August 10, 2020

First and foremost, welcome to the Nevada Joint Union High School District! Detailed in this packet is some information to get you started accessing technology for the 2020-2021 school year.

Each year all incoming students receive a new Chromebook laptop for use during their studies. This year, due to global Coronavirus supply chain interruption, our order of Chromebooks is currently delayed. If students would like to utilize their personal or home devices they can. For those that would like to pick up a loaner Chromebook until the new ones arrive, they will be available during textbook distribution. We will keep you informed as we learn more about the arrival and pickup dates of the new devices.

In this packet we've included directions for finding out your district email address and password. You will use this to sign into many of the applications used by your teachers. We've also included directions for signing into a Chromebook. When you log into a Chromebook you are automatically given access to your student email account and so don't need to login twice. Finally we've also shared instructions on how to log into Schoology, our learning management system, where your teachers will share class information. Your school site will continue to share more information and details on where and how to log in during the first weeks of school.

Our District Technology Team is here to help. If you have any questions or need assistance we can be reached at our help desk. Please email us as our whole team is monitoring and we'll be able to respond quickly: helpdesk@njuhsd.com
Also we can be reached by phone at: 530-272-9998

Kind regards,

Jason Skinner
Chief Technology Officer, NJUHSD
jskinner@njuhsd.com
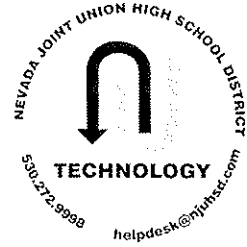
Accessing your school email address and password

Nevada Joint Union Google Apps, including email, end in: @student.njuhsd.com

Example: 18studenjd@student.njuhsd.com

Your username is:
The last two digits of your grad year, first six characters of your last name, first initial of your first name, and first initial of your middle name.

For example: John Doe Student graduating in the year 2018.
His username would be: 18studenjd@student.njuhsd.com

Your Password is:
Your student id#, birth month, birthday

For example: John's ID is 12345 and his birth date is 01/05/1998 so his password would be: 123450105

* You can only sign into the Chromebooks with your Nevada Joint Union Google Apps for Education student account and not with your personal Gmail account (if you happen to have one).

** 2020-21 Distance Learning: While waiting for Chromebook arrival, if you are using a personal computer to access your account, you are able to use your school account address and password to log into your Google for Education account via
https://mail.google.com

Using a Nevada Joint Union Chromebook

Congratulations! Nevada Joint Union High School District has purchased Google Chromebooks for Education, which lets you and your teachers use Google Apps—along with a host of other innovative applications—on a very fast and easy-to-use Chromebook. What's more, your Chromebook is being managed by Nevada Joint Union's Technology Department, which means that things like apps and school specific settings are already set up for you.

Use this guide to get started with your new Chromebook.
For help after that, visit: **http://google.com/support/chromeos**

Signing into the Chromebook

1. **Power up your Chromebook.** Press the power button at the top-right corner of the keyboard.
   Note: Plug your Chromebook into a power outlet if it does not startup.

2. **Connect to a network.** Select an available WiFi network from the drop-down network menu.

3. **Sign in with your Nevada Joint Union Google Apps account ending in @student.njuhsd.com**
   In the sign-in box, enter your entire Nevada Joint Union email and password and click **Sign in**.

   Example: 18studenjd@student.njuhsd.com | 123450105

   Your user name is:
   The last two digits of your grad year, first six characters of your last name, first initial of your first name, and first initial of your middle name.

   For example: John Doe Student graduating in the year 2018.
   His user name would be: 18studenjd@student.njuhsd.com

   Your Password is:
   Your ID #, Birth Month, Birth Day,

   For example: John's ID is 12345 and his birth date is 01/05/1998 so his password would be 123450105

   ⚠ You can only sign into the Chromebooks with your Nevada Joint Union Google Apps for Education student account and not with your personal Gmail account (if you happen to have one).

4. **Explore your new Chromebook** by following the brief tutorial that appears.

5. **Open a new tab and begin browsing the web.** Click the ⊞ next to the browser tab at the top of your screen.

Start browsing the web

At the core of your Chromebook is the **Google Chrome web browser**. If you haven't used Chrome before, here's a quick overview of its main features.

To browse or search the web. Type a web address or search term in the address bar.

To switch between web pages you've opened. Click a browser tab.

To bookmark the current page. Click its star in the search box.

To dock your bookmarks bar so it's always available. Choose the **3-BARS icon > Bookmarks > Show Bookmarks Bar.**

Use Apps in a Browser

You can use any approved app on your Chromebook that also runs in a web browser. These include the Google Apps productivity suite*, apps from the Chrome Web Store, and custom-built tools installed by Nevada Joint Union.

Google Apps Productivity Suite includes Docs (word processor), Slides (presentation), Sheets (spreadsheets), Forms (surveys), and Drawings (yes, drawing in a landscape layout).

Find your apps

-   **Open a New Tab page.** Click the ⊞ at the right of your tabs to access your app icons. Click an icon to open.
-   **Or click on 9-TILE icon lower left on screen.** You'll see all the Google Apps as well as third-party apps available.

Use Google Apps

When you sign in to your Chromebook with your Nevada Joint Union Google Apps for Education account, you can access the following Google Apps. Open others by clicking links at the bottom-left of your Google Apps window.

Google Calendar. Schedule and track meetings and events with other Google Apps users.

Google Drive. Create, edit, organize, and share all kinds of documents.

Create and manage files with Google Drive

Google Drive lets you create, edit, and share many types of documents, including richly formatted text documents (like this one), spreadsheets, presentations, drawings, and even web forms. You can store all your files in Drive, including ones uploaded from Microsoft Word. You can easily organize and search for docs. And since your docs are in the cloud, you can access them from a web browser on any computer, not just from your Chromebook.

Open Google Drive

- Click the Drive icon on your **New Tab** page or click the 9-tile apps icon lower-left.

Create a New Doc

Open Google Drive. Then from the left of your Google Documents List, click **CREATE** and choose the type of "doc" to create.

Upload files to Google Drive

You can upload files from other computers to Google Drive. Upload a file in its native format to view. Or convert it to Google format so you can edit it. You can do this with dozens of file types, including Word, PDF, PowerPoint, Excel, PhotoShop, Open Office, and many more.

To upload files from another computer, perform these steps on that computer. To upload from an external storage device like a USB drive, connect the device to your Chromebook and perform these steps on the Chromebook.

1. Open any tab on your Chromebook (or web browser if you're using another computer).
2. Open Google Drive.
3. If you're doing this from another computer (not your Chromebook), sign in to Google Drive with your Nevada Joint Union Google Apps for Education address and password (the same as when you sign into your Chromebook or onto any computer on campus).
4. Click **Upload** (noted by the arrow above). Then choose **File** or **Folder** to upload a single file or entire folder.
5. Choose whether to convert the file to an equivalent Google format, or leave the file in its native format. In most cases you will want to convert the file to Google format.

Learn more about using Google Drive at docs.google.com/support.

Access Files from an External Device

You can open the file on your Chromebook if it can be viewed in a web browser or upload it to Google Drive.

Nevada Joint Union's Settings on Chromebooks

You are able to make personal choices about using your Chromebook by opening your Chromebook **Settings** found by clicking on the **3-BARS** Icon in the upper right hand corner and then clicking on Settings.

Note: Some settings will have been pre-set based on Nevada Joint Union's policies (noted below). In that case, those settings are locked so you can't change them yourself.

To check out all settings, open your Chromebook Settings: Choose the **3-BARS icon** > Settings.

Basics	**Startup pages.** Which page or pages open when you first sign in.
	Home page. Which page opens when you click the in your browser bar.
	Search provider. Which search provider (eg Google or Yahoo) returns results when you search in a browser tab's address bar (called the **omnibox**).
Personal Stuff	**Sync.** Whether your apps, bookmarks, and settings are available when you sign in to a Chrome browser on other computers.
	Saving Passwords. Whether your browser can save passwords to websites you log in to frequently.
	Themes. Choose a theme for your Chromebook.
System	**Touchpad.** Select the speed at which the touchpad mouse moves.
	Language. If you wish to have your Chromebook display in another language you can use this option to select the language.
	Accessibility. Enable accessibility features.
Under the Hood	**Privacy.** A number of privacy and content settings can be set.
	Web Content. Select font size and page zoom.
	Translate. Select whether or not web pages in other languages can be translated by Google.
	Google Cloud Print. Learn more about Google Cloud Print and how to set it up. _Note_: _Directions on how to set up Google Cloud Print at home can be found on_ _http://www.google.com/cloudprint/learn/_
Extensions	View a list of extensions, if any, installed on your Chromebook.

Adapted from Google and our colleagues at Ravenscroft School, Raleigh, North Carolina. Thank you!
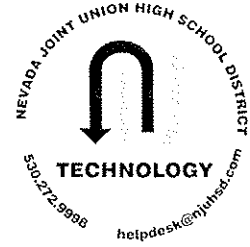
Logging into Schoology

Nevada Joint Union High School District uses Schoology as it's learning management system. You will log into Schoology to access your coursework.

1) Open a web browser window and go to https://schoology.njuhsd.com/

2) You are prompted to sign in securely using Google. If you are already signed into your school email address select it and you will be logged into Schoology.

   If you are not already logged into your school email account, please do so at https://mail.google.com and try again.

G   Sign in with Google

Choose an account

to continue to schoology.com

Jason Skinner
jskinn er@njuhsd.com

Use another account

To continue, Google will share your name, email address,
language preference, and profile picture with
schoology.com. Before using this app, you can review
schoology.com's privacy policy and terms of service.

TECHNOLOGY

CARE OF A NEVADA JOINT UNION CHROMEBOOK

While the cost of the Chromebook is significantly less than those of traditional laptops and tablets, we encourage students to take extra caution to care for them properly and avoid replacement costs.

Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall. While the Chromebooks are sturdy, drops from heights can damage the outside of the Chromebook. Please, no sky diving!

Rarely does your Chromebook get tired. As such, we do not recommend leaving your Chromebook on top of blankets, beds, sofas or pillows while on and in use. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe, just like you. For optimal performance do not block air flow when device is on. And while at home, get it charged so it's ready for school.

Chromebooks never get hungry or thirsty. Please avoid sharing your drinks and food with your Chromebook by not eating or drinking near the device.

Your Chromebook will work hard for you. However, it will never perspire. And while they might get dirty, a shower or a bubble bath is never recommended for the device. Keep it dry. Tips on cleaning are below.

Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item. Avoid the "I'm not touching you game" with your Chromebook!

Your Chromebook loves to travel. However, it is not a fan of the beach, the river, or anywhere it is over 100 degrees. Like your dog, please do not leave the little fella in a locked car in the summer or expose it to direct sunlight for extended periods of time.

In addition, the Chromebook is not a fan of ski vacations. As such, when it is colder than 32 degrees you'll want to avoid extended exposure of the device to these temperatures. You will want to keep your Chromebook back at the toasty cabin while you hit the slopes at Borel.

The Chromebook is a Prima Donna; avoid placing or dropping objects on top of the Chromebook. It is not a good idea to make the Chromebook a base for your pyramid.

CHROMEBOOK SECURITY

Chromebooks prefer to be with their intended owner. In fact, they will only work for members of the Nevada Joint Union High School District community who have an @Student.NJUHSD.com or @NJUHSD.com user account. As such, please be mindful of your Chromebook's location at all times.

Never leave the Chromebook unattended at coffee shops or restaurants---like a Starbucks that offers free WiFi. Thieves target these locations for just that reason.

Always take time to secure your Chromebook in your backpack or in your P.E. locker if you are on a sports team. Consider the contents of that backpack when you place it next to your desk or in the back of a classroom.

Please do not leave your Chromebook locked in any vehicle in plain sight. Avoiding temptation is a security "best practice." Plus as we said your Chromebook does not like the heat or cold of being left in a vehicle, and it gets very lonely in there all by itself.

KEEPING YOUR CHROMEBOOK CLEAN ·

Never use any product containing **any alcohol, ammonia, or other strong solvent** to clean your Chromebook.

Here's what we recommend:

1. Create a gentle cleaning solution comprised of 50% water and 50% white vinegar.
2. Disconnect the Chromebook from power and **ensure it is off.**
3. Apply the solution to a cotton cloth, lint free microfiber, chamois, or some other very soft cloth. **Never use paper towels or tissues. Never apply the solution directly to the Chromebook.**
4. Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth but not so much as to cause damage to the screen.
5. Repeat these steps for cleaning the outer case and keyboard of the Chromebook.
6. Use a can of compressed air to blow any dust or foreign particles from under the keyboard.