

Chromebook Instructions for the COVID-19 Portion of the School Year

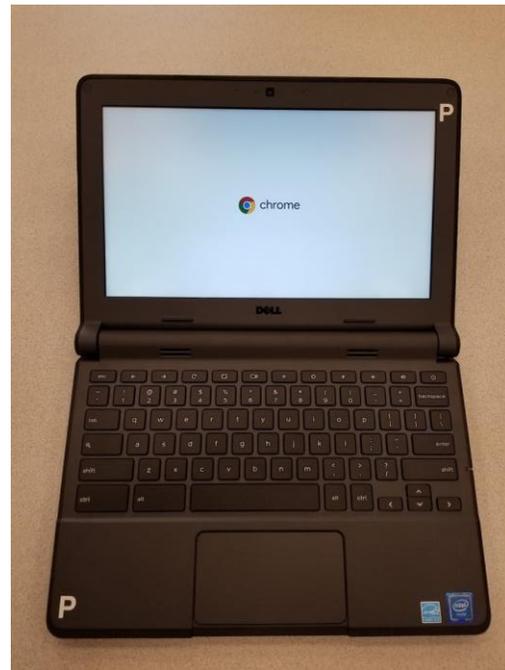
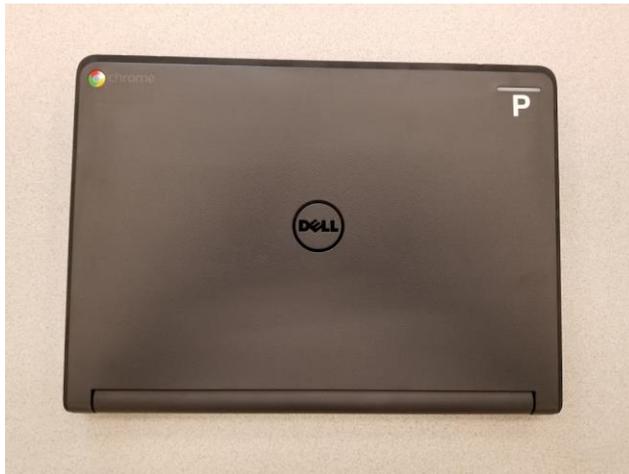


MARTIN LUTHER Grammar School

✝ Immanuel Academy ✝

MLGS is blessed with technology to allow us to go online for as much of the rest of the 2019-2020 school year as is necessary.

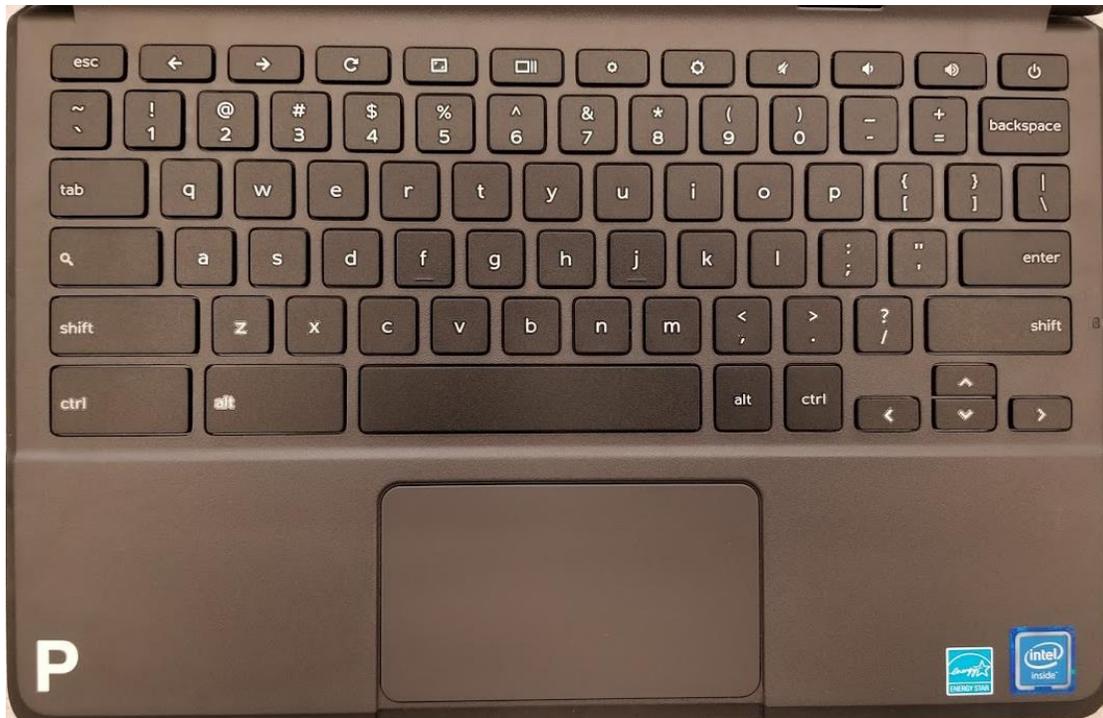
Our student Chromebooks are made by Dell and are identified by a letter of the Latin alphabet (no J, U, or W). Each comes with a zipper case and a charging cord. It plugs in at the top left of the keyboard.



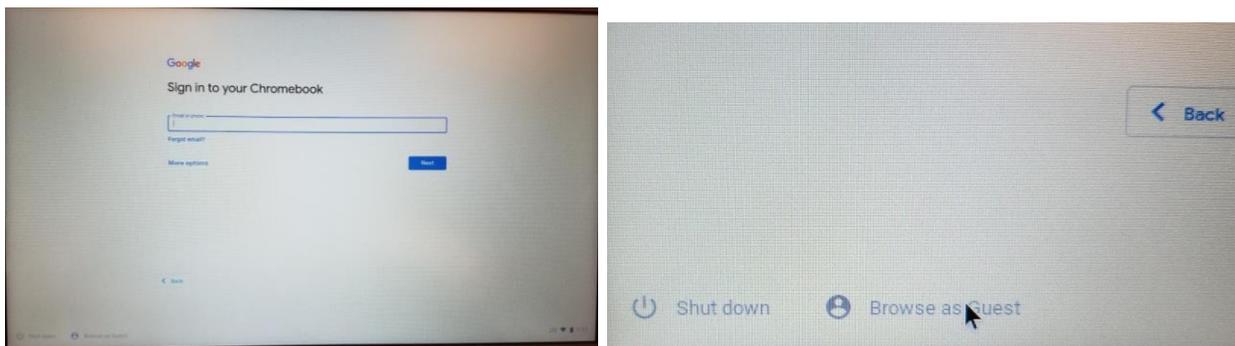
When properly charged, the Chromebook may turn on when the lid is opened. It looks like a small laptop, but has a more focused vocation for us, education.

Familiarize yourself with the keyboard. If the Chromebook does not immediately power up, press the power button in the upper right of the keyboard.

You will also need to make use of the touchpad, the rounded rectangle in the bottom center below the keyboard. This area works like a mouse and moves a pointer called a cursor across the screen.



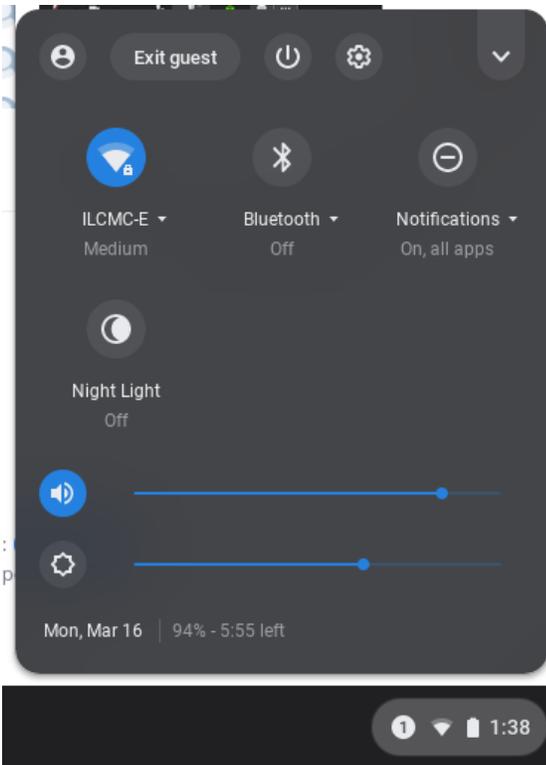
We're trying to make everything as simple as possible.
No email. No logins. No passwords.



You should see a screen that says, Sign in to your Chromebook.

Look for Browse as Guest in the lower left part of the screen. Click that.

This will open up a Chrome browser window. We're about to connect to go online.

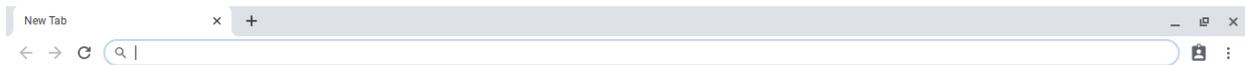


We now need to connect to the internet. To do so, click on the clock in the lower right hand of the screen. This opens up a window in that corner that allows you to connect to your home wifi. Select your network and enter the password.

Our Chromebook here is connected to IILCMC-E.

You can also adjust the volume and the screen brightness.

Go back to the open Chrome browser window. If it disappeared, open a new one. Here's how. There is a little circle in the lower right hand of the screen. This is the launcher. Click on it and a search bar pops up with options like Chrome, Files, Settings, and Get Help. Click on Chrome. Your screen should look like this:

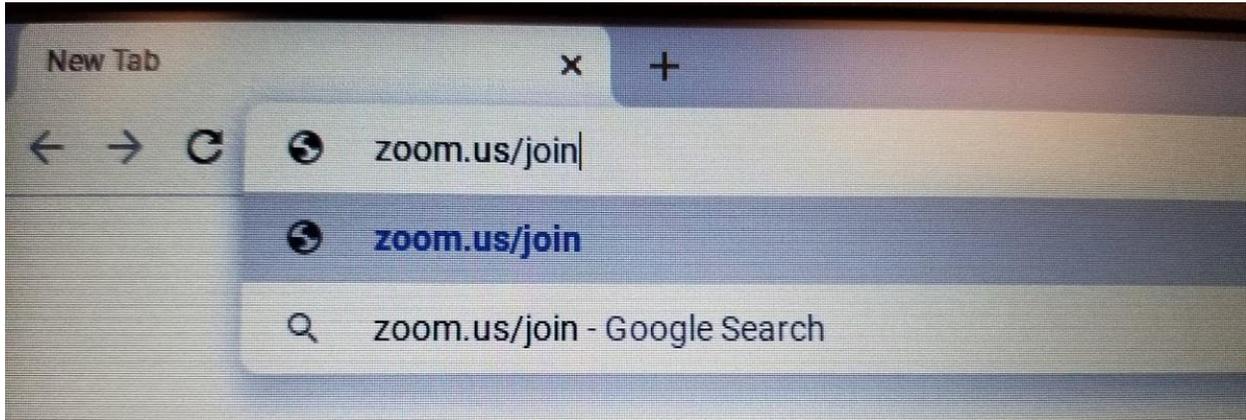


You're browsing as a Guest

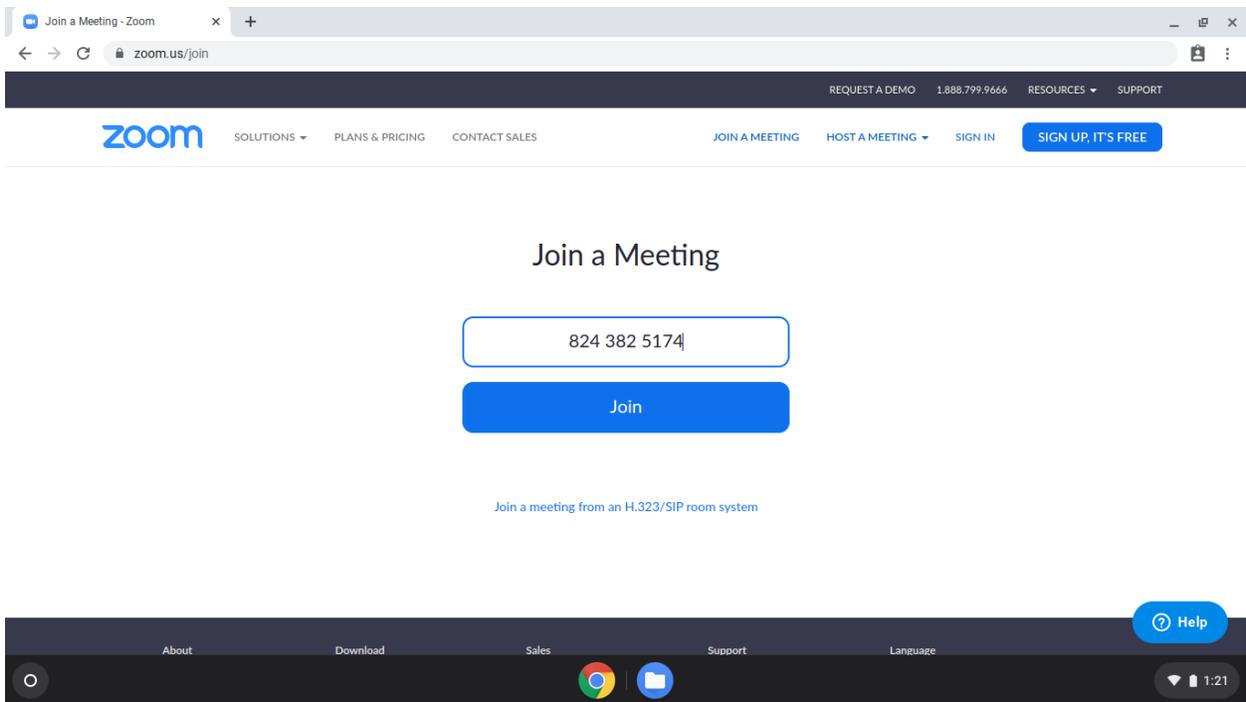
Pages you view in this window won't appear in the browser history and they won't leave other traces, like cookies, on the computer after you sign out. Files you download and bookmarks you create won't be preserved. [Learn more](#)



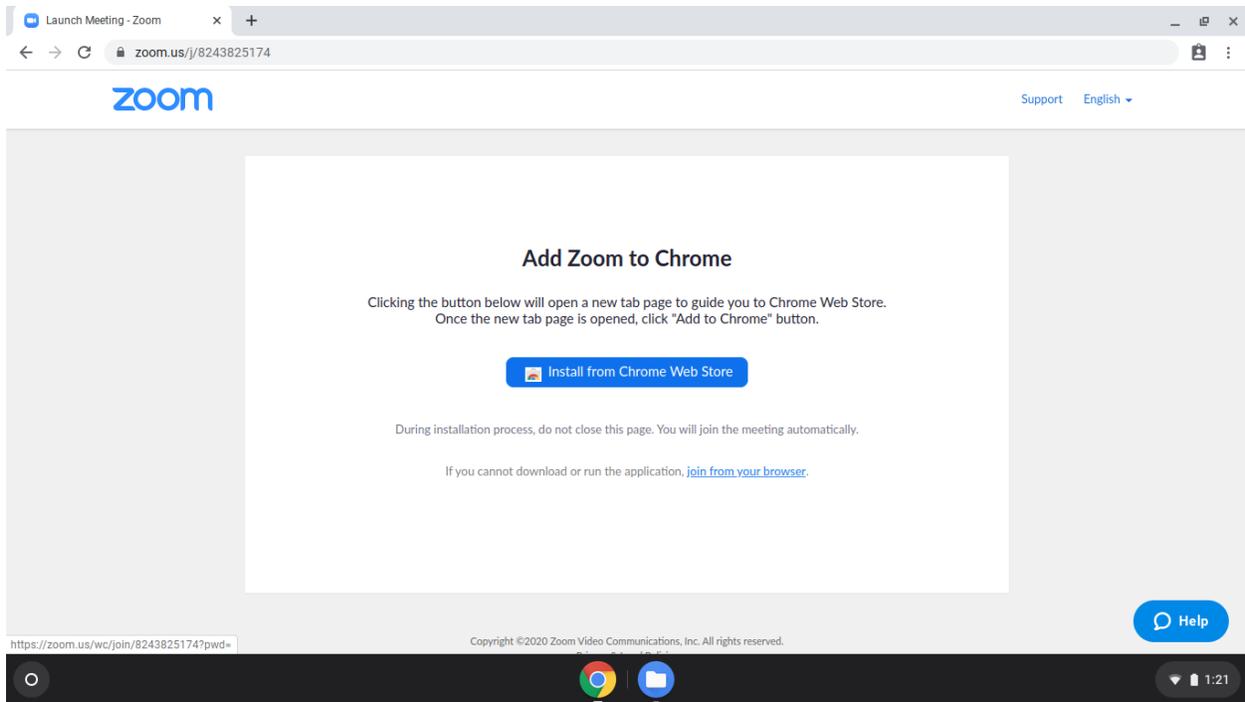
Now, type this address in the browser bar: zoom.us/join. This will take you to our video conferencing platform’s website.



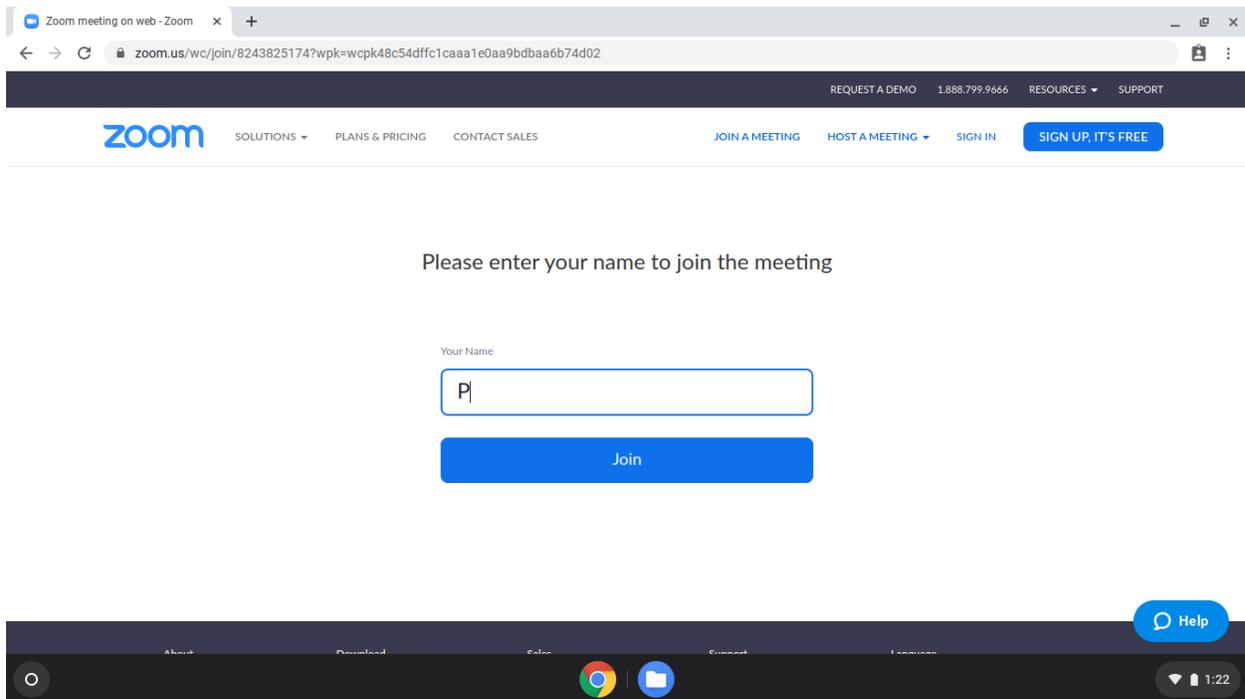
Zoom’s homepage looks like this. For classes, we will “Join a Meeting.”



The box wants the number to “dial” for your class. We will get you the appropriate numbers for this box for each part of the school day. Click Join.

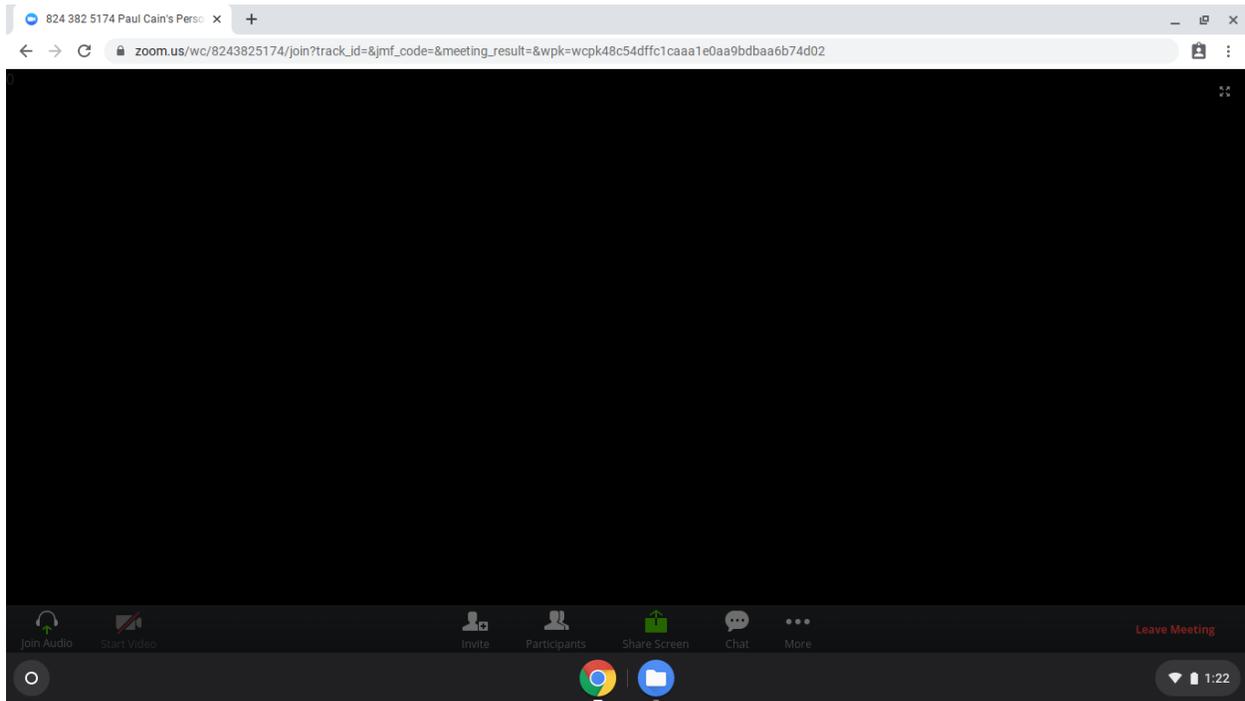


We're going to "join from your browser," so click the blue underlined text shown here in the center white box, lower right.:

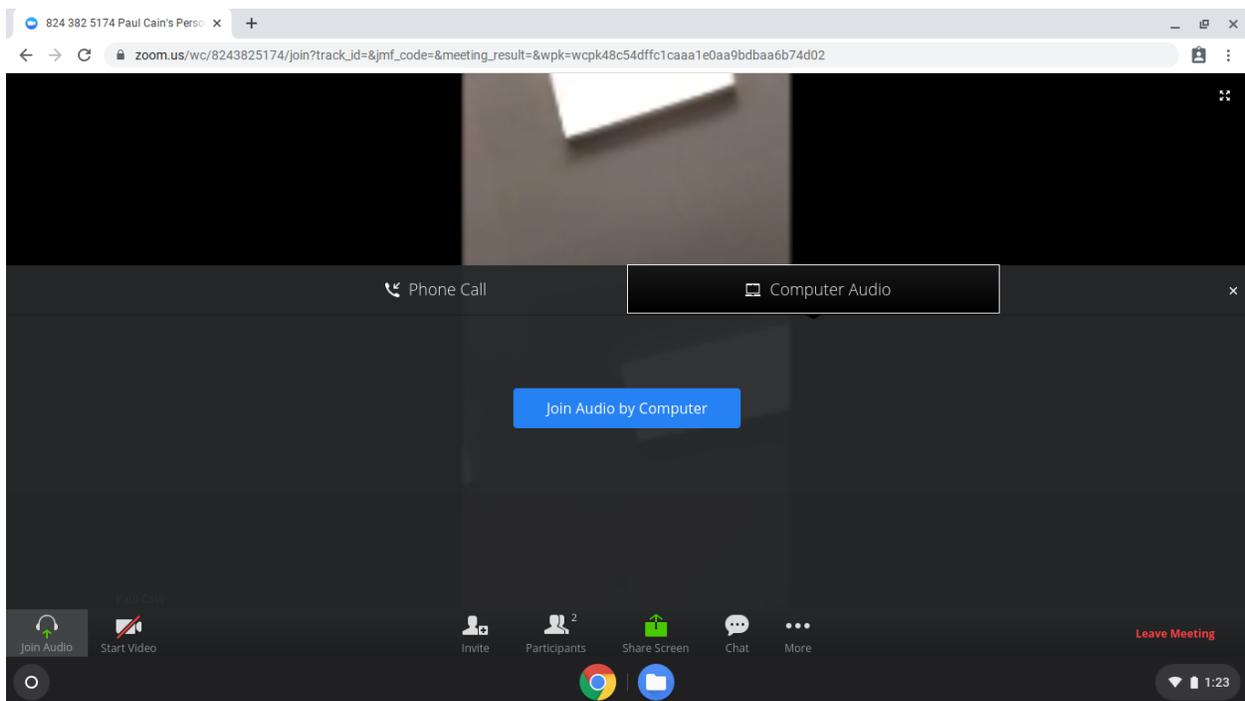


Next, enter the letter name of your Chromebook or your scholar's name.

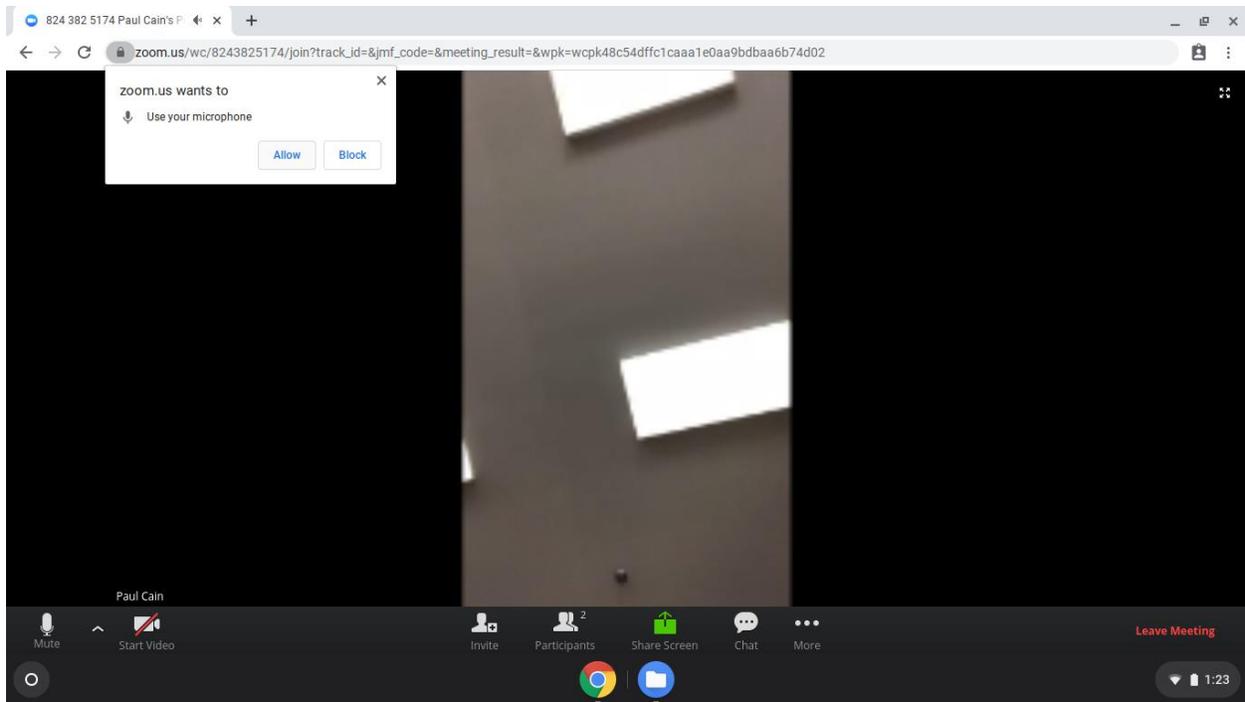
Zoom is ready to open in your browser. We now need to set up audio and video.



You will be asked about Audio first.

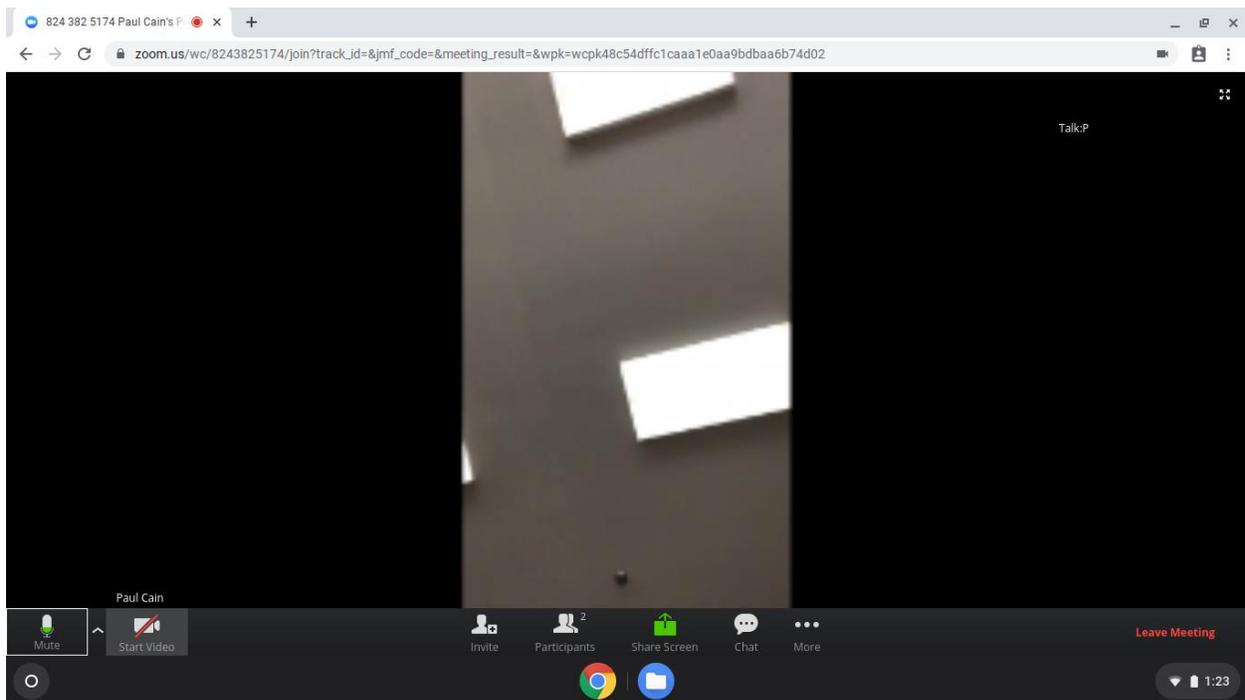


Click the blue box that says Join Audio by Computer.

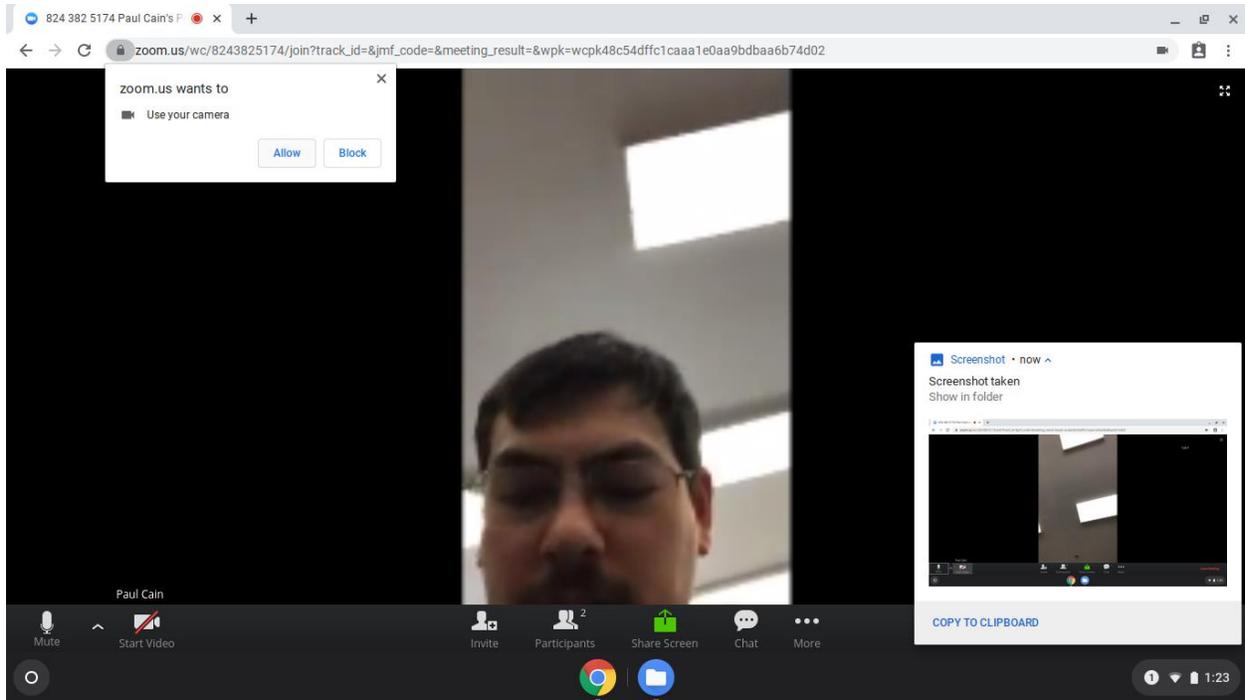


The Chromebook will then ask you for permission to use your microphone. Click Allow.

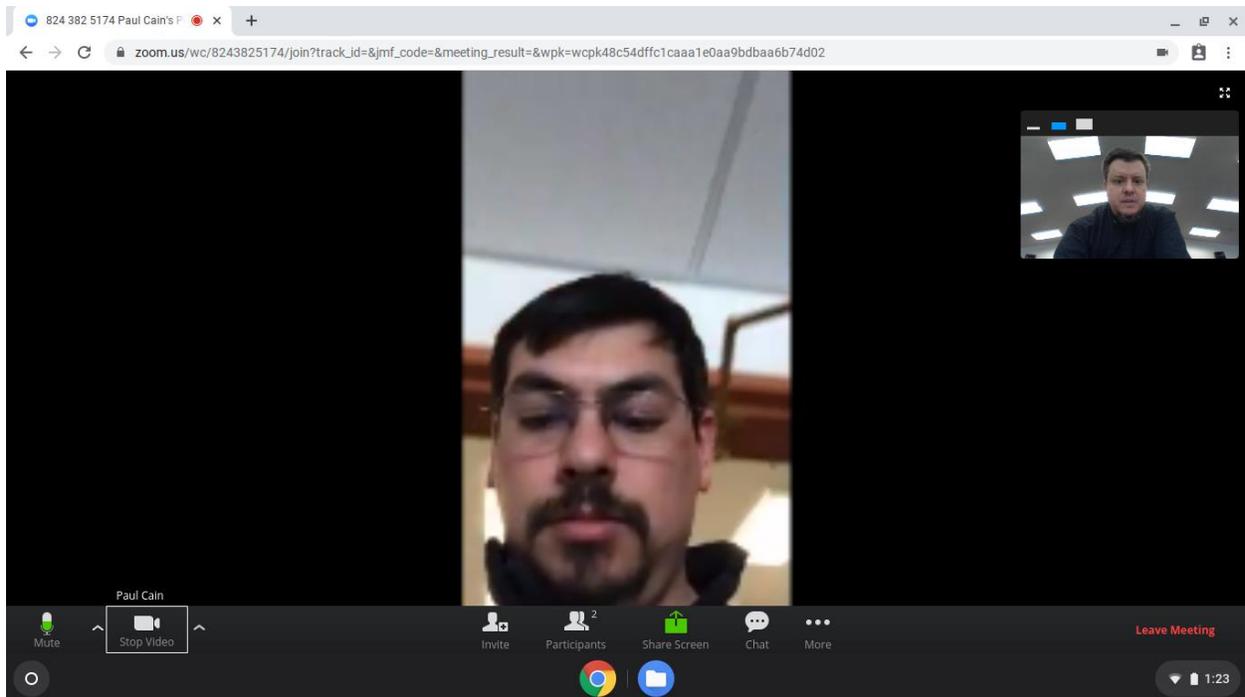
The microphone picture in the lower left of the screen will glow green. Click it to mute. Click it again to use the microphone.



We're almost ready to have class. Click on Start Video next to the green mic picture.



Your Chromebook will also ask for permission to use your camera. Click Allow.



Here is a live video conversation between Pr. Castellero and Pr. Cain. We will work to make sure that the Teacher is the one on the middle screen. You can see yourself in a corner of your screen.

Zoom has many options. Older students may need to ask a question through Chat.

Students shouldn't need to share their screen, though this is possible for projects.

It is possible to see all participants in a Zoom meeting.

Let's just focus on the Teacher.

Please charge the Chromebook overnight to be ready for a school day online.

If you have problems with the technology, call Pastor Cain at 307-461-7643.

He can talk you through many issues.

We have back-up Chromebooks if yours stops working.

We are working on even newer technology with a cellular connection included.

Yes, you may connect on a laptop or iPad if you have one. Instructions are similar.

Finally, please pray for all impacted by this situation and for a quick, safe, resolution:

In peace let us pray to the Lord: *Lord, have mercy.*

For those who are sick: *Lord, have mercy.*

For the vulnerable: *Lord, have mercy.*

For healthcare workers and emergency personnel: *Lord, have mercy.*

For custodians and cleaners: *Lord, have mercy.*

For those who make, administer, and judge our laws: *Lord, have mercy.*

For those who are anxious or feel isolated: *Lord, have mercy.*

For children, parents, school staff, and faculty: *Lord, have mercy.*

Psalm 4:8: *In peace I will both lie down and sleep, for you alone, O Lord, make me dwell in safety.*

In the Name of Jesus. Amen.