



Using and Booking Chromebooks

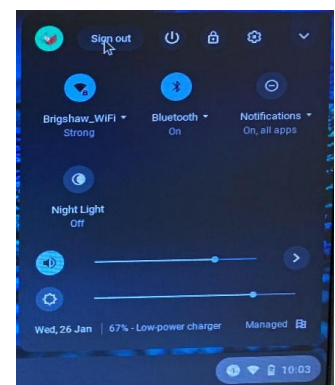
Booking Chromebooks:

Chromebooks can be booked using the online booking system in the same way the IT Rooms are. Please give at least 24 Hours notice to enable the librarians time to charge and get the Chromebooks out. **The Chromebooks can only be used in Silkstone and must not be removed.**

1. Open the Google Sheet, this is in the BHS_Staff shared drive in the folder _IT Help Documents. You can also find it by going to brig.link/chromebooks.
2. To book a Chromebook slot please put your staff initials, and room you're using them in, in the time and date that best suite your needs. If a section has its boxes highlighted red it means it cannot be booked.
 - a. The Teacher must collect the Chromebook trolley. The key will not be handed to students, and the Teacher must return the trolley. The Chromebooks must be returned no later than 3:45pm.

Using Chromebooks:

1. Open the Chromebook and if it doesn't automatically power on press the power button.
2. Sign into the device, you must use your Brigshaw Trust Email account to do this.
3. Then enter your password, staff will also need to have their mobile phone with them to allow them to complete the 2FA requirements.
4. Once logged in you will see a desktop that looks like the photo below. From there you can access any Google documents, Drive documents and a Chrome web browser.



5. When finished with the Chromebook please sign out by clicking on the grey area near the clock and clicking the power button. **Do not just close the lid as this will not sign you out immediately.** You may choose to shutdown instead.