

## Chrome Book (CB) Instructions

- At all times that the CB are not being used, the cart should remain **locked**. You will be provided a key when you check out the cart.
- Each CB should be assigned to a student. Please use a roll from IC to assign each student a numbered CB.
- The teacher should be the one to unplug and distribute the CBs to all students.
- The battery life is a little over 5 hours fully charged. It takes about an hour for them to become fully charged. If they need to be charged, the teacher needs to plug them up inside the cart in their numbered slot and plug the cart into an electrical outlet into the wall.
- Turn on the power button in the upper right hand corner of the keyboard. The CBs come on very quickly.
- Students will be prompted to log in to the CB. They will use their [username@students.troup.org](mailto:username@students.troup.org) ([ginniehwalker@students.troup.org](mailto:ginniehwalker@students.troup.org)).
- When the student has completed his/her assignment on the CB, have him/her logout and power off the CB.
- All CBs should be **collected and returned** to the teacher to return to the cart before the class ends. Please quickly inspect the device to ensure there is no damage. We have provided you with a timer to use as a reminder so time does not run out before they are properly shut down and collected. You do not need to plug up the CBs to the chargers between classes.
- By 3:30 every day, the cart should be returned to the media center. All CBs should be plugged into the chargers in the cart and the key turned in.