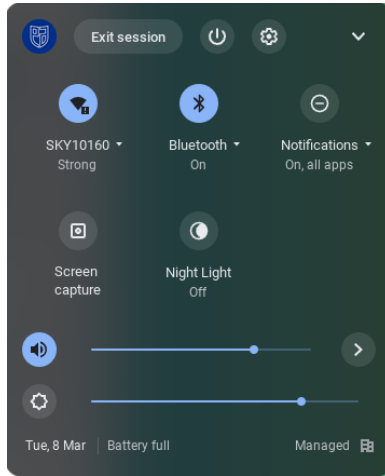


# How do I shut my device down?

---

In the bottom-right hand corner of the screen there is an area which you can click to expand a small settings menu.

Click this and it will display the menu shown below:



From this menu you can do the following.

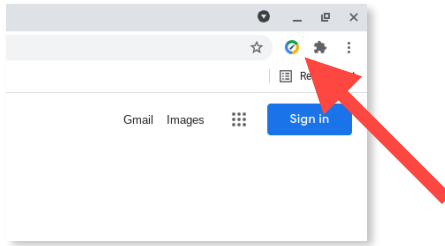
- Log off your session
- Turn off your device
- Turn Bluetooth On/Off
- Record/Screenshot your screen
- Turn On/Off Night Light function for reducing eye strain



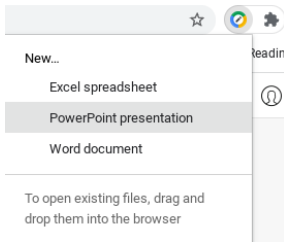
# How do I access Office applications when working offline?

---

When you are logged into an account or a Managed Guest Session, you will have the following icon in the top-right hand corner of your browser.



Clicking this button will give you the following options.



You can use these offline versions without any internet connection, then save them on a USB drive or upload them to your OneDrive.

**Note:** When you log out of a Managed Guest Session, all locally stored files are automatically wiped.

# Helpful things to know

---

Your new device may be a bit different to what you're used to. Below are some tips and tricks to help get you started:

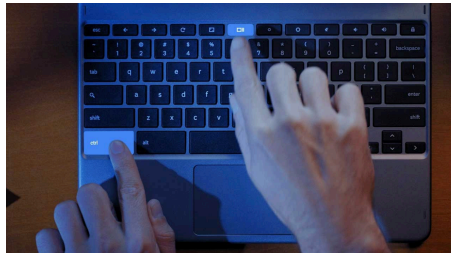
## *How do I turn on Caps Lock?*

Press **Search** + **Alt** on your keyboard.



## *How do I take a full screen-shot?*

Press **Ctrl** + **Show windows** at the same time (everything on screen will be in your screenshot).



For more helpful tips and tricks, please visit:

[https://www.google.com/intl/en\\_uk/chromebook/howto/](https://www.google.com/intl/en_uk/chromebook/howto/)

# **What should I do if something's wrong with my device?**

---

In the event that something has happened to your device e.g. lost, stolen, something isn't working correctly, please report this to your school's office immediately.