1. How to Log in to the Chromebook Video: How to Log Into Your District Chromebook
   a. Open Up Chromebook
   b. Login Screen (use credentials given to you by school)
      i. Username: firstnamelastname##@solonschools.net
         1. @solonschools.net should be autocompleted for you, so you only have to type
            firstnamelast##
         2. example: johnadams29@solonschools.net
      ii. Password: student ID + sc#
         1. example: 123456sc#

2. How to Navigate to Google Classroom Video: How to Navigate to Google Classroom
   a. Go to Solon City Schools webpage https://www.solonschools.org/
   b. Select the school from the drop down menu on the top right corner
   c. K-4 students: From the individual school’s homepage, hover over the name of the school and select “Teacher Webpages” from the drop down menu
   d. 5-12 students: From the individual school’s homepage, hover over the “Students” tab in the top menu and select “Teacher Webpages” from the drop down menu
   e. Select your child’s teacher from the list
   f. On the teacher’s welcome page, you should see a link to Google Classroom and all the necessary Google Classroom codes
   g. Click on the link for Google Classroom
   h. Google Classroom opens and you will want to Bookmark this for your student by click on the little star icon in the web address bar
   i. Student will select +Join Class
   j. Enter the Google Classroom codes that your student’s teacher has posted on the Teacher Webpage to join the class
   k. Repeat step above for all classes on student schedule
      i. K-4: All specials teachers codes will be on homeroom teachers main page
3. Google Classroom Basics  
   **Video: Google Classroom Basics**  
   a. Home page: Will see all classes your student is enrolled in  
      i. Can click on each class to access content from the teacher in that class  
      ii. Can change the order of the class by clicking and dragging the classes around on the screen  
   b. Once you click on a class, to navigate back to the home screen, you click on the three lines in the top left and select “Classes” from the top of the menu  
   c. To Find Zoom Link  
      i. Each Google Classroom will have the Zoom meeting link for the students  
      ii. Click on the Google Classroom  
      iii. Click on Classwork tab at the top  
      iv. On left hand side under the Topics, click on **Zoom Class Link**  
      v. Click on the link in the material posted that says “Launch Meeting”  
   d. “To Do” section  
      i. This will list all assignments by due date  
      ii. Will show what is missing  

4. Zoom Basics  
   **Video: Zoom Basics**  
   a. Access  
      i. Student will have to sign in with their Solon Google account to activate their Zoom account  
      ii. Click “Sign in” to join  
      iii. Click “Sign in with Google”  
         1. If using a district Chromebook, the login information is saved  
   b. Tools  
      i. Audio: Mute/Unmute  
      ii. Video: Video On/Off  
   c. Etiquette  
      i. Have Chromebook charged/plugged in  
      ii. Have class materials ready  
      iii. Be on time for class  
      iv. Find a quiet place free of distractions so you can focus  
      v. Maintain respect in speaking, writing, and appearance
vi. Have your video on
vii. Stay on mute. Click the “Raise hand” button if you have a question or something to share
viii. Stay focused and on task

5. What does your daily schedule look like?
   a. Follow schedule provided by your student’s building or teacher
   b. Student logs into Chromebook and clicks on Google Classroom bookmark on top of web browser
   c. Student clicks on their first Classroom of the day
   d. Student clicks on the Zoom Meeting link to join and will be in the Waiting Room until the Teacher allows them to join
   e. Teacher will post assignments and links to outside assignments on Google Classroom