
DELL CHROMEBOOK



Get to Know the Dell Chromebook

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Characteristics

- Durability:** Based on other districts findings, the new Dell Chromebook is much more durable than most others on the market.
- Battery Life:** High-density battery provides up to 10 hours of power.
- Cost:** Under \$300 with Intel processor.
- Use:** **Intended for student instruction and test taking.** Teachers will continue to use District provided Windows desktops or laptops.
- Abilities:** Not a Laptop with a full operating system. Basically a “web browser device”.
- Startup:** 10 second boot up.

Functionality

- Security:** If device is lost or stolen, can be remotely disabled.
Please contact Technology with the devices Service Tag.

- Activity Light:** Using the Dell Activity Light, students can notify teacher of answers, questions or comments.*



*Only available on “new” Dell Chromebooks with this light strip on lid of the device.



(NOTE: Mouse and headphones required for SBAC on Chromebooks)

Trackpad Tricks:

1. Tap trackpad or push to “click”
2. Click or tap with two fingers for right click
3. Swipe with two fingers for scrolling

Get to know the new Keyboard

Chromebooks do not have a caps lock.

Instead of function keys, you have dedicated keys for managing your Chrome browser.

Press **CTRL + ALT + ?** to view see all the available keyboard shortcuts.

“Normal” PC keyboard



Dell Chromebook Keyboard



The Search Key and Caps Lock Key

The caps lock key has been replaced with a search key. The search key opens the Chrome OS apps menu. Chrome OS Apps Menu is quite useful. To get the caps lock key back, go to settings and search for Keyboard. From keyboard settings, you can change the function of the search key to caps lock. Technology recommends using the search key and when you REALLY need caps lock on, use the following keyboard shortcut.

ALT + SEARCH = CAPS LOCK

Use this keyboard shortcut to **enable or disable caps lock**. When caps lock is turned on, you will see an up arrow like icon next to the time on the taskbar (lower right hand corner of screen).

No Delete Key

Yes, there is no delete key in most Chromebooks. Here is the keyboard shortcut you will use.

ALT + Backspace - Delete the next letter (forward delete)

CTRL + Backspace - Delete the previous word

No Home or End Keys

Alternate keyboard shortcuts are:

Home ALT + Up Arrow key

End ALT + Down Arrow key

Dedicated Brower Keys

Instead of function keys (F1 to F12) Chromebook gives you dedicated browser keys, or keys that you can use to perform some actions that you do on the browser.

Here is a list of dedicated browser keys. → → →



Search your apps and the web from your apps list.
On a Chromebook, this key is located on the side,
where you would normally find the Caps Lock Key.

To turn **Caps Lock** on temporarily, press **Alt + the search key**.

Key	Function
←	Go to the previous page in your browsing history (F1)
→	Go to the next page in your browsing history (F2)
⟳	Reload your current page (F3)
[]	Open your page in fullscreen mode (F4)
↔	Switch to your next tab or window (F5)
⋮	Decrease screen brightness (F6)
*	Increase screen brightness (F7)
🔇	Mute (F8)
🔉	Decrease the volume (F9)
🔊	Increase the volume (F10)

Chromebook Management

In order to get the most out of each Chromebook, it would be wise to initiate good Chromebook management.

It would be best practice for teachers to hand the devices directly to the students. Students should never handle the Chromebooks by the screen. When picking up or putting away these devices, the screens should remain shut. Although these devices are more durable than many other Chromebooks on the market, there is still the potential to damage them from misuse or careless handling.

It would also be a good idea to keep track of which student has what Chromebook.

Below is a sample “check out” list that might work in your classroom.

A	B	C	D	E	F	G	H	
1								
2	Chromebook Assignments							
3	Teacher: Mrs Smith							
4								
5	Chromebook # SN / ST # Student							
6	1	XLIT73J	Peter McAllum	PM125125@stu.hemetusd.org				
7	2	XLIT74J	Steve Rogers	SR352615@stu.hemetusd.org				
8	3	XLIT75J	Natasha Romanoff	NR362542@stu.hemetusd.org				
9	4	XLIT76J	Kevin McCallister	KM452541@stu.hemetusd.org				
10	5	T4LU22P	Diana Prince	DP636325@stu.hemetusd.org				
11	6	T4LU23P	Bruce Banner	BB956256@stu.hemetusd.org				
12	7	T4LU24P	Sandy Olsson	SO125245@stu.hemetusd.org				
13	8	T4LU25P	Elsa Agdardotter	EA785485@stu.hemetusd.org				
14								
15	-----	OR	-----					
16								
17	Chromebook Assignments							
18	Teacher: Mr Rogers							
19								
20	Chromebook # SN / ST # Period 1				Period 2		Period 3	
21	1	XLIT73J	Gaylord Focker	GJ453698@stu.hemetusd.org	Raymond Babbitt	RB485466@stu.hemetusd.org	Carl Spackler	CS78214
22	2	XLIT74J	Steve Rogers	SR352615@stu.hemetusd.org	Annie Wilkes	AW254856@stu.hemetusd.org	Dorothy Gale	DG9658
23	3	XLIT75J	Natasha Romanoff	NR362542@stu.hemetusd.org	Sam Spade	SS326536@stu.hemetusd.org	Hannibal Lecter	HL8429
24	4	XLIT76J	Kevin McCallister	KM452541@stu.hemetusd.org	Jack Torrance	JT785962@stu.hemetusd.org	Bette Davis	BD9845
25	5	T4LU22P	Diana Prince	DP636325@stu.hemetusd.org	Stanley Kowalski	SK365975@stu.hemetusd.org	Ellen Ripley	ER9862
26	6	T4LU23P	Bruce Banner	BB956256@stu.hemetusd.org	Navin Johnson	NJ695348@stu.hemetusd.org	Henry Jones Jr	HJ9568
27	7	T4LU24P	Sandy Olsson	SO125245@stu.hemetusd.org	Harry Callahan	HC987625@stu.hemetusd.org	Jack Napier	JN99115
28	8	T4LU25P	Iñigo Montoya	IM265384@stu.hemetusd.org	Holly Golightly	HG778321@stu.hemetusd.org	Marla Singer	MS61524
29								

Frequently Asked Questions

Q: Why are there five different ways to log in?

A: **SBAC**, **MAP** and **Illuminate HC** require that the user is in a “locked down” environment to prevent cheating or other technical distractions or problems that may interfere with a test. The **Generic User** option provides a simple Chromebook desktop w/out the need to logon. The **Google Account** logon screen should be used if you use Google Classroom with your students, or if your students need access to Docs, Sheets, Presentations or Drive.

Q: Why must we click “+Add User” to login? Does this indicate we are creating a user account?

A: You are not creating a Google account when you click this button. This is what Google has chosen to title this logon option. A more appropriate name for this button might be “Google Login...”

Q: How can we stop students from clicking the Generic User button?

A: Short answer; you can’t. Fortunately the Generic User button does require two clicks which should reduce accidents. If a student does enter the Generic User environment by mistake, click the large red “Exit Session” button at the bottom of the screen or simply power the Chromebook off and then on again using the power button at the upper right corner of the keyboard.

Q: Can I use a mouse with my Chromebook?

A: Yes. Any USB mouse, trackpad or trackball will work with most standard features. Any mouse with “extra features” will most likely only have basic functionality.

Q: Do I need specific headphones for my Chromebook?

A: No. Any headphones with a standard 3.5mm plug should work just fine. See image... → → → → → →



Q: What type of microphone can I use with my Chromebook?

A: Because these Chromebooks only have one audio port, you will have to make sure that your headphones (should you choose to use them) have an inline microphone and the plug at the end only has one connector (plug).

It is called a **TRRS** connector and looks like this: → → →
Most connectors of this type will work.



Contact Technology should you have any questions.

Frequently Asked Questions (continued)

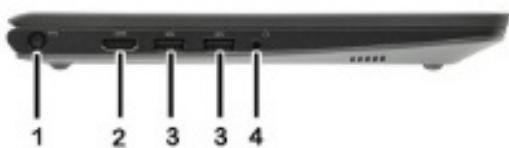
Q: Can we print from a Chromebook?

A: Printing by students to classroom printers is discouraged at this time. One way around this would be to use Googles “Print to Google Docs” feature. The student can then save it to a shared location on Google Drive and the teacher can decide to print it or not.

Q: I would like to plug my Chromebook into a projector. Is this possible?

A: Yes, it is possible, but extra hardware may be required depending on the projector or classroom setup. The Chromebooks only “video out” port is the HDMI connector (#2 on the image below). The projector would have to have a HDMI port as well. If the projector does not have this port, than an adapter would be needed.

Left side of Dell Chromebook



Label	Description
1	AC Adapter Connector
2	HDMI Connector
3	USB 3.0 Connector x2
4	Audio Connector

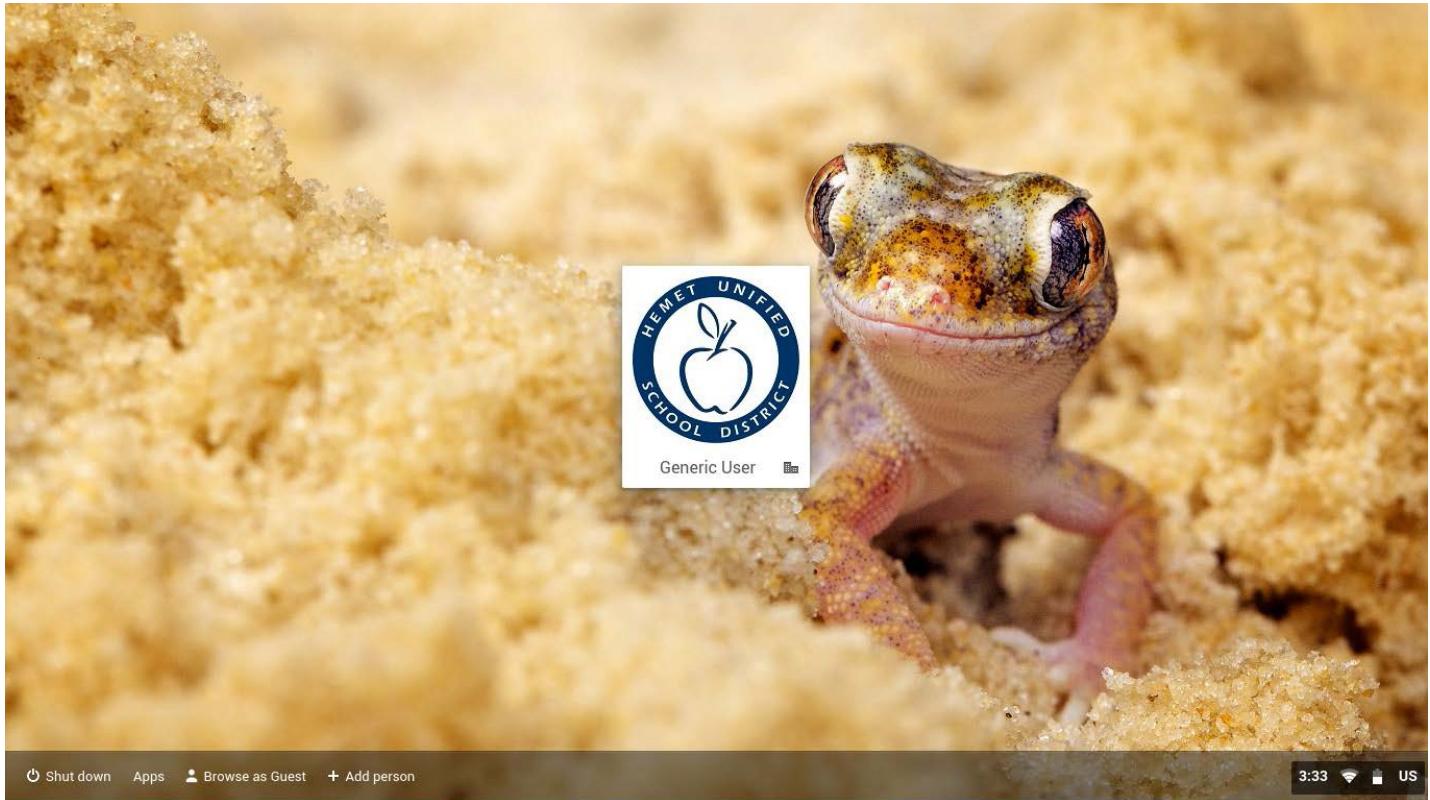
Here is a list of possible cables and or adapters/converters.

You may need one or all of these depending on your classroom setup and projector model.

- 1: HDMI cable
- 2: HDMI to VGA + Audio converter
- 3: VGA Cable
- 4: 3.5mm stereo audio cable (male to male)
- 5: Stereo RCA to 3.5mm stereo cable (male to male)

The Chromebook Logon Screen for Primary Schools

Upon powering up a Chromebook, you'll be presented with this screen.



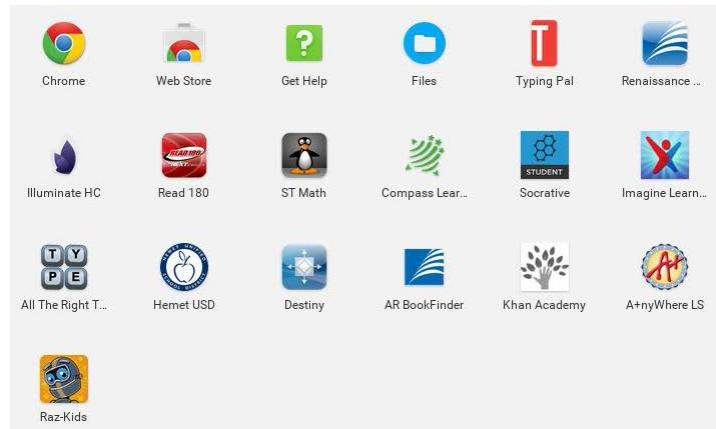
There are five options to login to your Chromebook.

- **Generic User**
- **MAP Testing**
- **SBAC Testing**
- **Illuminate HC**
- **Google Account sign on (+ Add person)**

Logon as a Generic User

To use the Chromebook without having to login, simply click the **Generic User** box in the middle of the screen.

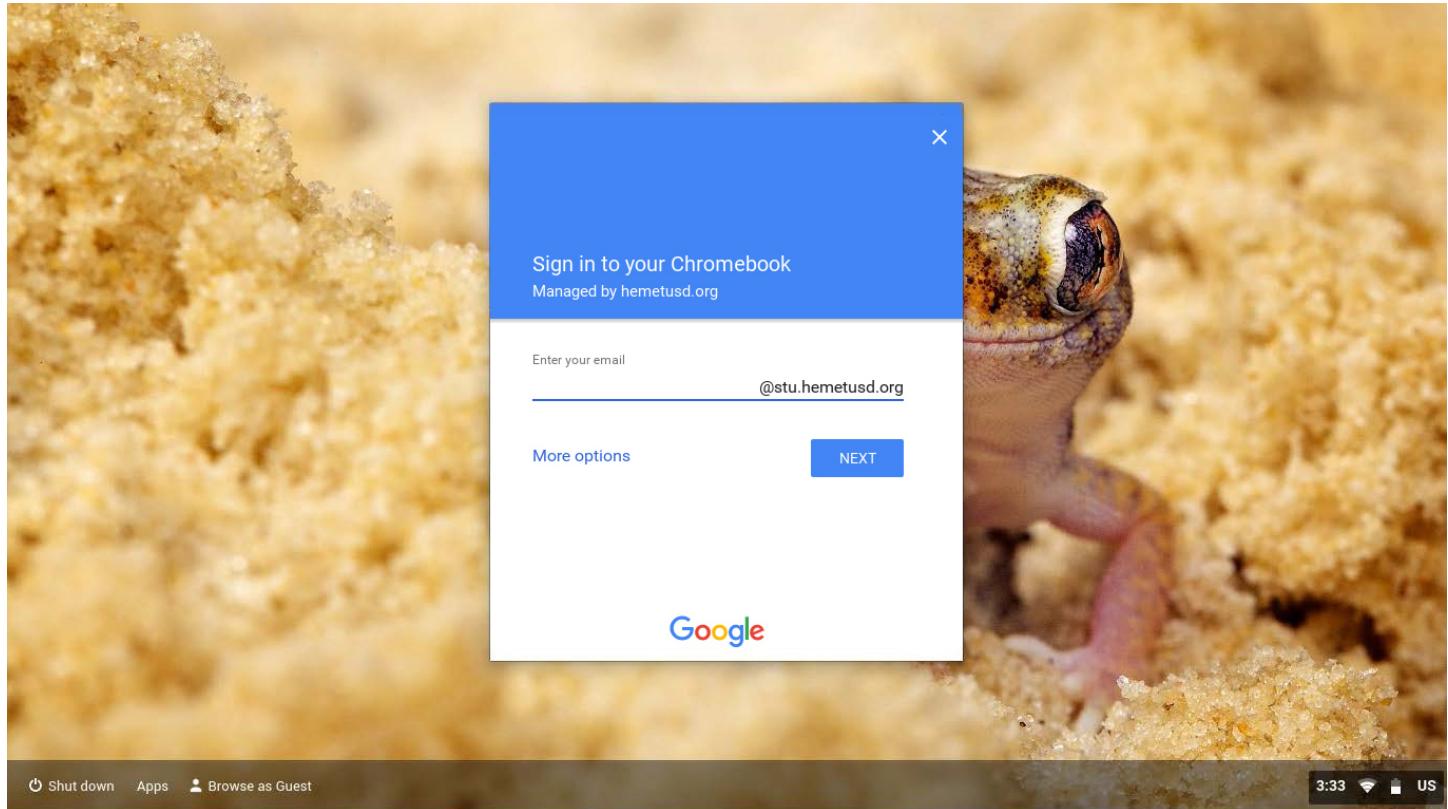
You'll then have access to applications such as these: → → → → →



See **pages 10 & 11** for other logon option.

The Chromebook Logon Screen for Secondary Schools

Upon powering up a Chromebook, you'll be presented with this screen.



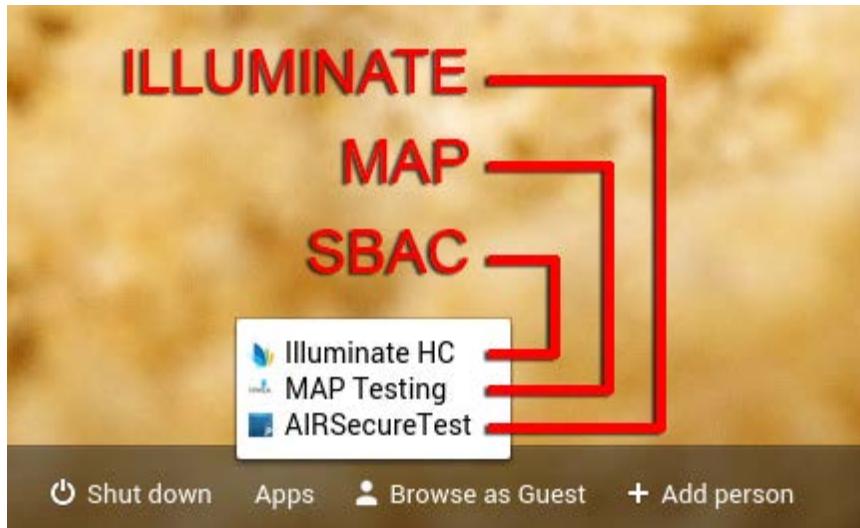
There are four options to login to your Chromebook.

- **Map Testing**
- **SBAC Testing**
- **Illuminate HC**
- **Google account sign on**

See **pages 10 & 11** for logon directions.

The Chromebook Logon Screen

Logon for NWEA MAPS, SBAC or Illuminate HC Testing



Towards the bottom left of the screen you'll see **Apps**.

Click on **Illuminate HC** to open the Illuminate environment.
(If you click this by mistake, you'll have to restart the Chromebook.)

Click on **MAP Testing** to open the MAPs testing environment.

Click on **AIRSecureTest** to open the SBAC testing environment.

Logon with Your HUSD Google Account

Primary Schools: Click on **+ Add person** to get to the logon screen.

Secondary Schools: Your Chromebooks will display the logon screen upon boot-up.

→ → → → → → → → → →

Students only need to type in their username.

“@stu.hemetusd.org” is already provided in the “Enter your email” field.

→ → → → → → → → → →

Teachers and staff will need to type their full HUSD email address (once the @ symbol is typed, the stu.hemetusd.org text will disappear).

→ → → → → → → → → →

Click the NEXT button and type your password. Click the NEXT button to login.

→ → → → → → → → → →

Your **HUSD Google Account** is formatted as the examples below.

Staff / Faculty

Name: John Doe
Email: Jdoe@hemetusd.org

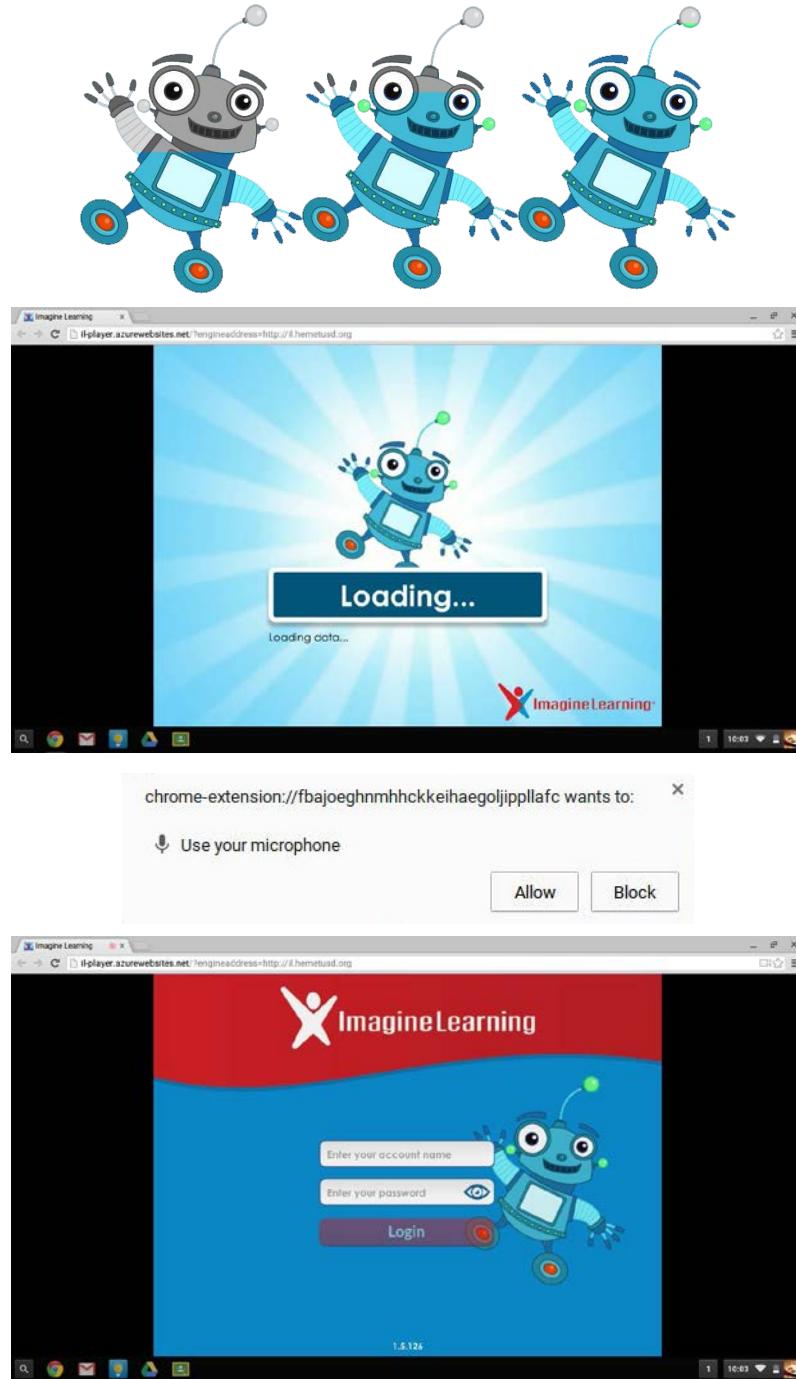
Student

Name: John Doe
PERM ID: 525245
Email: jd525245@stu.hemetusd.org

The image displays four sequential screenshots of a Chromebook's sign-in interface. Each screenshot shows a blue header bar with the text "Sign in to your Chromebook" and "Managed by hemetusd.org". Below the header is a text input field labeled "Enter your email" containing the placeholder "@stu.hemetusd.org". At the bottom of each screen are two buttons: "More options" on the left and a blue "NEXT" button on the right. In the first screenshot, the input field is empty. In the second, the placeholder text is partially deleted, showing "username@". In the third, the entire placeholder has disappeared, leaving an empty input field. In the fourth, a user profile icon is shown above the input field, which now contains "username@hemetusd.org". Below the input field is a "Password" field with a blue placeholder line. At the bottom right is another blue "NEXT" button.

Imagine Learning

You no longer have to enter the server address for Imagine Learning. Click on the icon, watch it load, allow the use of your microphone and then enter your username and password.



For now, you will still need to enter your "school code" or select your school for other applications such as Typing Pal, All the Right Type and STMath.