Chromebook Directions

Each Chromebook is labeled with a number and you must have the students sign out the Chromebook for use.   It is the teachers' responsibility to check the condition of the Chromebook upon its return and to place it back into the charging cart with its charging cable connected. The "sign in" column can simply be checked off upon teacher inspection of a computer and the teacher is to initial that page once all of the computers have been returned. This will ensure that the Chromebooks stay in proper functioning condition and are all accounted for at the end of each use.

Powering On, and Off:

- Remove computer from cart by pulling it out and gently and removing the power cord on the back left of the Chromebook.
- Once safely positioned on the desk open the screen from the center. The Chromebook will automatically power itself on.
- If it does not power on there is a power switch on the top right corner of the keyboard. If for some reason the computer freezes, or stops working properly you can press the power button down for about 10 seconds. This will turn it off. You can then press the same button again and start over.

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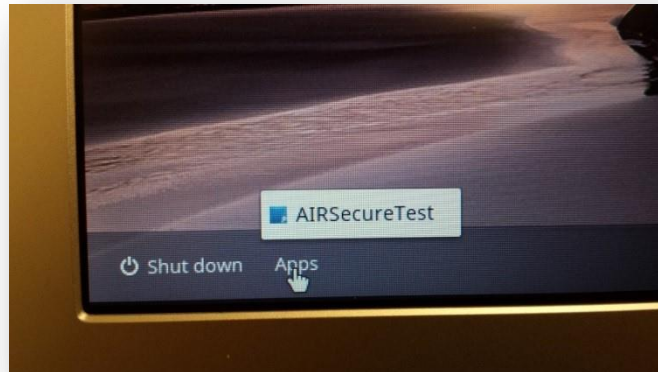
Signing In:

- Your username is your current Network ID with @ansoniaps.org.

- For Example. We will assume that it's a staff member named John Smith. To sign into the Chromebook he would use jsmith@ansoniaps.org at the Chromebook Login Screen.
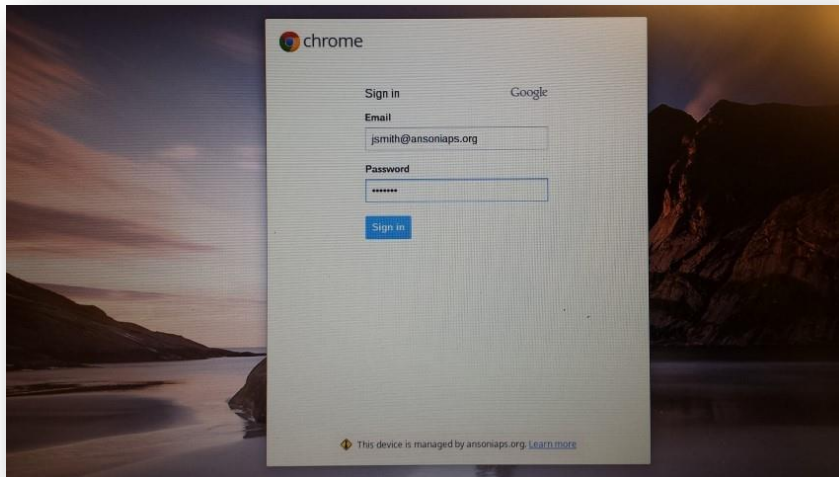
- Passwords for students are their current student ID number.

- Their username is setup the same way as staff, however grades 3 through 9 are prefaced with their year of graduation first. So a student graduating in 2017 would have 17 in front of their user ID. So student John Smith would be 17jsmith@ansoniaps.org.
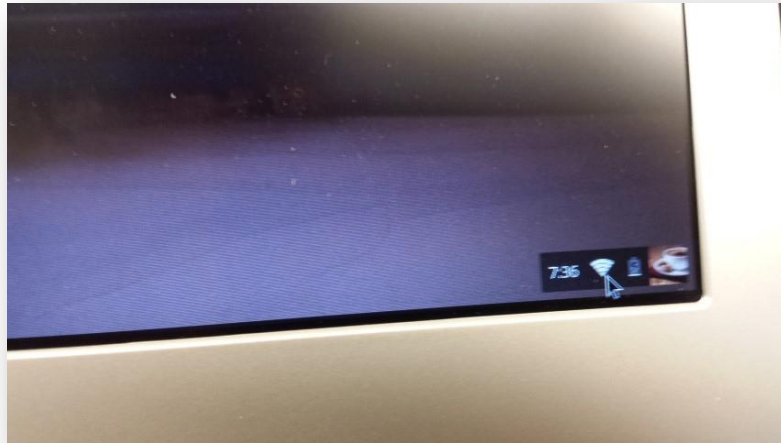
SBAC Testing:

- Remove Chromebook from Cart
- Power On Chromebook
- DO NOT sign in
- Click on APPS on the lower left
- You will see AIRsecureTest pop up.

- Click on AIRSecureTest to start your test.

Signing Off:

- To sign off of the Chromebook click on the Wireless Icon in the lower left of the screen.

- Then click Sign out in the upper right of the dialog box that opens up.