



Chromebooks Instructions for Parents

1. Logging into the Chromebook

- Once you turn the Chromebook on, you will see a log in screen asking for user name and password.
- The user name is the student's email address. Email addresses for students are the first and last name followed by @wcsd.k12.ms.us For example (John Smith would be johnsmith@wcsd.k12.ms.us)
- The password is the student's nine digit MSIS number or the student might know it as his or her lunch room number. If you do not have this, please call the tech department at 601-222-1500 and they will be happy to assist you.

2. Once logged in, accessing Google Classroom

- Give the Chromebook about 30 seconds to a minute to boot up. You should see six icons at the bottom middle of the screen. Hover your mouse over the icons, and you will see that one is for Google Classroom. It looks like a green box with a person in the middle. Once you locate this icon, click on it.
- A window will open up and you should see all of your classes. If you do not, then you may need to contact the student's teacher to get them to add the student to the classroom.

3. Completing assignments

- To complete assignments for each class, click on the Classroom to see what has been assigned. Each teacher will conduct his or her classroom differently. Some may have videos to watch and Zoom recording of the teacher teaching a lesson. Some may even have live Zoom sessions where the student can watch the class in real time.
- Just remember that the student needs to complete the work that has been assigned for the day in each classroom to be counted present.
- If you are having trouble with an assignment or don't understand, please just communicate that with the teacher. They will work with you. This is a learning process for all of us, and we don't want you to get frustrated.

If you have an technical issue with the Chromebook, such as a broken key, cracked screen, or other damage, please take the Chromebook back to the school for repair. Please read the Student Technology Handbook for more information. You should have received this when you checked out your Chromebook.

