West Shore School District
INSPIRE · ENGAGE · EMPOWER

Chromebook Quick Start Guide (Grades 3-12)

① Step One...Please Do This First

1. Plug your Chromebook charger into the wall and the other end into the computer. Depending on your device's current battery level, your device may take 2 hours of charging time in order to turn on. Once on, it may take several additional hours to fully charge.
2. Next, press and hold the power key for 3-5 seconds and release. The screen will light up and the Chromebook will power on.

② Connect to the Internet (WiFi)

1. In the bottom right of the screen, click on the time.
2. Select Not Connected. (If you see your WiFi network name and a signal strength, your Chromebook has already connected to WiFi.)
3. Turn on WiFi.
4. Your Chromebook will automatically look for available networks and show them to you in a list.
5. Choose your family's WiFi network and type a password if requested. If you don't know your WiFi password, it's sometimes written on the bottom of the device your Internet Service Provider gave to you.
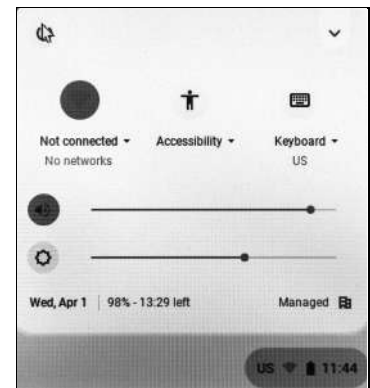

③ Now, Let's Log In

Students can only login using their District issued account. Your student's username begins with their last name, first three letters of their first name, and the first letter of their middle name, followed by @wssd.bz. (**Example**: John Charles Smith = **smithjohc@wssd.bz**). *This is the same account used to access their Google Drive (Cloud-based storage). Student accounts cannot install or remove apps/extensions.*

What if my student doesn't remember their password?
Your child's account information can be found in **PowerSchool** under the **Technology Information section**.

④ Accessing Distance Learning Resources - WSSD Managed Folder

Students will find a folder with helpful links to frequently used websites in their Chrome Browser Bookmarks bar. (**Hint**: *this is right below the website address*).
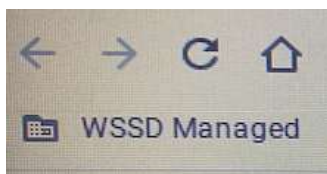
Teachers will use Seesaw (Elementary) and Schoology (Secondary) to facilitate instruction. To access these tools:

3-5: Click on "WSSD Managed", then click "Clever" to access Seesaw.
6-12: Click on "WSSD Managed", then click "Schoology" to access Schoology.

Please note: In order to activate the camera/microphone, a student must click the "Allow" button on their Chromebook when using multimedia tools built into Seesaw, Schoology, Zoom, etc.

Chromebook Basic Care & Tips

- Your Chromebook case and keyboard can be cleaned with a damp cloth sprayed with mild household cleaner. Damp disinfecting wipes may also be used. However, please make sure to wring out the cloth or wipe so they don't drip.
- The Chromebook screen should only be cleaned with a soft cloth and water. NEVER spray water or cleaner directly on the computer or power supply.
- Chromebook batteries last several hours. Depending on your device's current battery level, **your device may take 2 hours of charging time in order to turn on**. Once on, it may take **several hours to fully charge**.
- Keep your Chromebook secure. Your Chromebook should never be in an unlocked car or unsupervised area.
- Keep only school-appropriate documents on your Chromebook.
- Do not expose Chromebooks to extreme temperatures or direct sunlight for long periods of time.
- Avoid eating and drinking while using your Chromebook.
- If you spill something on your Chromebook, quickly turn it over and wipe it with a clean cloth.
- Insert cords, cables, and removable storage devices carefully.
- Do not place heavy objects on top of your Chromebook or leave it on the ground.
- Do not carry your Chromebook with the screen open.
- Do not take your Chromebook or charger apart or try to repair it yourself.

Security for Your Student

The following extensions are installed on your students Chromebook to keep them secure.

- **CKAuthenticator (Content Keeper)** - Filters internet activity off-campus and keeps the school CIPA compliant.
- **Adblock Plus** - blocks pop-up advertisements.
- **Gopher Buddy** - collects diagnostic information which allows the District to troubleshoot technology issues.

Technology Support for Your District Issued Chromebook

On our Distance Learning Technology Page you will find the following resources:

- **Answers to Frequently Asked Questions About Devices**
  We've compiled our most commonly asked questions and have answered them for you in the FAQs section.

- **Instructional Technology Help Center**
  Want to learn more about your device, Seesaw or Schoology? Our District Instructional Technology Advisors have produced videos and resources to assist families in using SeeSaw, Schoology, iPads, Chromebooks, and more. This information is linked for you in this section.

- **Device Support**
  Having an issue with your District issued Chromebook or charger? Our Technology Department is here to help! Please visit the Tech Help Center link below for troubleshooting resources and who to see for assistance.

  Note, if you're having an issue with a specific application, assignment, or link please reach out to your teacher for help.

- **Caring for Your Device**
  Unsure how to clean your Chromebook? Cleaning instructions and helpful tips are posted in this section for students and parents.

To access these resources, please visit: https://www.wssd.k12.pa.us/TechHelpCenter.aspx