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|  | Chromebooks Can Do That?!  Session Agenda - [bit.ly/curts-cbtips](https://bit.ly/curts-cbtips) |

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  + 🏫 Bring me to your school, organization, or conference with over 60 PD sessions to choose from - [bit.ly/curts-pd](https://bit.ly/curts-pd)
* Sharing Doc - Share any comments, questions, answers, resources, links, examples, and more - [Google Doc link](https://docs.google.com/document/d/1i_fmhjX3Sp3QD5CJdFZonR4gJ2AVyhDbU8qFllb8DvU/edit?usp=sharing)

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# 🧰 General Resources

* Session Slideshow - [Google Slides link](https://docs.google.com/presentation/d/e/2PACX-1vTpDmU12wHbYHL5AeNKCKTRYRhZxEVXdPQQJdC0nVFfMSLxobiysY18gIZqrMFzWykaElFNzAbCMI5s/pub?start=false&loop=false&delayms=3000) (or [make a copy](https://docs.google.com/presentation/d/1m5x_mxG_KZHe7Idsh4y999CRihZLf7MztoBHlGmRDGg/edit?usp=sharing))
* Webinar video - "Chromebooks Can Do That?!" (47 minutes) - [YouTube link](https://www.youtube.com/watch?v=yVYaA_mPtB0)
* Blog post - “Chromebooks Can Do That?!” - [Website link](https://www.controlaltachieve.com/2022/11/chromebooks-can-do-that.html)
* Blog post - "10 Chromebook Touchpad Tips and FREE Poster" - [Website link](https://www.controlaltachieve.com/2022/11/10-chromebook-touchpad-tips-and-free.html)
* Chromebook Discovery Page - [Website link](https://edu.google.com/products/chromebooks/find-a-chromebook/)
* Chromebook Simulator - [Website link](https://partnerdash.google.com/apps/simulator/chromebook#?l=en)
* Chromebook App Hub - [Website link](https://chromebookapphub.withgoogle.com/apps)
* Chromebook Help Page - [Website link](https://support.google.com/chromebook/)

# 📷 Camera Tools

Launch the Camera app

|  |  |  |
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|  |  | Click the Launcher button. |
|  |  | Locate and open the Camera app. |

Settings

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| --- | --- | --- |
|  |  | Change the size of the grid, the length of the timer, or the camera resolution. |
|  |  | Select "Mirroring" to flip your image from left to right. |
|  |  | Select "Grid" to view a grid overlay to help line up shots. |
|  |  | Select "Timer" to turn on a 3 or 10-second timer. |
|  |  | If you have a second camera, select "Switch camera" to change between your cameras. |

Take a picture

* Use the "Photo" option to take a normal landscape-oriented picture.
* Use the "Square" option to take a square image.
* The picture will get saved to the "Camera" folder on your Chromebook. To access the images open the "Files" app on your Chromebook, then select "My files" and then "Camera".

Edit a picture

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| --- | --- | --- |
|  | You can open and edit any picture you have taken: | |
|  |  | "Crop & rotate" the image |
|  |  | "Rescale" the image to resize it |
|  |  | "Lighting filters" to adjust exposure, contrast, and saturation |
|  |  | "Annotate" to draw on top of the image |

Record a video or animated GIF

* Choose the "Video" option.
* Then choose "Normal" to record a standard video.
  + Click on the microphone icon to mute or unmute your mic.
  + Click the record button to begin recording.
  + Click the pause and resume button while recording as needed.
  + When done click the stop button to finish.
* Or choose "GIF" to record a 5-second animated GIF.

Scan a document

* You can scan a document with your camera as well.
* Choose the "Scan" option.
* Then choose "Document".
* Line up the document within the frame.
* Then take a picture of the document.
* Choose "Retake" if you need to rescan the document.
* Click "Fix" if you need to adjust the frame for the scanned document.
* When done, click "Save as Photo" or "Save as PDF" to save your scanned document.

More camera details on Google's help page - [Website link](https://support.google.com/chromebook/answer/4487486)

# 🎞️ Screen Capture - Screen Recorder - Screencast

There are several ways to launch the screen capture and recording tool:

* Click on the system menu in the bottom right corner (where the clock is located), and then click on "Screen capture" in the menu.
* Or press Shift + Ctrl + Show windows keys 
* Or press the Screen capture key  (on newer Chromebooks)

The screen capture and recording toolbar will open:

|  |  |  |
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|  |  | Click "Screenshot" to take a picture. |
|  |  | Click "Screen record" to take a video. |
|  |  | Click "Full" screenshot or video. |
|  |  | Click "Partial" screenshot or video. |
|  |  | Click "Window" screenshot or video. |
|  |  | Click "Settings" to mute or unmute mic, and choose the location to save to. |

More screen capture and recording details on Google's help page - [Website link](https://support.google.com/chromebook/answer/10474268?hl=en)

With the Google Screencast tool you can:

* Record your entire screen or portion of your screen
* Record your webcam and your voice
* Annotate on the screen while you are recording
* Generate an automatic transcript of the recording
* Translate the transcript to any language
* Edit the screencast by skipping portions of the transcript

For more information on Google Screencast see:

* Blog post - "Introducing Google Screencast for ChromeOS" - [Resource link](https://www.controlaltachieve.com/2022/06/introducing-google-screencast-for.html)
* Tutorial video (13 min) - "Introducing Google Screencast for ChromeOS" - [YouTube link](https://www.youtube.com/watch?v=hHyPcIHvlxo)
* "Google Screencast for Teaching & Learning" - [Resource Doc](https://docs.google.com/document/d/1UAfBquc39hvGgLeVgTYS5Bm_7WjJna-ObT5yWWeFgns/edit) - [Slideshow](https://docs.google.com/presentation/d/e/2PACX-1vRy56blP3taHoYY52zf-xu7z7zQx1e1OKA_QEAFbxQ7nb_50Y3mbkrpi2eA6xKUQ7WK087qCYK96sYF/pub?start=false&loop=false&delayms=3000)

# ☝️ Touchpad Gestures

Download Posters:

* Blog post - [Website link](https://www.controlaltachieve.com/2022/11/10-chromebook-touchpad-tips-and-free.html)
* PDF Format - [PDF link](https://drive.google.com/file/d/14H_edStl9lmPAF1c85kFK0ohC9PstcMD/view?usp=sharing)
* Image Format (PNG) - [PNG link](https://drive.google.com/file/d/1u8LE7rn_qOZ6lJtu2qzFT92e6gWGRlfd/view?usp=sharing)
* Google Slides Format - [Google Slide link](https://docs.google.com/presentation/d/1LxsGEnqlqfygyVmy-S4aDQU82AiSosjmuQvzmc2-ye8/copy)

1-Finger Gestures

* Move the pointer - Move one finger across the touchpad.
* Drag and drop - Using one finger, click and hold the item you want to move. Drag the item to its new spot, then release your finger.
* Click - Press or tap the touchpad with one finger.

2-Finger Gestures

* Right-click - Press or tap the touchpad with two fingers. You can also press Alt, then click with one finger.
* Scroll - Place two fingers on the touchpad and move them up and down to scroll vertically, or left and right to scroll horizontally.
* Move between pages - To go back to a page you were just on, swipe left with two fingers. To go forward to a page you were just on, swipe right with two fingers.

3-Finger Gestures

* See all open windows - To see all open windows, swipe up with three fingers. To close it, swipe down with three fingers.
* Open a link in a new tab - Point to the link, then tap or click the touchpad with three fingers.
* Switch between tabs - If you have multiple browser tabs open, swipe left or right with three fingers.
* Close a tab - Point to the tab, then tap or click the touchpad with three fingers.

4-Finger Gestures

* Switch between virtual desks - If you have multiple desks open, swipe left or right with four fingers.

# 🗂️ Multiple Desks

Chromebooks allow you to organize your windows into multiple desks.

Create and access desks

* To access your desks, press the "Show windows" key 
* Click "New desk" to create an additional desk.
* Click on the name of any desk to rename it.
* Click on any desk to switch to that desk.
* Tip - Swipe left or right with four fingers on your touchpad to move to the next desk.

Manage content on desks

* To move content press the "Show windows" key  and then drag windows or apps to the desired desk.
* Or right click on a window or tab, then choose to move to another desk or show in all desks.
* To delete a desk press the "Show windows" key  and then click the Close button  in the top right corner of the desk thumbnail.

More details for managing desks on Google's help page - [Website link](https://support.google.com/chromebook/answer/9594869?hl=en)

# 📶 Offline Access

Although Chromebooks are cloud-based computers, they are still able to work when offline. To do this you need to enable offline access in the settings for Gmail, Drive, and Calendar.

Offline Gmail

* First click on the settings gear in the top right corner of the Gmail screen.
* Choose "See all settings" in the menu.
* On the "Settings" page choose the "Offline" tab.
* Check the box to "Enable offline mail".
* In the "Sync settings" choose how many days worth of emails to save offline: 7, 30 , or 90 days.
* If desired, check the box for "Download attachments".
* In the "Security" settings choose what happens after you log out of the Google account on this device:
  + Keep offline data on my computer (good if you do not share the Chromebook with others)
  + Remove offline data from my computer
* Save the changes

Now when you are offline you can go to Gmail and still access, read, delete, organize, and reply to emails that have been saved for offline use. When you connect to the Internet again, the changes you made offline will be synced up.

More details on offline Gmail on Google's help page - [Website link](https://support.google.com/mail/answer/1306849?hl=en)

Offline Drive

* Click the settings gear in the top right corner of Google Drive screen, and choose "Settings".
* Scroll to find "Offline" settings.
* Check the box for "Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline."
* Click "Done".

Now when you are offline you can go to Drive and can access and edit any files that are not grayed out (these will be recently used files).

More details on offline Drive on Google's help page - [Website link](https://support.google.com/drive/answer/2375012)

Offline Calendar

* Click the settings gear in the top right corner of Google Calendar screen, and choose "Settings".
* Find the "Offline" section in the "General" settings.
* Check the box for "Turn on offline calendar".
* Let Google Calendar reload to make the change.

Now when you are offline you can go to Google Calendar and still access your events, although you will not be able to edit them or add new events while offline.

More details on offline Calendar on Google's help page - [Website link](https://support.google.com/calendar/answer/1340696)

# ⌨️ Keyboard Shortcuts

|  |  |
| --- | --- |
| Keyboard shortcuts | Descriptions |
| or | "Search" key, "Launcher" key, "Everything" key |
| Ctrl + Alt + ? | View all the keyboard shortcuts |
| Search  + V | Paste from clipboard (last 5 items copied) - [Example](https://docs.google.com/document/d/1ncvvDJ2oLuRy6iF2pTd9daykuwlZ8voqswfbnW8FrFc/copy) |
| Search  + Alt | Turn Caps Lock on or off |
| Ctrl + Shift + t | Open last closed tabs in order |
| Ctrl + + | Zoom in on the page |
| Ctrl + - | Zoom out on the page |
| Ctrl + Shift + + | Zoom in on the display |
| Ctrl + Shift + - | Zoom out on the display |
| Search  + L | Lock your screen |
| Ctrl + Show windows | Take a screenshot of the entire screen |
| Shift + Ctrl + Show windows | Take a partial screenshot |

More keyboard shortcut details on Google's help page - [Website link](https://support.google.com/chromebook/answer/183101?hl=en)

# 🤖 Android Apps

Most modern Chromebooks allow you to install Android apps, which opens up many additional tools for your device.

Enable Android Apps

* If you are using a school-managed Chromebook, check with your technology administrator to get Android Apps enabled.
* If you are using your own personal Chromebook:
  + Click on the system menu in the bottom right corner (where the clock is located), and then click the settings gear.
  + In the "Settings" screen, find the "Google Play Store" settings in the "Apps" section.
  + Next to "Install apps and games from Google Play on your Chromebook," select Turn on.
  + In the window that opens, select More.
  + Agree to the Terms of Service.

Install Android Apps

* Launch the "Google Play Store" app on your Chromebook.
* Search or browse for apps.
* Install apps.

Google Classroom - [Android version](https://play.google.com/store/apps/details?id=com.google.android.apps.classroom&hl=en)

* Digital annotation feature
* Take pictures and record videos
* Scan multiple pages of work
* Student selector tool
* More details and resources at: <https://bit.ly/curts-mobileclass>

Jamboard - [Android version](https://play.google.com/store/apps/details?id=com.google.android.apps.jam&hl=en)

* Insert Drive content
* Insert image from camera
* Insert stickers
* Handwriting recognition
* Shape recognition
* Autodraw
* More details and resources at: <https://bit.ly/curts-jamboard>

Toontastic 3D - [Android version](https://play.google.com/store/apps/details?id=com.google.toontastic&hl=en)

* Toontastic lets students create, save, and export 3D animated, narrated stories for free

# 🔑 Accessibility Tools

Chromebooks have many built-in accessibility tools to support all users.

Enable quick access

* Click on the system menu in the bottom right corner (where the clock is located), and then click the settings gear.
* Click on "Accessibility" in the menu on the left.
* Turn on "Show accessibility options in Quick Settings".
* You can now access these tools quickly by clicking on the system menu in the bottom right corner (where the clock is located), and then clicking the "Accessibility" icon.

Accessibility tools

Some of the accessibility tools include:

* [Select-to-Speak](https://support.google.com/chromebook/answer/9032490) - Select text and press Search  + S to have it read aloud
* [Dictation](https://support.google.com/chromebook/answer/177893#typewithvoice&zippy=%2Ctype-text-with-your-voice) - Press the Speak button  and Chrome will type whatever you say
* High-contrast mode - Invert colors to improve readability
* [Docked magnifier](https://support.google.com/chromebook/answer/6320705) - Use the top part of your screen to magnify the bottom
* [Automatic clicks](https://support.google.com/chromebook/answer/9441453) - Hover the cursor to have it click for you
* [On-screen keyboard](https://support.google.com/chromebook/answer/6076237) - Use a virtual keyboard to type, get predictive text, handwrite, speak, or add emojis
* Large mouse cursor - Increase the size of the cursor for easier navigation
* [Sticky keys](https://support.google.com/chromebook/answer/177893#onehandshortcut&zippy=%2Cuse-keyboard-shortcuts-one-key-at-a-time) - Keep the Shift, Alt, or Ctrl keys pressed

More accessibility details on Google's help page - [Website link](https://support.google.com/chromebook/answer/177893)