**Design Document: Meet the Chromebook**

Class Description and Learning Objectives

Join Gadget Group members for this introduction to Chromebooks in the library.

At the end of the session, learners will be able to:

* Describe the differences between a Chromebook and a regular laptop
* Understand Google accounts and apps
* Connect Chromebooks to the Library’s WiFi network
* Identify how patrons can print from their Chromebooks
* Locate additional training on Chromebooks

**Curriculum Track**

Basics

**Audience**

Crystal Lake Public Library staff members, offering 4 trainings limited to 9 attendees each. Can offer 1 extra session if demand is high.

**Course Length**

60 minutes

**Training Method**

Lecture/Demo

**Purpose**

All 6th, 7th, and 8th grade students in D47 middle schools will get a Chromebook for the 2016-2017 school year starting on August 24, 2016. Staff members may get questions from students as they use the WiFi at the library to complete their assignments on the Chromebooks.

Equipment Requirements

3 Chromebooks, projector and laptop, HDMI cable

Software Requirements

None

Material Requirements

eVanced sign-up sheet for attendance, pens, handouts, evaluations

**Assessment Technique(s)**

Multiple choice (Lecture/Demo)

Content Outline

* **Welcome (5 minutes)**
  + Why are we here?
    - All 6th, 7th, and 8th grade students in D47 middle schools will get a Chromebook for the 2016-2017 school year starting on August 24, 2016. Staff members may get questions from students as they use the WiFi at the library to complete their assignments on the Chromebooks.
  + Here is what we will do today:
    - Learn what a Chromebook is
    - Talk about Google accounts
    - Talk about Google apps
    - Chromebook demonstration
    - Wrap-up
* **Chromebooks (10 minutes)**
  + What is a Chromebook?
    - A Chromebook is a notebook computer running Chrome OS as its operating system. They are designed to be used primarily while connected to the Internet, with most applications and data residing in "the cloud". They have been around since 2011.
      * Chromebooks are manufactured by different companies: Google, ACER, Dell, HP, Lenovo, Samsung, Toshiba
  + How is a Chromebook different from a traditional laptop or tablet?
    - Nothing to set-up or configure.
    - Log in with a Google account.
    - Runs on the Chrome operating system (Microsoft uses Windows, Mac uses OS X, iPhones/iPads use iOS, and Android devices use Android).
    - Updates automatically.
    - No software to buy. Programs are apps. There is built-in virus protection.
    - Everything is stored in one place in cloud, not on Chromebook.
    - Keyboard has some different keys on it.
    - Chromebooks are also inexpensive, has a faster boot up, and have a long battery life.
    - Because of cloud storage, needs WiFi to do work.
* **Google accounts (5 minutes)**
  + What are Google accounts?
    - A Google Account gives access to Google products like Gmail, Google+, YouTube, and more with a single username and password. When you create a Google Account, you use that same username and password to sign in to any Google product.
    - You do not have to have a Gmail email address to have a Google account. You could set up the account with a different email address.
  + To use a Chromebook, you need to log in with your Google account.
    - Each department has a Google account associated with the department Chromebook.
    - Each D47 student will have a Google account associated with their Chromebook.
* **Google apps (5 minutes)**
  + Apps work like regular programs for computers, except they run in the Chrome browser.
  + Chromebooks come with pre-installed apps. You can get more apps from Chrome Web Store.
  + Google apps for common tasks are
    - Docs: create documents, similar to Microsoft Word or Apple’s Pages
    - Sheets: create spreadsheets, similar to Microsoft Excel or Apple’s Numbers
    - Slides: create presentations, similar to Microsoft PowerPoint or Apple’s Keynote
    - Gmail: email program, similar to Microsoft Outlook
    - Files: access files stored on Google Drive (online cloud storage), Downloads (stored on Chromebook itself), or any external devices you have connected (like a USB flash drive. Similar to Microsoft’s My Computer or Apple’s Finder
    - When using Google Docs, Sheets, and Slides, it saves as you type. You don't need to click a save button. On Google Sheets, you do need to click outside the cell you’re typing in to save.
* **Demonstration (30 minutes)**
  + Keyboard
    - Function keys are replaced by shortcut keys
    - Search key above the shift key opens the App Launcher
    - No caps lock. Press Alt + Search to turn caps lock on and off.
    - Ctrl + Alt + ? gets you a map of keyboard
    - Power button: turn on, sleep, wake up
  + Touchpad
    - Similar to a touchpad on other laptop computers where you drag your finger to move the cursor around and click to open links or icons.
    - Scroll up or down using two fingers and moving up or down
    - Press with two fingers to right click
  + Status area
    - Time
    - Connect to WiFi
    - Battery life
    - Account icon
    - Notifications
    - Settings
    - Volume
    - Bluetooth
    - Help
    - Power
    - Lock
  + App launcher (magnifying glass)
    - Like the Start button on Windows
    - Search what you have
    - Get new
  + Show Shelf
    - View open apps and pin and unpin frequently used apps
  + Describe options for printing
    - Many times, students will just share documents with their teachers and there is no need to print anything out. However, if you do get a question about printing at the library, the options are:
      * Save as PDF, then upload to CLPL’s web printing service.
      * Save as PDF then attach to email and forward to CLPL’s print direct service.
      * Using CLPL computer and printers by accessing Google account.

**QUESTION AND ANSWER**: Have participants answer questions to assess what they learned. Multiple choice.

1. What makes a Chromebook different from a regular laptop?

A. Runs on the Chrome operating system

B. Everything is stored in the cloud

C. Generally needs a wireless internet connection

**D. All of the above.**

1. What is one thing you can do in the Status Area?

A. Open Docs

B. Find apps

**C. Connect to wireless network**

D. Print

1. How do you get a map of the keyboard?

A. Press Alt + Search

**B. Press Ctrl + Alt + ?**

C. Visit AAA

D. Ask Siri

1. Which of the following is a Google app?

A. Pokémon Go

B. Docs

C. OverDrive

D. Safari

E. Slides

**F. Both B & E**

1. A patron asks you how to print. What do you tell them?

A. We don’t offer public printing.

**B. You can use our web printing service. Here, let me show you.**

C. I hate questions like this!

D. Let me get someone else to help you.

***Wrap Up/Closing (5 mins)***

* Staff can learn more and get additional training (see handout).
* Encourage staff to ask department expert for help. Complete the Training Checklist beginning September 1st.
* Answer questions.
* Thank participants for coming and ask them to complete the evaluation before leaving.

JUST IN CASE YOU GET QUESTIONS:

* + Apps pre-installed on CLPL Chromebooks are Chrome, Chrome Web Store, Get Help, YouTube, Gmail, Google Calendar, Google Maps, Google Drive, Google Docs, Google Sheets, Google Slides, Google+, Files, Google Play Music, Google Forms, Play Books, Play Movies, Google My Maps, Calculator, Google Drawings, Camera, Chrome Remote Desktop, Google Keep, Dell
  + Google Apps for Education are a set of Google apps for classroom collaboration. These include:Classroom, Gmail, Drive, Calendar Vault, Docs, Sheets, Slides, Sites, and Hangouts