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**Coffee Hour – October 1, 2020**

**Introduction to the Chromebook**

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# Topics

* Chromebook:
* What it is and is not
* Screen sizes and types
* Apps and extensions
* Keyboarding skills and tutorials
* Built-in accessibility:
* Display and appearance
* Screen magnifier
* Mouse and keyboard options
* Select-to-Speak
* ChromeVox
* Tips and resources

# Chromebook Keyboard



Figure 1: Chromebook keyboard with “unique keys” highlighted by a yellow frame.

# Unique Keys

|  |  |  |
| --- | --- | --- |
| **←** | F1 | Previous Page |
|  | F2 | Refresh Current Page |
| Bracket symbol | F3 | Full Screen |
| Key symbol | F4 | Show All Open Windows |
| Left enter key |  | Search |
| Bottom function key |  | Launcher |

Home Screen

From lower left to right:

* Launcher (Alt + shift + L): Search for apps, access to Settings and other features
* Apps
* Select to Speak (Search + s)
* System menu (Alt + shift + s): connection, group: battery, time and other options

# Supports for Students with Low Vision

Settings > Advanced > Accessibility:

* Always show accessibility option in the system menu
* Manage accessibility features
* Text-to-Speech
* ChromeVox
* Select-to-speak
* Select-to-speak settings: speech and highlighting options
* Text-to-Speech voice settings: rate, pitch and volume options
* Display: contrast, magnifier choices, display device settings, appearance settings

\* Display device settings:

* Show home button
* Show bookmarks bar
* Font size
* Customize fonts

\* Appearance settings:

* Font size
* Customize fonts
* Page zoom – can also use Ctrl + or Ctrl -
* Advanced – Spell check options
* Keyboard and text input:
* Enable dictation (speak to type)
* Mouse and touchpad: show large mouse cursor; adjust cursor size; highlight mouse cursor when moving

\* Mouse and touchpad device settings:

* Touchpad speed
* Reverse scrolling

# Supports for Students Who Use Speech

Settings > Advanced > Accessibility:

* Always show accessibility option in the system menu
* Manage accessibility features
* Text-to-Speech:
* Enable ChromeVox (spoken feedback) – Ctrl + alt + z (toggle command)
* Search key – ChromeVox key
* Ctrl – pauses speech
* Open ChromeVox settings
* ChromeVox Options

# ChromeVox Options

A manual on using the Chromebook with the screen magnifier and ChromeVox is available [here](https://www.wssb.wa.gov/welcome-to-wssb/services/statewide-technology-services/).

There are also 14 videos on this site that cover accessibility options in the Chromebook.

# Tips and Strategies

* Work with your IT department and ask for an “organizational unit,” if necessary.
* Help students make sense of keyboard shortcuts (e.g. editing commands use Ctrl; menu use Alt: Ctrl + f for Find; Alt + f for file menu).
* Encourage accurate keyboarding skills.
* Use bookmarks to facilitate efficiency.
* Know where to locate Chromebook resources when you need them.

# Resources

[Washington State School for the Blind: Statewide Technology Services](https://www.wssb.wa.gov/welcome-to-wssb/services/statewide-technology-services/)

[Wisconsin Center for the Blind: ChromeVox: From Basics to Mastery Online Class](https://www.wcbvi.k12.wi.us/chromevox-online-class/)

[Chrome Accessibility Features for the Classroom](https://www.chrmbook.com/chromebook-accessibility/%22%20%5Cl%20%22%3A~%3Atext%3DHow%20to%20enable%20accessibility%20feature%2Cand%20turn%20the%20switch%20on)

[Paths to Literacy: Chromebook Basics for Students with Low Vision](https://www.pathstoliteracy.org/technology/chromebook-basics-students-low-vision%22%20%5Cl%20%22%3A~%3Atext%3DYour%20student%27s%20assistive%20technology%20will%2Cor%20NVDA%20on%20a%20PC)

[Google for Education: Chromebook Accessibility](https://edu.google.com/why-google/accessibility/chromebooks-accessibility/?modal_active=none)