

Chromebook Tips & Tricks for Students

Accounts/Logging On

- When you add your 01AStudent@my.fcps.org account to a chromebook as a user, you are creating a local instance of your online account.
- If anything changes with that account such as your username or password, you will need to REMOVE that local user account from the chromebook and then add it again.
- To remove a person, you will need to click on the top right corner of your account picture and choose “Remove this person”. After that you can click on “Add person” in the bottom left corner.

Files/Doing Work

- When working offline, you will be able to access most if not all of your google docs, slides, and sheets as well as create new ones through the Google Docs Offline extension. (<https://support.google.com/chromebook/answer/2809731>)
- When in doubt, download to the local drive or save to a flash drive.
- Once you establish an online connection, your offline content should sync to your google drive. *It is always a good idea to double check for accuracy.*
- Your access to Drive and Classroom require an internet connection, so be sure to save local copies of any information you will need ahead of time for homework completion.

Wireless/Connecting to Internet

- All FCPS chromebooks should now connect to the FCPS Devices network instead of FCPS Guest (what your phone connects to).
- If your signal strength is low or internet slow, turn the wifi off and back on.
- When in doubt, reboot with Refresh + Power (⌘+ Ⓜ)

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