**Bookmarks, Settings, Gmail, & Calendar**

**Objectives**

* Creating bookmarks
* Customizing your apps in your Launcher
* Introduction to Gmail basics
* Introduction to Calendar basics

## Prep - Teacher to do ahead of time

Just run through each little part so you know what to do.

# **Chromebook Rollout Lesson Plan:**

Bookmarks, Settings, Gmail & Calendar

## Getting to know your Chromebook

* 1. [Family Guy Video](https://drive.google.com/a/romeo.k12.mi.us/file/d/0B-v6gDJS9tpbWV9VbE9MRDZrVGc/edit?usp=sharing)
	2. [Ports and Parts](https://docs.google.com/document/d/1_smAQkZtcMCEVCgZyHdOi_F1z_YRSKAtLi5838xxl8Q/edit?usp=sharing)
	3. [Keyboard keys](https://drive.google.com/a/romeo.k12.mi.us/file/d/0B-v6gDJS9tpbVE0tekVwV0gzdVk/edit?usp=sharing)
	4. [Keyboard shortcuts](https://drive.google.com/a/romeo.k12.mi.us/file/d/0B-v6gDJS9tpbbEVZQlNZLUVQYk0/edit?usp=sharing)
	5. Can hold a charge up to 8.5 hours, if charged completely
	6. How to Conserve power (settings are found on lower-right corner of the screen)
		1. Turn the screen brightness down as low as it can go, while still being useful.
		2. Turn off Bluetooth.
		3. [Turn off your Chromebook](https://drive.google.com/a/romeo.k12.mi.us/file/d/0B-v6gDJS9tpbWkJzLS1obFRZajg/edit?usp=sharing) when you’re not using it, instead of just shutting the lid. (Hold power button for four seconds)
	7. [Saving to the Cloud vs. local file storage](https://support.google.com/chromebook/answer/1700055?hl=en)
1. **Bookmarks**
2. This video clip will take you through the steps to bookmark sites that you use frequently.
3. Watch the video on bookmarking with a chromebook. <http://www.youtube.com/watch?v=1OxZ49D_5u4>

4. Send students to Parent Portal and bookmark
	1. Type the address in <https://ps.romeo.misd.net/public/home.html>

	OR
	2. Go to RCS website (<http://www.romeo.k12.mi.us/>) and click

 OR

* 1. class websites or textbooks
1. ALTERNATIVE: Screenshot format
(older version of chrome, wrench instead of settings bar) <http://www.googlechrometutorial.com/google-chrome-general-settings/Google-chrome-bookmarks-or-favorites.html#SavingBookmarksorFavoritesinGoogleChrome>
2. **Launcher**
	1. Watch this short video to learn about the Launcher at the bottom of your screen. <https://www.youtube.com/watch?feature=player_embedded&v=AQeHj5phuss>
3. **Gmail**
	1. Who can you email?
		1. Only those within the romeo.k12.mi.us domain.
	2. [Reply vs. reply to all](https://support.google.com/mail/answer/6585?hl=en)
	3. [Conversation view](https://support.google.com/mail/answer/5900?hl=en&ref_topic=3394594)
	4. Delete vs. Archive
		1.  Archive removes the message from your Inbox but keeps it in your account so that you can find it later.
		2.  Delete moves the message to the Trash where it will be permanently deleted from your account after 30 days. Messages deleted from Trash can’t be recovered.
		3. Gmail gives you plenty of storage space, so if you think there’s a chance you’ll need the message later, just archive it.
4. **Calendar**

If you haven’t used the Google Calendar yet, you will find this tool very valuable to help you keep track of due dates, test dates, etc.

1. Watch this video on creating an event in Google calendar <http://www.youtube.com/watch?v=TYNjKfXwTvk&noredirect=1>
2. **Create an event** for charging your chromebook tonight in your calendar.
	1. Open your calendar in Google Chromebook.
	2. Get in “Week” view by clicking on Week 
	3. click 
	4. Type ‘Charge Chromebook’ in the box and fill in the following times.



* 1. Click ‘Save’