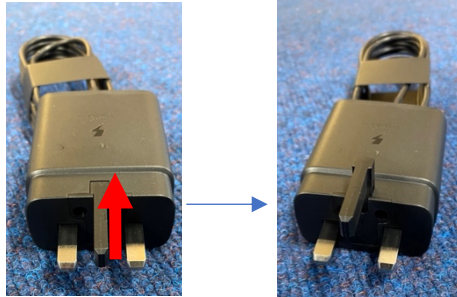


Using your Ghyllgrove Google Chromebook at Home

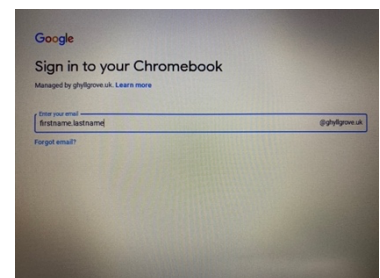
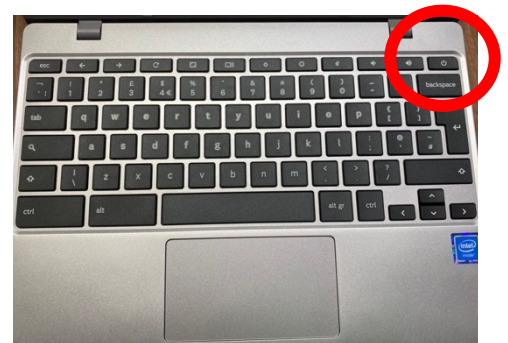
Power

1. Plug the USB-C cable into the Chromebooks into the port on the left hand-side.
2. On the wall-plug, push the black plastic pin upwards and plug into the wall.



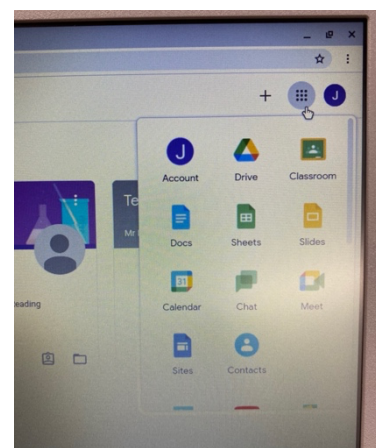
Switch on + Sign-in

1. The Chromebook should wake up as you lift the lid. If the screen stays dark, press the power button.
2. Enter your Wi-Fi or Mobile Internet Hotspot details and password.
3. The sign-in screen will appear.
4. You must **ONLY** enter the details found in your child's Home-School Diary to sign-in. (These are the same details as Google Classroom). NB: the @ghyllgrove.uk part of the username is already filled in on the Chromebook.
5. You may have to click 'Get Started'.



Using the Chromebook

- Google Chrome should open automatically on log-in.
- A Chromebook is a 'browser-based' device. It uses Google Chrome to access apps and web pages. You do not have access to Microsoft Office. Instead, use the waffle pad at the top of your Google Classroom page to access Google apps such as: Docs, Sheets, Slides etc.
- The 'shelf' at the bottom of the screen has shortcuts to these apps but otherwise, use the device to browse the internet as normal.



For any queries regarding your device please email: support@ghyllgrove.essex.sch.uk

Remember to return your device as per the contract loan agreement you signed on collection.