

VIRTUAL SCHOOL TIPS



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](#)

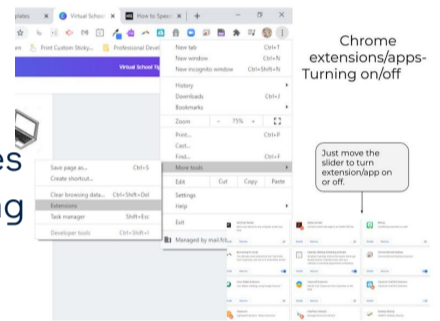


3 MY CHROMEBOOK IS RUNNING SLOW...

- 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

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](#)

