SUPPORT GUIDE: CHROMEBOOK

Chromebooks are a helpful, low-cost solution for schools working to integrate technology into more classrooms. Some FLVS Global courses or materials within the courses require Flash to be installed and enabled for courses to function properly. Students and teachers using FLVS Global courses may need to take a few extra steps to work within the confines of their unique configuration. Collected here are tips and tricks from FLVS Global's technical team, instructional designers, and FLVS Global customers with expertise using Chromebooks to support student learning.

We recommend Chromebook users open this document from their device to configure it for the best experience possible!

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Device Configuration

Determine what configuration exists on your device. Visit https://www.flvs.net/student-resources/system-requirements and scroll down to see details about your web browser's capabilities. **If Flash is not installed, you must install and update Flash.**

YOUR WEB BROWSER IS:
Chrome 66 on Windows 10
YOUR WEB BROWSER'S CAPABILITIES:

Is JavaScript enabled?	**Yes**
Are Cookies enabled?	**Yes**
Is Flash installed?	**Flash is not detected**
Is Java installed?	**Java is not detected**

Enable Flash

Verify Flash Player is installed and enabled on your Chromebook: https://helpx.adobe.com/flash-player.html

If you find a page where Flash content is blocked, follow these steps:

1. Click Lock 🔒 or Info ⓘ in your browser just to the left of the URL.
2. To the right of "Flash," click the Arrows ⬍ .
3. Choose Allow or Always allow on this site.
4. Refresh the page.

Verify Chromebook OS

Verify the Chromebook operating system is up to date: https://support.google.com/chromebook/answer/177889?hl=en&ref_topic=3418794

Clear Browser History

Close all open browser windows, then follow these steps: https://support.google.com/chromebook/answer/2392709?hl=en&ref_topic=2586065

Bypass Java

Java allows applets to run Java programming language inside some browsers but is not available for download and installation on Chromebooks. FLVS Global is no longer using Java applets in its course development projects. Only a few FLVS Global courses include Java applets, so students should use the text versions available as an alternative:

- AP Calculus BC v14 (lessons 3.03, 4.02 within Study Forge course material)
- French 2 v13.3 (lesson 1.04)

That's it! You're ready to login to your FLVS Global course! After completing your configuration, your course should work for you without issues.

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Opening and Saving Files with a Chromebook

In some lessons, students must download a file to complete an FLVS Global course assignment. Chromebooks do not have internal storage space, so users need a USB or thumb drive or may use Google Drive to store and organize files.

These are the Microsoft Office file types that can be saved to Google Docs, Sheets, and Slides:

- Documents: .doc, .docx → Google Docs
- Spreadsheets: .xls, .xlsx → Google Sheets
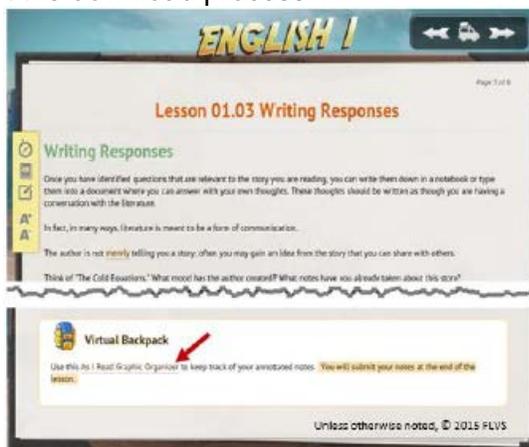- Presentations: .ppt, .pptx → Google Slides

Rich Text Format (.rtf) files do not open directly in Chrome OS.

Text versions (.txt) are always viewable on a Chromebook, but users may need to copy/paste text into a Google Doc to continue working.

Copy a Lesson Template to Google Docs / Save to Google Drive

Some FLVS Global courses include template files to help you get started on an assessment. Follow the steps below, or watch this short video to watch the steps in action.
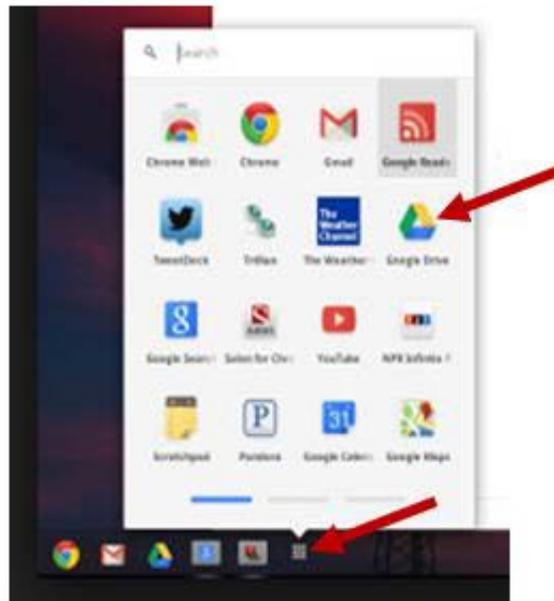
1. Select the link to start the download process.

2. Once the file opens on your screen, highlight the section of the document you wish to copy. Ctrl+C will copy the text.
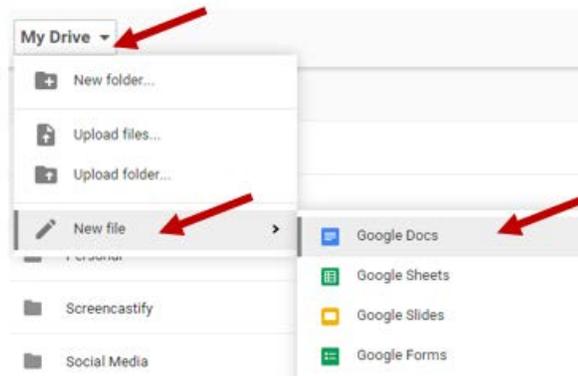
3. Open your Google Drive. The apps icon should be located on the bottom toolbar of your Chromebook. Select it, and you will see a box open that includes all of the apps installed on your device. Select the Google Drive icon to open.

4. From Google Drive, select My Drive, then New file from the drop-down menu, and then Google Docs.
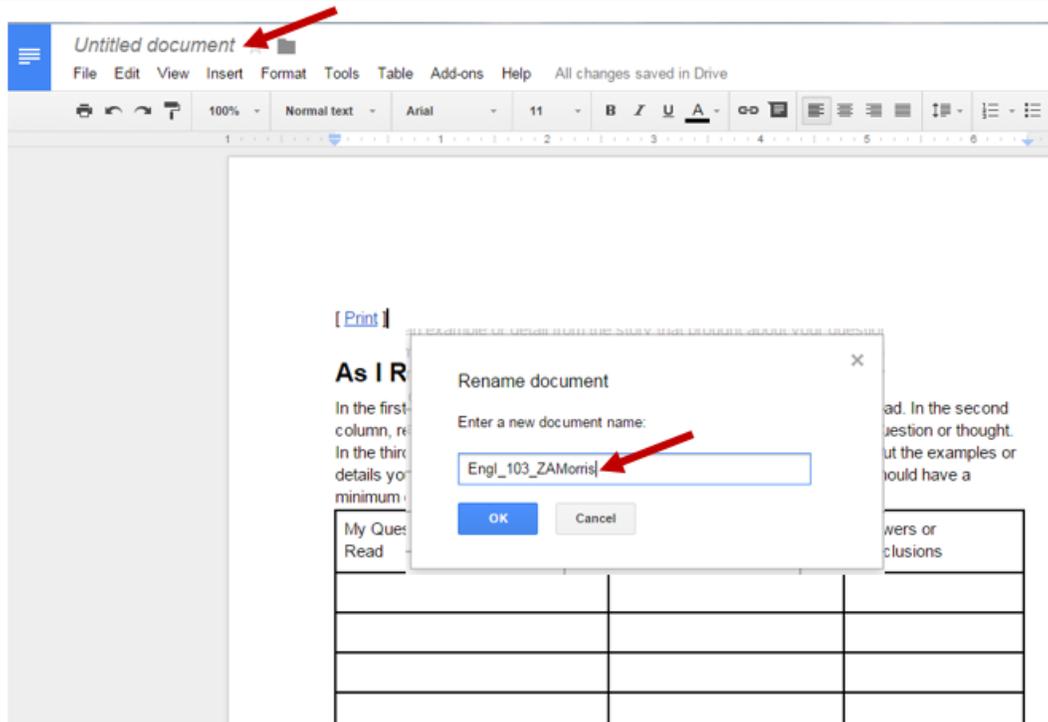

5. An untitled document will open. Place your cursor in the open space on the document. Use Ctrl+V to paste the copied text into the document.

6. In the upper left corner, click-on Untitled document and type the name of the course, lesson number, your first initial, and last name. Use underscore instead of dots. For example: Engl_103_ZAMorris. This will help both you and your instructor easily identify the file and to whom it belongs.

You can now edit your document, add text, change the format, add images, etc. Your document is automatically saved to your Google Drive as you work.

Share a Google Doc with Your Instructor / Submit as a Lesson

Students who use a Chromebook to complete assignments for FLVS Global courses have the option of using the file sharing features of Google Drive to submit assignments for grading. Follow the steps below or watch this short video.

• When you want to share your document, you will need to select the Share button in the upper right corner. A box will open.
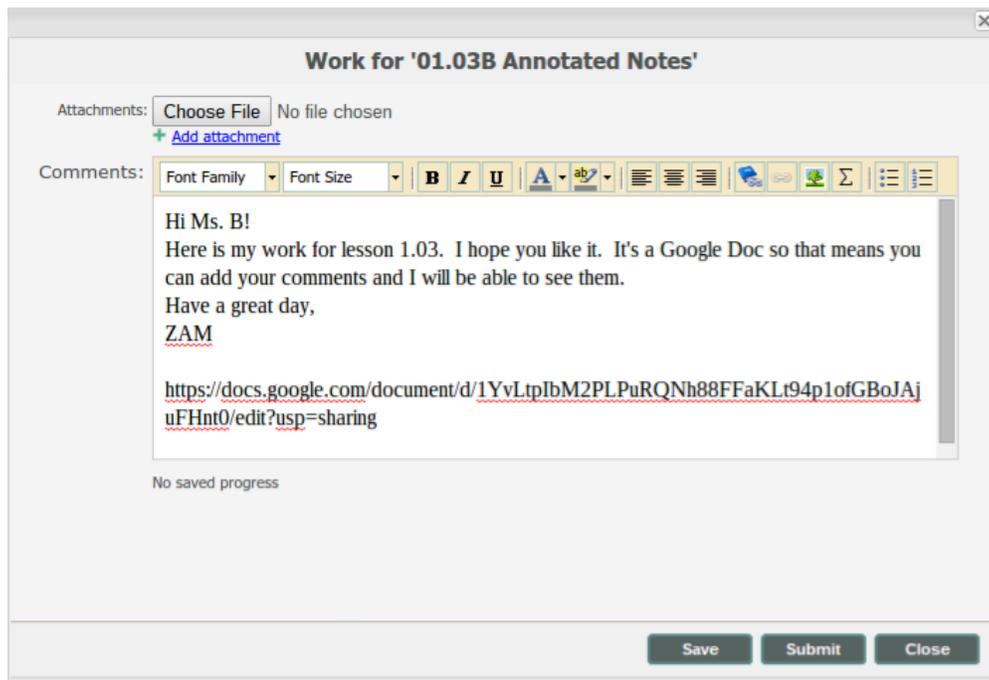• Click on Get shareable link.

- Select Anyone with the link can comment. With this setting, your instructor can add comments/feedback about your work. It will also prevent anyone from editing or changing your work. Be sure to select Copy link before you click Done.

- To share your document with your instructor, open the appropriate assessment in your course. Type a message to your instructor. Copy and paste the shareable link to your Google Doc. Submit to your instructor. Remember, if you set the link so anyone with the link can comment, your instructor will be able to write comments and feedback on your file. You can then go into your Google Drive and open the document and see what your instructor had to say.

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Handle RTF Files

Some FLVS Global courses include the Rich Text File or RTF file format for templates students should use to complete an assessment. Follow the steps below or watch this short video.

1. Download the RTF to your Chromebook.
2. Open to Google Drive. Click New then File Upload to move the file to your Google Drive. Select the file from the list that appears.
3. Double click on the uploaded file.
4. Click the drop-down arrow with the Open arrow to open in an editable format in Google Docs.
5. Rename the file using the file naming protocol established by your teacher.

Find More Chromebook Help

Google Sheets and Google Slides will also be handy tools in using your Chromebook with your FLVS Global online courses. We recommend the G Suite Learning Center by Google to assist with using these tools.

- Get Started with Sheets: https://gsuite.google.com/learning-center/products/sheets/#!/
- Get Started with Slides: https://gsuite.google.com/learning-center/products/slides/#!/

For further details from Google on Chromebook use, visit https://support.google.com/chromebook.

Special Thanks

Special thanks to members of the FLVS Global Customer Advisory Council for sharing your Chromebook tools with us!

Appendix A: FLVS Global Courses and Flash

As of Fall 2017, 75% of the FLVS Global course catalog includes no Flash. New course releases do not use Flash technology.

The following course versions will have Flash removed in their current versions for **Fall 2018**:

- AP English Language and Composition v15
- Earth Space Science v12
- MJ Civics v13
- Pre-Calculus v12

The following courses will be retired and released as new Flash-free versions for **Fall 2018:**

- AP Human Geography v15
- Biology 1 v15
- Physical Science v9
- Physics 1 v15

The following courses still include Flash assets and will be scheduled for Flash removal in the future:

- Advanced Algebra with Financial Applications v14
- AP Art History v10
- AP Calculus AB v14
- AP Calculus BC v14
- AP Psychology v13
- AP Spanish Language v9
- Algebra IA v6
- Algebra IB v6
- Calculus/Honors v14
- Chinese I v12
- Chinese II v8
- Chinese III v9
- Econ w Financial Literacy for Credit Recovery v15
- English I Credit Recovery v16
- English IV Credit Recovery v15
- English IV v10
- Foundations of Web Design v14
- Global Studies v14
- Holocaust v14
- Latin I v12
- Latin II v8 GS e11
- Latin III / Honors v12
- Middle School Critical Thinking - Problem Solving - Learning Strategies v9
- Middle School Orientation to Art 2D v5
- Middle School Reading I v8
- Middle School Spanish Beginning v12
- Middle School Spanish Intermediate v9 GS e12
- Reading for College Success v10
- Spanish for Spanish Speakers v12
- Thinking and Learning Strategies v6

Courses from eDynamic Learning are not considered mobile friendly and may contain Flash. Updated Flash-free versions are expected by January 1, 2019.