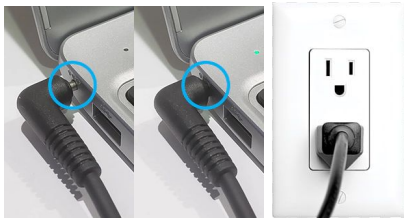
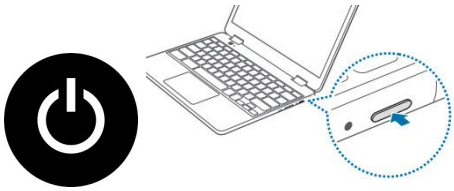
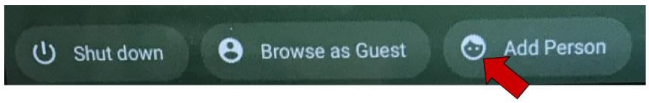
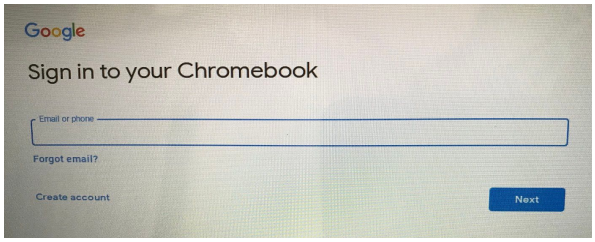
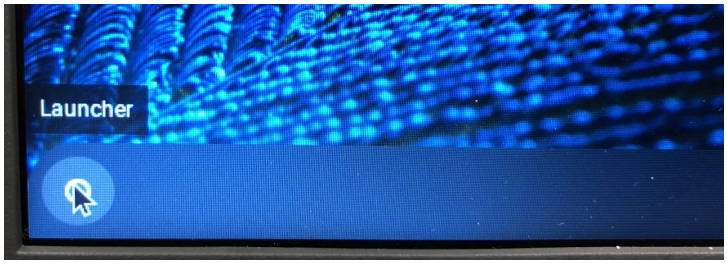
PORT TOWNSEND
School District
LEARNING THROUGH A SENSE OF PLACE

Quick Start Guide for Chromebook

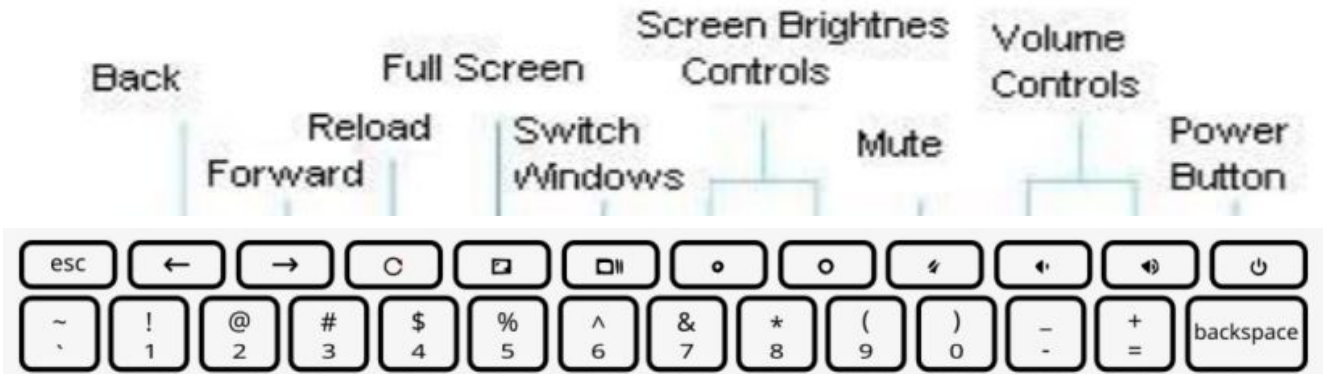
1. **Charge Chromebook.** Locate port on device. Insert port without bending the metal tip and plug it in.	
2. **Turn power on**. Open the lid. Press power button.	
3. **Connect to WiFi**. Select your family's network. Enter your family's network password.	
4. **Add Person*** **(*If you do not see this, move to next step)** Click on "Add Person"."Browse as Guest" will not give you access to school apps.	
5. **Sign In.** Enter your school gmail, click "Next". Enter your secure password*, click next. *Your password will be provided for on a separate sheet of paper. Ask for assistance if you did not receive it. Please keep this information in a secure place.	
6. **Click Launcher.** Click on the launcher icon located in the bottom left corner of the screen, to see apps listed below.	

HELP!

If you need more tech support, please contact your school library. We're here for you!

SCES: Denise Aedan (daedan@ptschools.org)
BHMS/OCEAN: Shannon Grewell (sgrewell@ptschools.org)
PTHS: Joy Wentzel (jwentzel@ptschools.org)

Check out the new website: **ptschools.org/elearning.** Here you will find troubleshooting guides, helpful technology tips, and how-to videos that support your learning.

	Taskbar Launcher: Click this icon to see more applications		**Kami:** Write on or edit worksheets shared by teachers
	Google Chrome: Web browse and access Google tools (G Suite)		**Gmail:** Access and send emails
	Classroom: Access classroom announcements, assignments and materials		**Zoom:** Synchronous learning and video conferencing platform
	Screencastify: Create video assignments to share with the class		**Read&Write:** Text-to-speech and speech-to-text tool
FAMILY	**Seesaw Family: (K-2 only)** See what your student is doing throughout their school day. Communicate with teachers.	CLASS	**Seesaw Class: (K-2 only)** Digital portfolio for students. Ask questions, post assignments, "share thinking".

Keyboard Shortcuts