

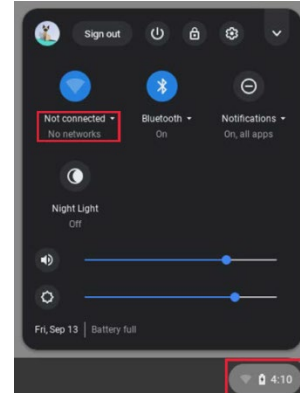
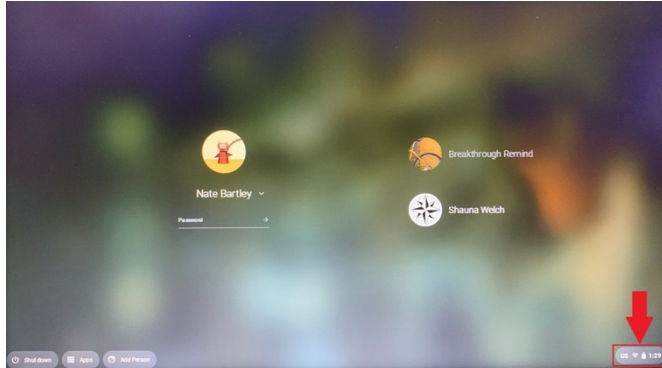
Signing onto your Chromebook:

1. Hit the power button.



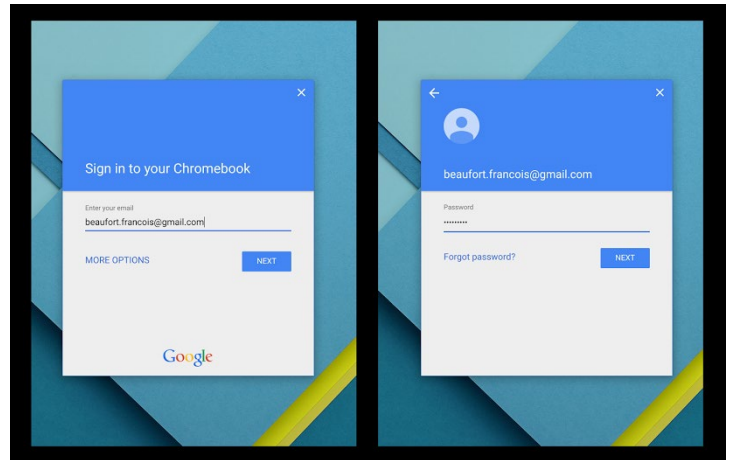
2. Connect your Chromebook to your hotspot:

- Click on Wi-fi symbol located on notification bar on the bottom left of the log-in screen (see image below)
- Locate Wi-fi symbol and click the down arrow (see image)
- Locate hotspot or home Wi-fi information
- Enter the passcode.



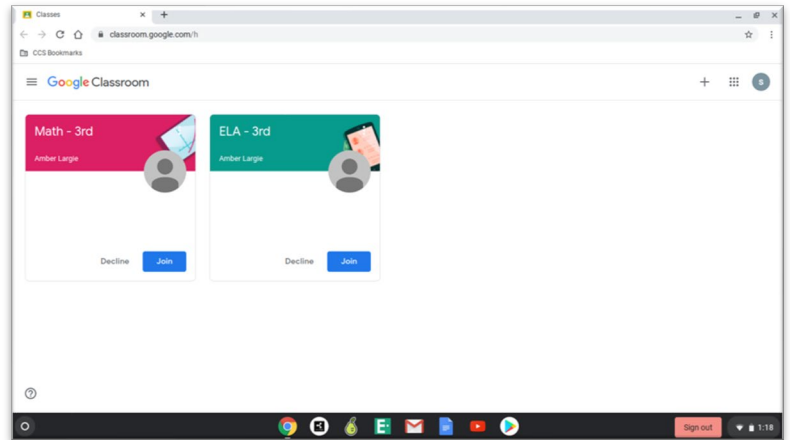
3. Sign-in:

- **firstnamelastname@ccsbroncos.org**
- **Password: NASIS ID (numbers)**

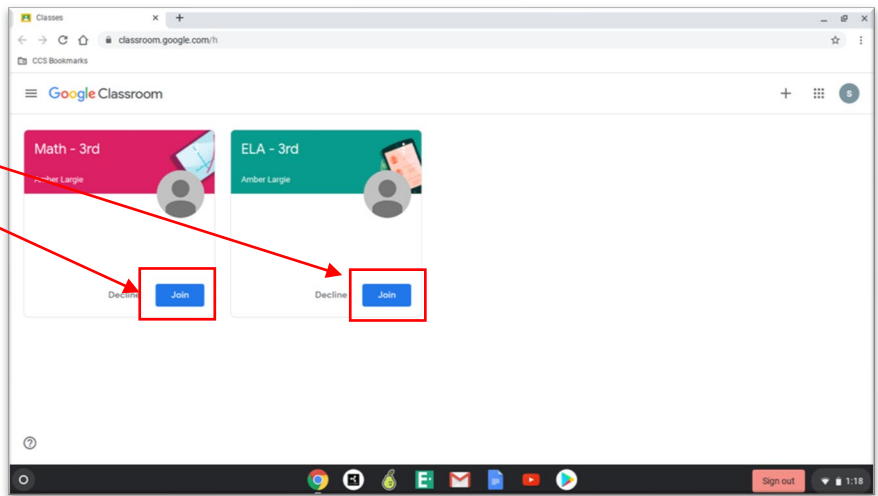


4. This is how your page will look once you log in.

****If you do not see your classes, please contact the school immediately!**
(505) 733-2700**

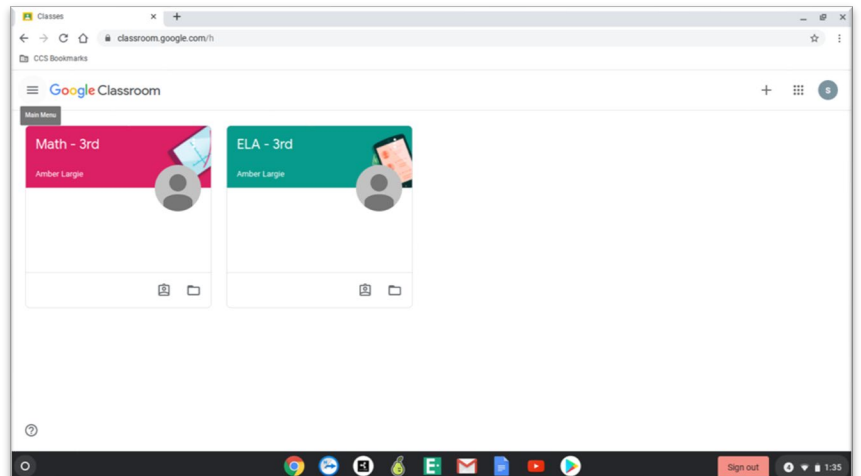
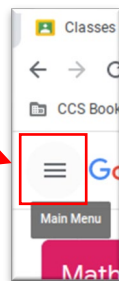


5. Select **Join** to be accepted into all your classrooms.



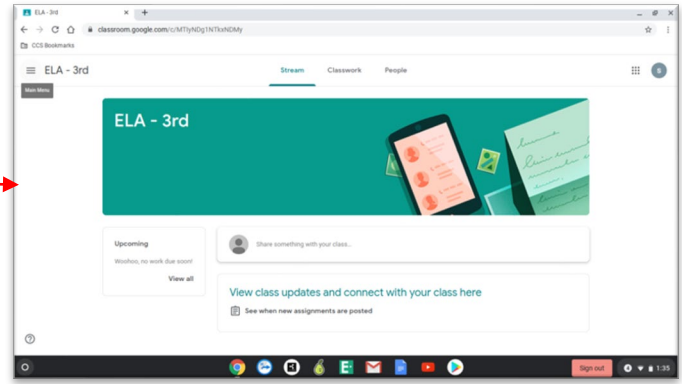
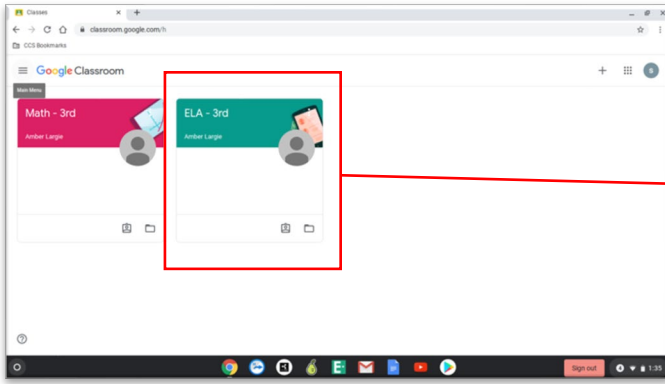
6. Your classes are now added.

The hamburger (3 horizontal stack lines) is your main menu.



7. See images to select your class.

Home screen of your classroom.



Explore your classroom

- a. There are three tabs at the top of your screen:
 - Classwork: This is where you will find your assignments
 - People: This will show you your teachers and classmates
 - Stream: Daily updates and announcements
- b. The “Upcoming” box will also show your assignments.

8. How to exit and enter a different class.

- a. Click the hamburger symbol to return to the main menu
- b. Locate class to participate.

9. Helpful Tips

- a. Sign-out and shut down chromebook daily to keep your chromebook updated
- b. Explore your google account to become familiar
- c. Remember to charge your chromebook before class
- d. Try to keep food and water away from computer
- e. Store your Chromebook in a safe place
- f. If you have any issues restart computer

We hope you enjoy your virtual learning.
Stay safe and welcome back!