

# VIRTUAL SCHOOL TIPS



Need some tips for Virtual School!

## 1 ZOOM FREEZES?

- Try using your zoom without your video. If your speech is garbled then turn video off to speak. Let your teacher know.
- Connect to zoom on another digital device so that chromebook is free to use
- Join with phone audio next time



## 2 HOW DO I MULTITASK ON CHROMEBOOK WITH ZOOM?

- Minimize the window and therefore you can have two windows open. See tutorial - [Double Window Video](#)

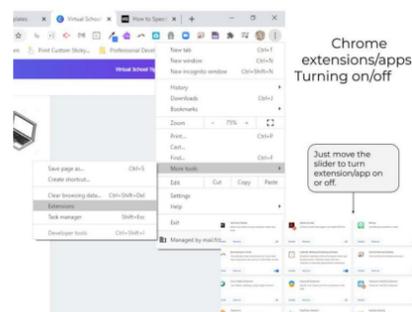


## 3 MY CHROMEBOOK IS RUNNING SLOW...

- Clear your cache and your downloads folder on chromebook - [Cache Video](#)
- Turn off any unnecessary apps...you can always get to them from Settings (three dots) and then extensions. Go to three dots - more
- Contact tech team and do a hard reset - Video of a hard reset

## 4 WHAT'S WITH THE EXTENSIONS? JPG, PNG, PDF

- Both .jpg and .png files are picture files. Google slides and drawings can be downloaded as such by clicking on the FILE tab and doing DOWNLOAD as - See [How to Download ad a jpg, png or pdf GIF](#)
- Picture files (jpg or png) can not include hyperlinks.
- PDF is a document that can be seen on most digital devices and keeps any hyper-linked information in tact. Use this if you want your document interactive.
- Files that are downloaded are USUALLY in your Downloads folder
- Attaching files to Schoology is using the attach file (paper clip)



## 5 HOW DO I TAKE A SCREENSHOT ON MY CHROMEBOOK?

- On a Chromebook press the CTRL key and the Window Switcher tab (see below). You will have the option to "copy to clipboard" or "save to drive". This will take a screenshot of the WHOLE screen.
- If you copied to clipboard, use CTRL V to get it onto your Google doc, slide, ...
- To take a screenshot of the Partial screen use CTRL + SHIFT + Window Switcher (above 6) and click and drag to capture what you want



## 6 WHAT ARE SOME SHORTCUTS?

- Use CTRL + C to COPY
- Use CTRL + V to PASTE
- Use CTRL + Z to UNDO last action
- Use CTRL + A to SELECT ALL

Hold down the CONTROL KEY For Windows and...

|   |                 |
|---|-----------------|
| C | → Copy          |
| V | → Paste         |
| X | → Cut           |
| A | → Select ALL    |
| R | → Refresh Page  |
| L | → Highlight URL |
| F | → Find          |
| S | → Save          |
| P | → Print         |
| T | → New Tab       |
| W | → Close Tab     |
| Z | → Undo          |

## 7 HOW DO I CONNECT MY DRIVE TO SCHOOLGY?

- Go to Schoology and then Resources at top - on the left menu go to APS and approve Google Drive. See the [Connect Google Drive Video to Schoology](#)



## 8 HOW DO I SUBMIT ASSIGNMENTS ON SCHOOLGY?

- Follow teacher instructions as to how to submit assignments
- In general you can submit as a google document, pdf, jpg, video. [Submitting Assignments on Schoology Video](#)