Student Device Programme

Meet Your Device

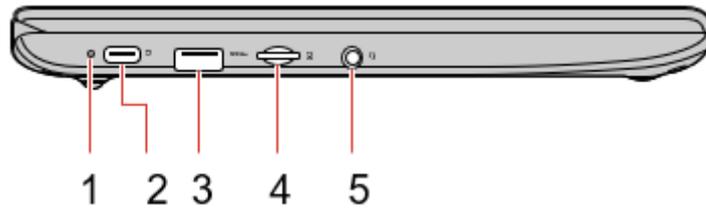# Contents

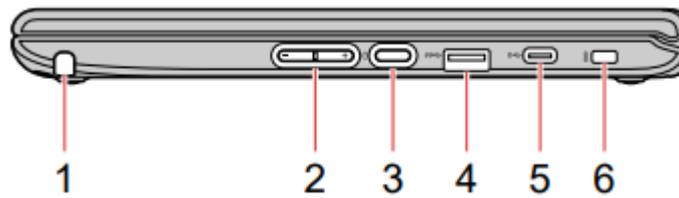# About Your Device

Your Lenovo device

1. Front webcam light	2. Front webcam
3. Microphone	4. Wireless antennas (invisible from the outside)
5. Screen	6. World Facing webcam
7. World Facing webcam light	8. Microphone
9. Power key	10. Keyboard
11. Speakers	12. Touchpad

1. dc-in light	2. dc-in / USB-C connector
3. USB 3.0 (Type-A) connector	4. MicroSD slot
5. Combo audio connector	

1. Our model has no Stylus or Pen in this slot	2. Volume buttons
3. Power button and power light*	4. USB 3.0 (Type-A) connector
5. USB-C connector	6. Security-lock slot

Other devices

The devices from HP are very similar to the above information. Please Google for more:
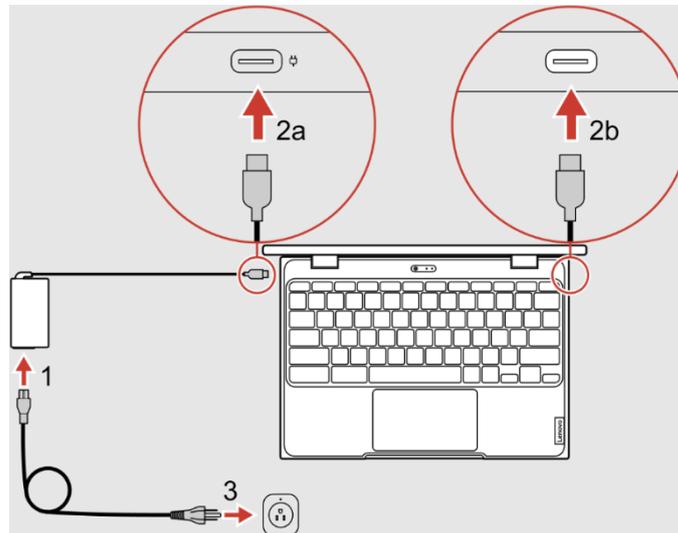
HP Chromebook 11A G8 - Education Edition - 11.6" - A4 9120C - 4 GB RAM - 16 GB eMMC - UK

Getting started with your device

Charge your device

Both USB-C connectors on your Chromebook work as power connectors. Plug in the ac power adapter to charge the built-in battery and provide power to your Chromebook.
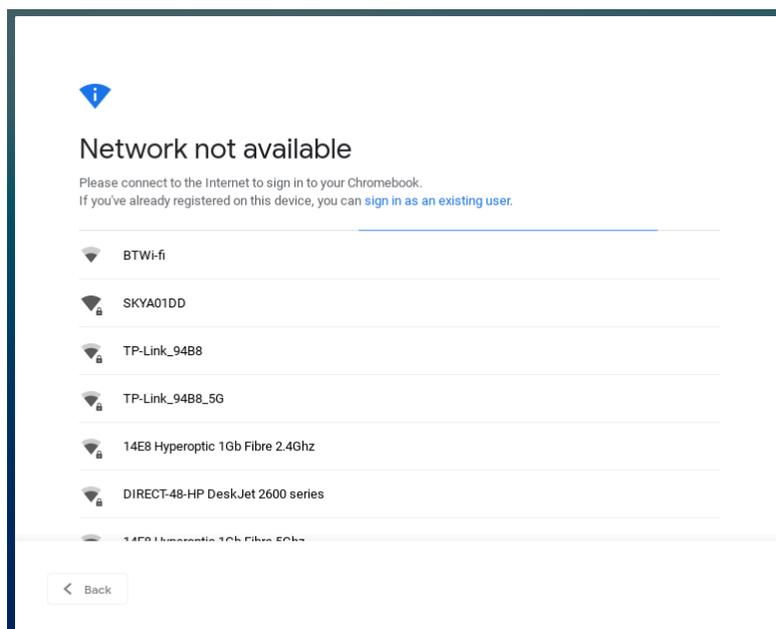

1. Connect the power cord to the ac power adapter.
2. Plug the power adapter into one of the USB-C connectors of the Chromebook.
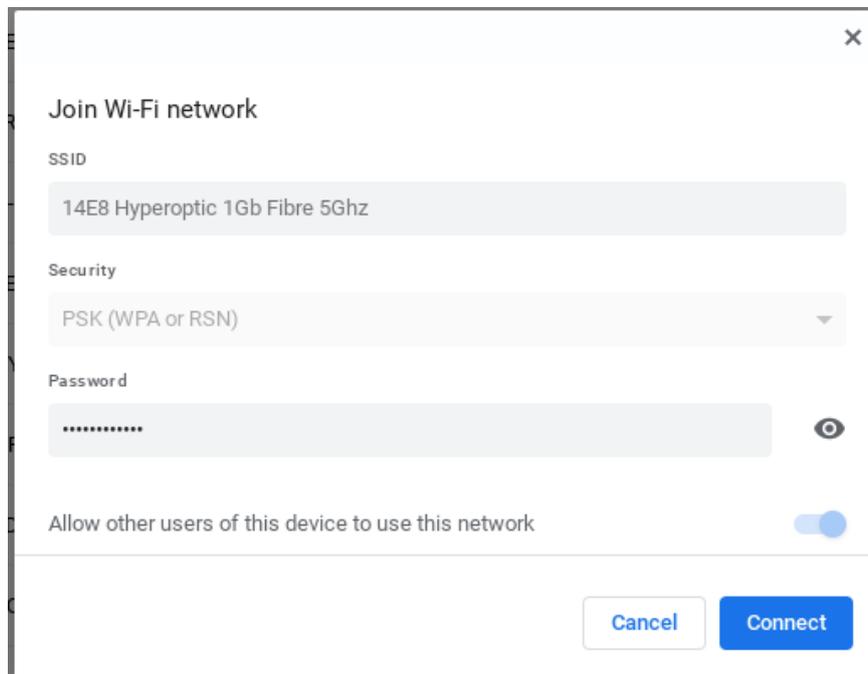3. Plug the power cord into a socket

Connecting to Wi-Fi

When you turn on the device for the first time, you will be prompted to select a network.

1. Select your home wifi

2. Then Enter your password and click connect

Signing into your device
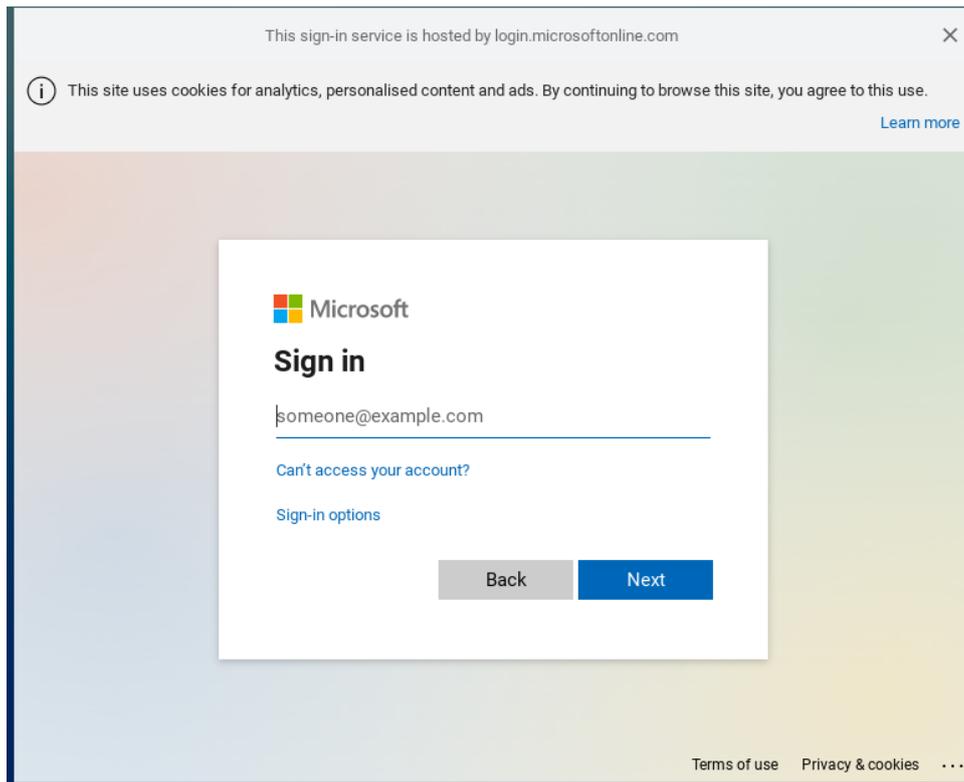
1. When you see the sign in screen, click Next
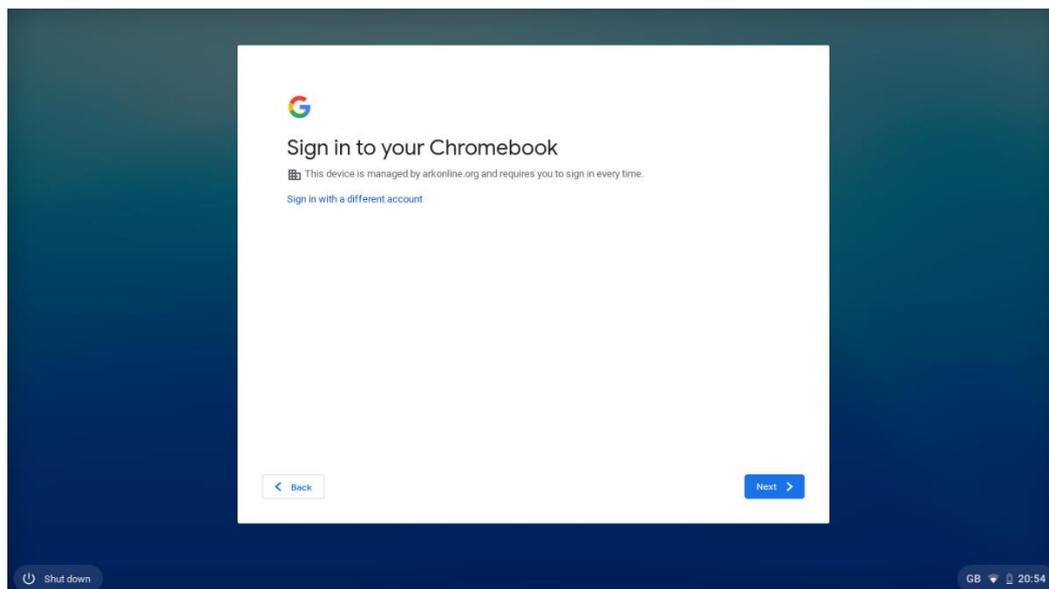
2. Use your school email address and password to log in

3. Your device is now ready to use.

Updating your device

The Chrome operating system keeps itself updated automatically. However, users do need to restart to apply an update. When Chromebooks need updating the 'Update' arrow will appear. Click the icon and restart the device.
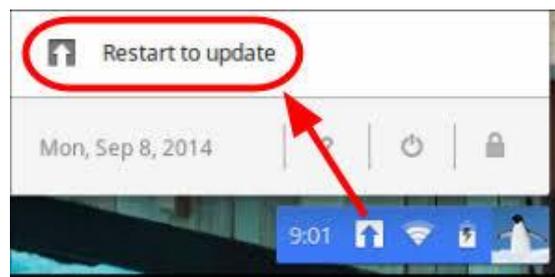
Getting started online

Students should visit SPArk

The Ark SPArk website will support learners
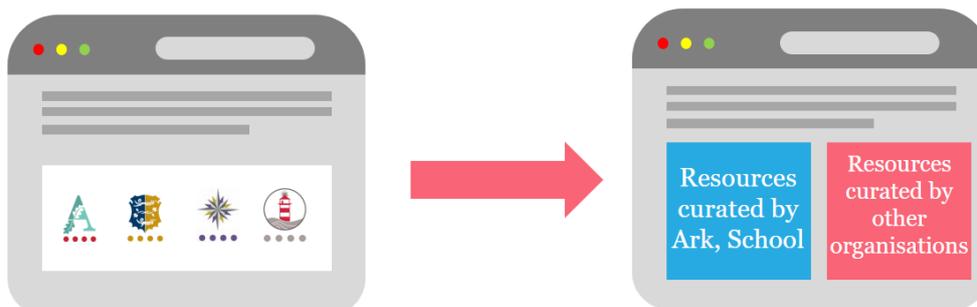
Students log on to
www.ArkSpark.co.uk
with their Ark account
to select their school

They can then browse subject
resources curated by Ark, their
school, Oak National Academy,
the BBC and others.

Using online services from Microsoft

It is our intention to use Microsoft's 365 services when using your Chromebook. Microsoft 365 includes Email, OneDrive and online versions of Word, Excel and PowerPoint, for example.

To login to Microsoft, go to
https://www.office.com/apps?auth=2&home=1

Use the waffle icon in the top left of the window
to move between Microsoft apps that are
personalised to your account.

Outlook is your email communication app. All your work
can be saved to your OneDrive storage app. These apps
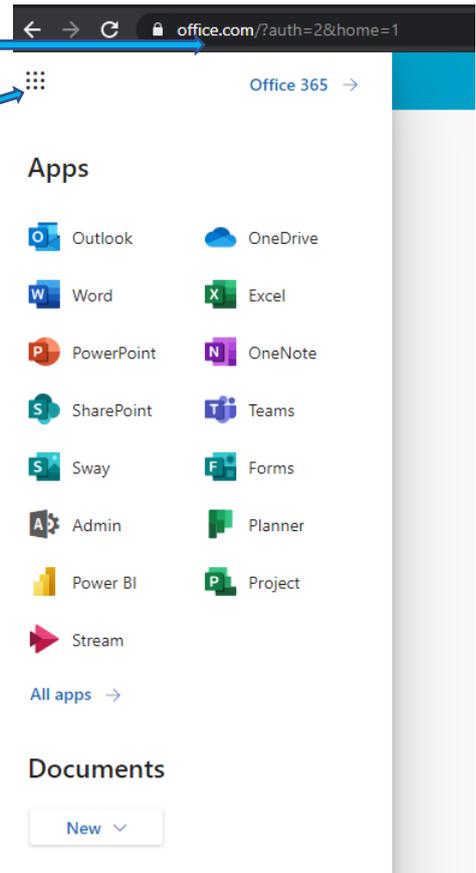can all be opened from the waffle menu. There is often
more than one link to open a Microsoft app or service.

For quick access, save these as a bookmark to access again
the next time.

Finding your classroom on Microsoft Teams

It is our intention to use Microsoft Teams Classroom to
support our Remote Learning provision. It allows students
to access class materials, collaborate and submit
assignments digitally. It automatically syncs to the classes that each student is assigned by
their school, such as their form group or their timetabled subject class.

Open your Teams Classroom at https://teams.microsoft.com/
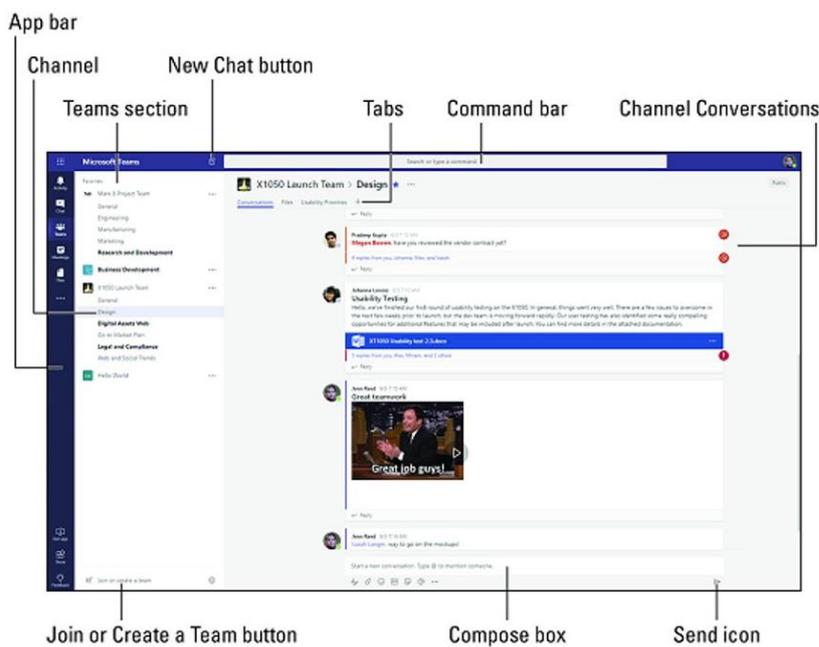
Personalising your Chromebook experience

Bookmarks

To remember a web page, app or service on your Chromebook, click the star in the top right corner, to add it to your personal list.

Apps and Extensions

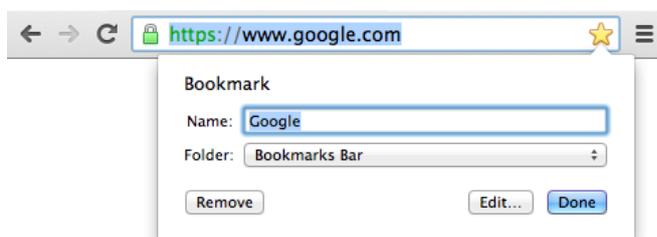Extensions are small software programs that enable students to tailor their experience using the Chromebook. We want all our students to get the best out of their Chromebooks to maximise their positive learning outcomes. We believe that students can do that by customising and personalising the tools and functionality at their disposal. Students may have individual needs or preferences, ranging from language to productivity to special educational needs, and extensions allow these customisations to be chosen and deployed.

Within our Google tenant there is an Ark Schools Chrome Web Store where approved extensions can be made available to users to choose and install them themselves.
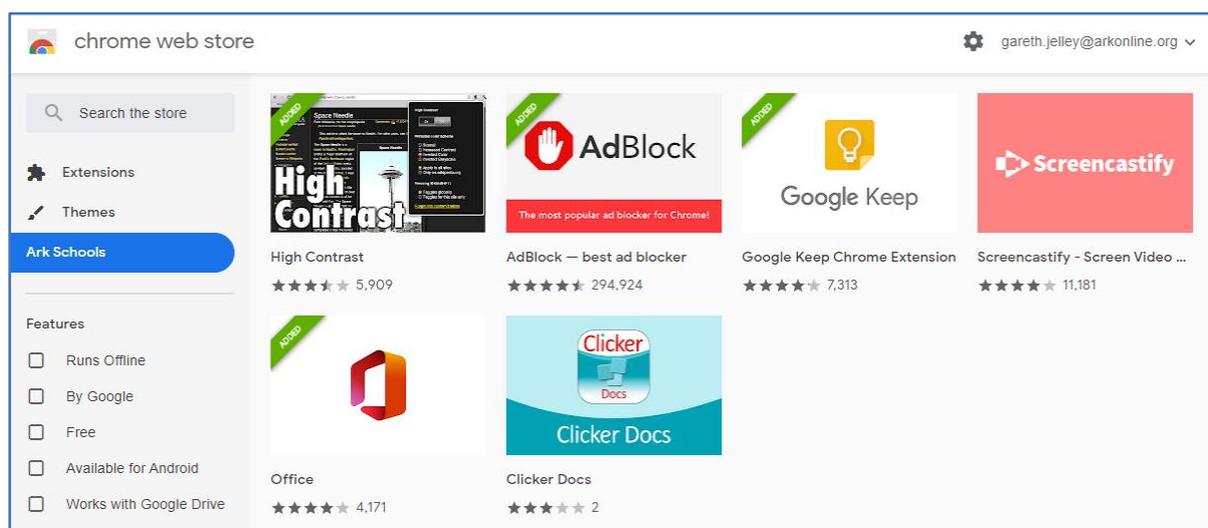
How to install an extension

1. Visit the Chrome Web Store
2. Find and select the extension that you want.
3. Click Add to Chrome.
4. Some extensions will let you know if they need certain permissions or data. To approve, click Add extension.

Be aware that extensions can slow down your Chromebook, so make sure that you only approve extensions that you trust.

What is already being used and being blocked?

We have deployed education sector appropriate filtering, safeguarding, and monitoring apps that are described further in our "Safeguarding Information for Schools-Teachers-Parents" document.

We have blocked extensions that are known to be a problem in schools. Currently we block Themes, Set Proxy and VPN provider categories. Any extension that is listed in these categories will be blocked.

Ark reserve the right to block certain extensions we feel are not compatible with our goals and/or will put the safety and security of our users and devices at risk.

Further questions

Navigating your home screen
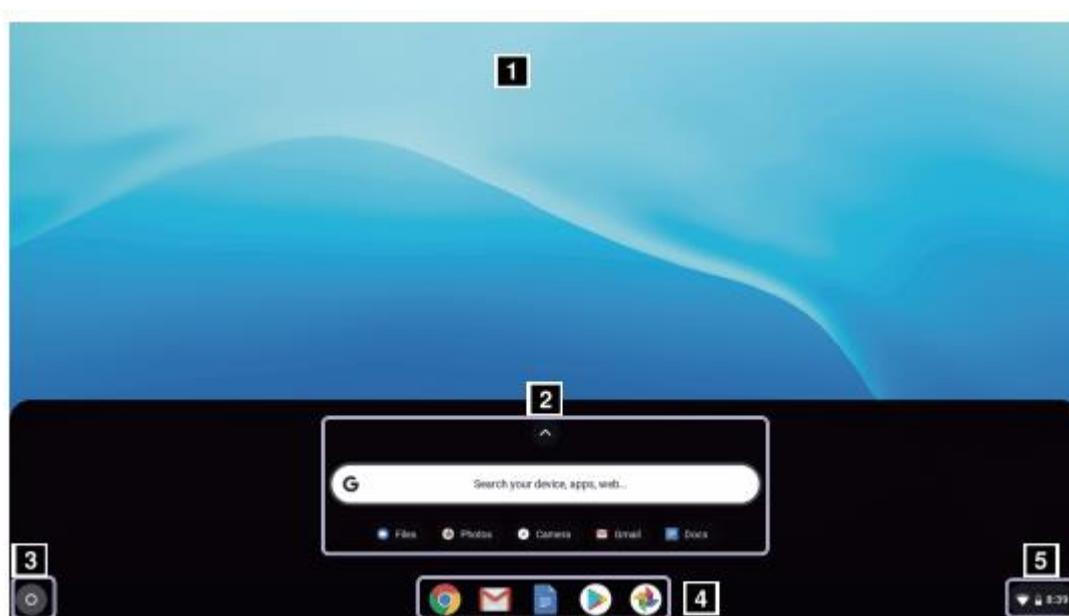
| 1. Wallpaper	Your wallpaper might look different. To change the wallpaper, right-click an empty area of your desktop, and select Set wallpaper.
2. Search box and the App Launcher	Type the name of your device, app, or Web page in the search box. Click any app shown in the App Launcher to open the app quickly.
3. Launcher button	Open the search box and the App Launcher.
4. Shelf	Pin your frequently used apps or Web pages to the shelf for easy access.
5. System tray	Manage network connections, updates, and settings. By default, the time, network connection status, and battery status are displayed.

Rotating your Chromebook

Your device display can be rotated up to 360 degrees. But here are two things to note

- Do not rotate the computer display with too much force or apply too much force to the upper-right or upper-left corner of the computer display. Otherwise, the display or hinges might get damaged.
- The keyboard and the pointing devices are automatically disabled in stand mode, tent mode, and tablet mode. Use the touch screen to control your Chromebook instead.
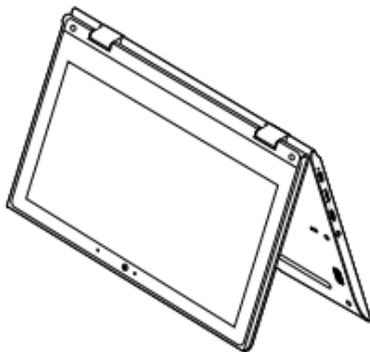
Your device Gen supports the following four modes. You can switch among different modes as you prefer.
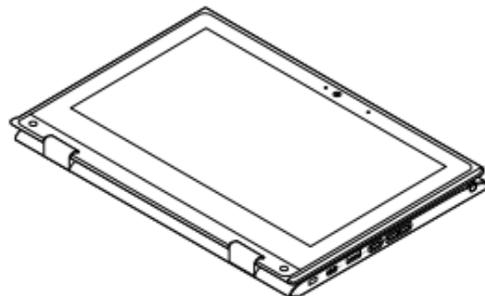
Notebook mode
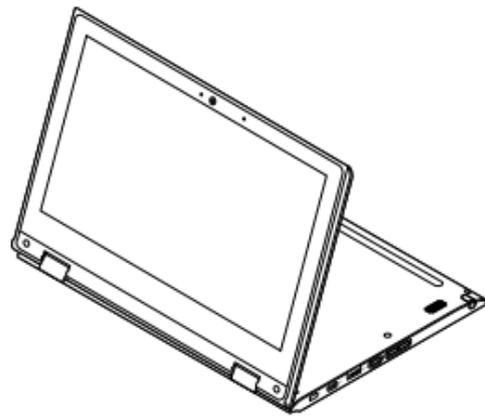
Stand mode

Tent mode

Tablet mode

Using your Keyboard

Your Chromebook keyboard works just like a conventional keyboard, with a few special keys.

←	Go to the previous page you just visited.
→	Go to the next page.
⟳	Reload your current page.
⛶	Display the current full page.
◻️‖	Show all windows in overview mode.
☼	Decrease the screen brightness.
☼	Increase the screen brightness.
🔇	Mute sound.
🔉	Decrease the volume.
🔊	Increase the volume.
🔒	Lock the computer screen.*
⏻	Turn on the computer, put it to sleep mode, or wake it up.*

Key Combinations

ctrl + ◻️‖	Take a screenshot.
alt + 🔍	Turn on or turn off the Caps Lock function.
🔍 + L	Lock the computer screen.
ctrl + alt + ?	View all the keyboard shortcuts.

Using your Touchpad

The entire touchpad surface is sensitive to finger touch and movement. You can use the touchpad to perform all the pointing, clicking, and scrolling functions of a traditional mouse.

Notes:

When using two or more fingers, ensure that you position your fingers slightly apart.

Some gestures are only available when you are using certain apps.

If the touchpad surface is stained with oil, turn off the computer first. Then, gently wipe the touchpad surface with a soft and lint-free cloth moistened with lukewarm water or computer cleaner.
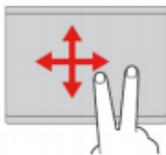
Use the touchpad gestures

Tap
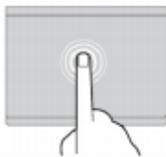
Tap anywhere on the touchpad with one finger to select or open an item.
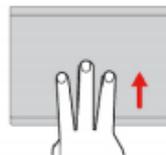
Two-finger tap

Tap anywhere on the touchpad with two fingers to display a shortcut menu.

Two-finger scroll

Put two fingers on the touchpad and move them in the vertical or horizontal direction. This action enables you to scroll through the document, Web site, or apps.

Swipe three fingers up or down

Put three fingers on the touchpad and move them up or down to see all your open windows.