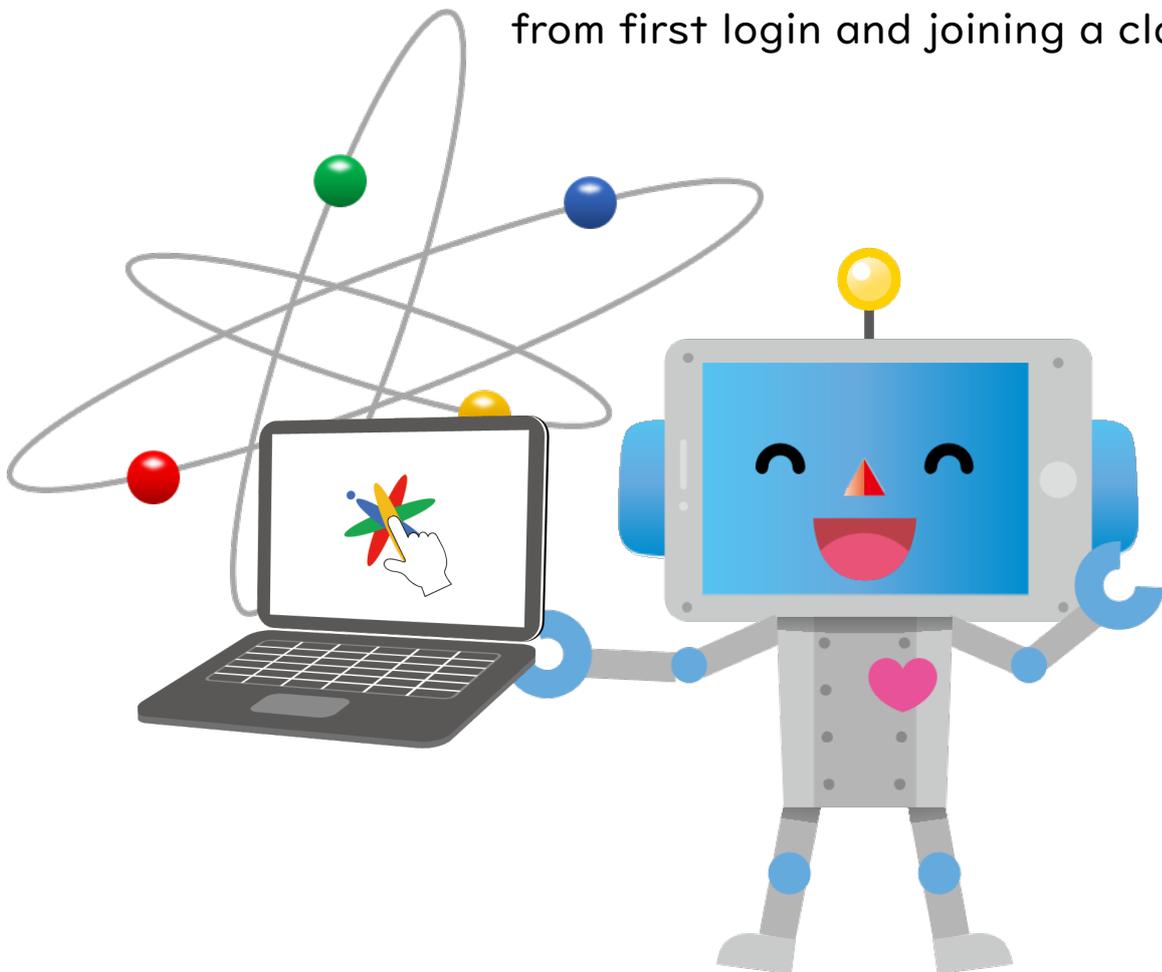# Chromebook
First Step

This is the first step book
to start GIGA school program.
Prepare for learning with tablet computer
from first login and joining a classroom.

Mito City
Educational
Research
Center

水戸市教育委員会

水戸市総合教育研究所

Requests from tablet

❶ Clean your hands and then touch them.

❷ Use it gently and carefully.

❸ Use it with the correct posture.
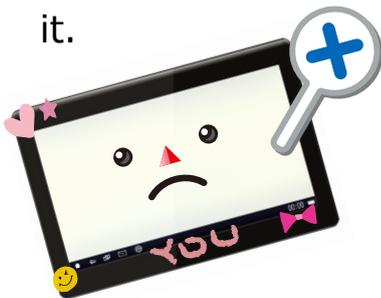
❹ Hold it firmly and don't drop it.

❺ Don't lose the QR code.

❻ Don't tell people your password.
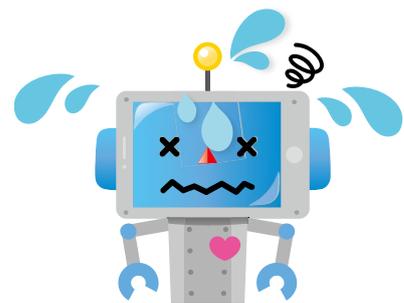
PASSWORD
*****

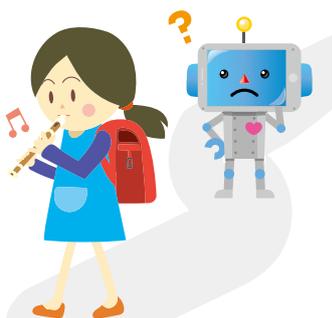**❼** Don't write down and put stickers on it.

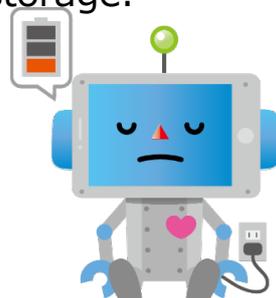**❽** Don't pull the cord forcibly.

❾ Don't sprinkle water or drinks.

❿ Don't take it out of school willfully.

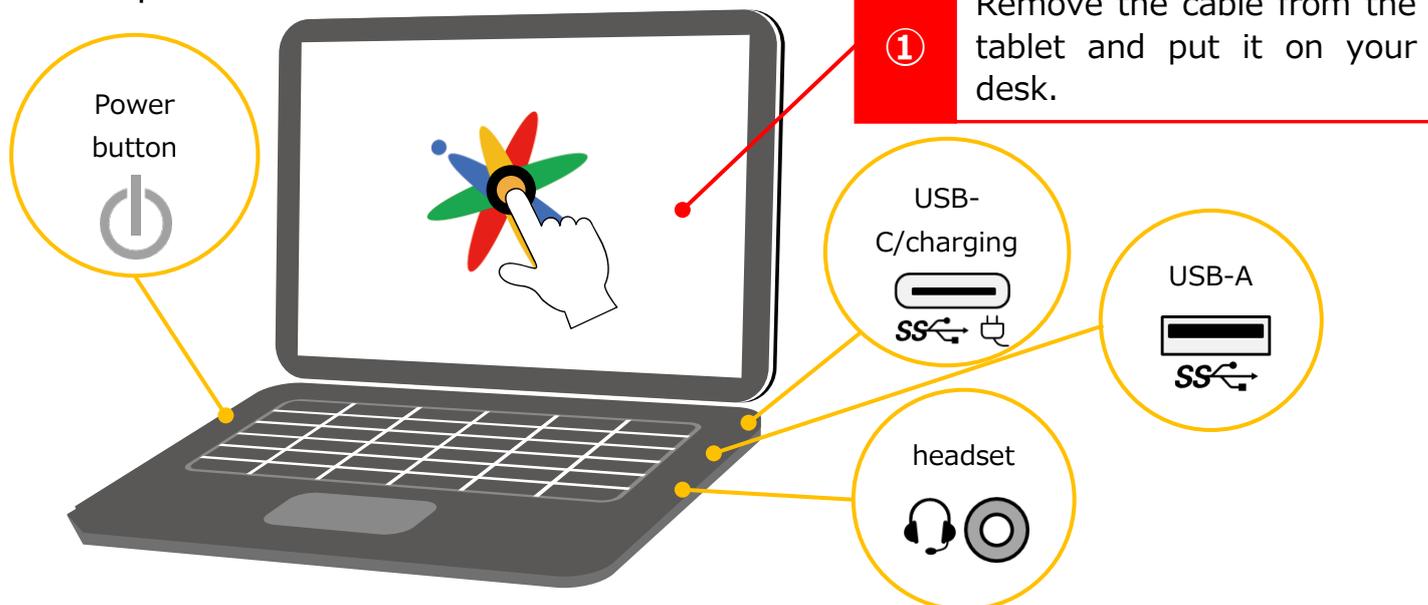**⓫** Charge it when you put it away in the storage.

⓬ If it has broken, be sure to tell your teacher

Step❶ Let's start Chromebook!

● Prepare the tablet.

Power button

① Remove the cable from the tablet and put it on your desk.

USB-C/charging

USB-A

headset

● Items required for login (account card・QR code).

GiGAスクールMICT

児童・生徒用アカウント

Org	/生徒/2020 年度生
Name	みと はなこ
Mail	hanako@mict.ed.jp
Pass	hana310

※パスワードを変更した場合は、自分で管理してください。

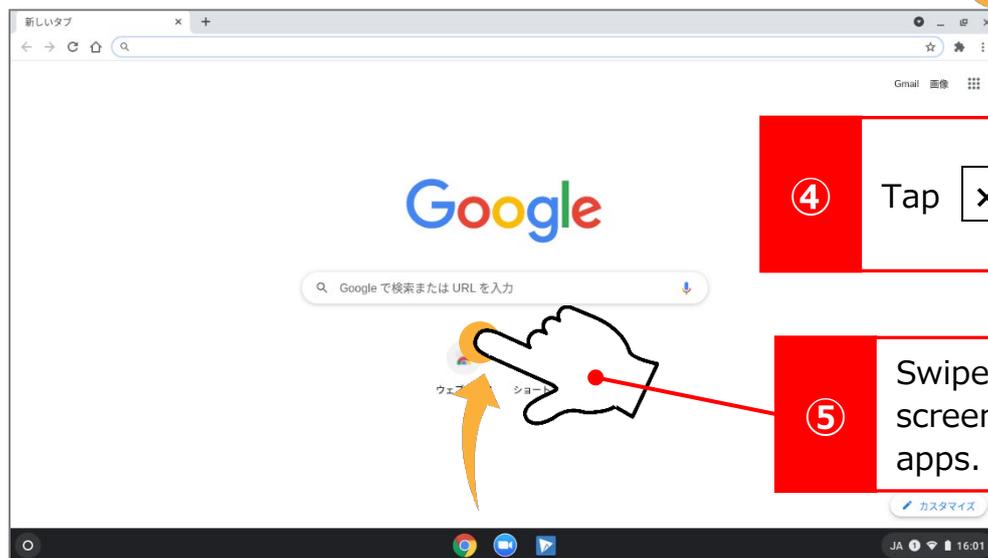Your account card and QR code are important personal information. Please do not lose it.

② When the screen becomes bright, tap **次 へ** to proceed.

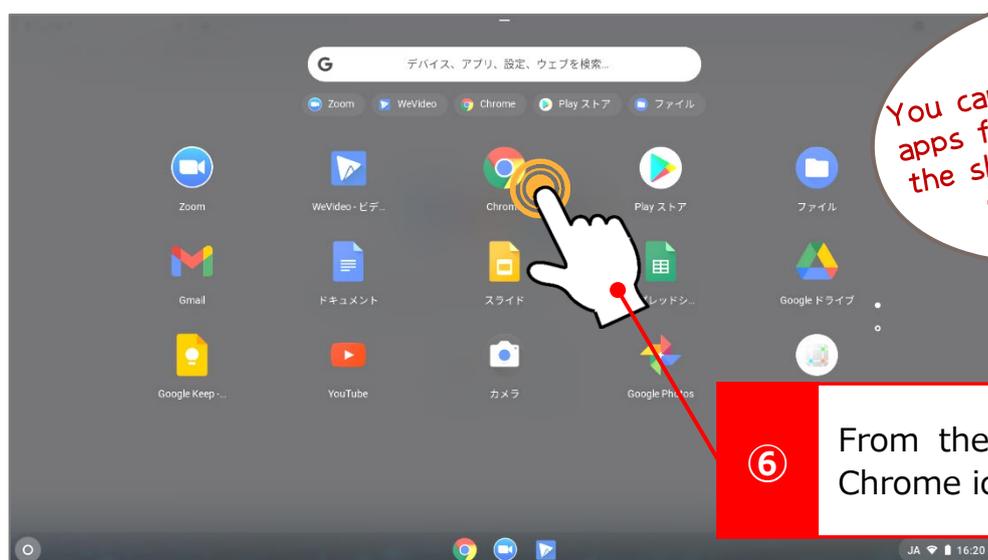**③** When the camera starts up, show your QR code and wait for a while

Step❶ Let's start Chromebook!

● Operate the screen.

④ Tap ☒ to close the screen.

⑤ Swipe from the bottom of the screen to display the list of apps.

You can display icons of apps frequently used on the shelf at the bottom of the screen!

⑥ From the list of apps, tap the Chrome icon to start it.

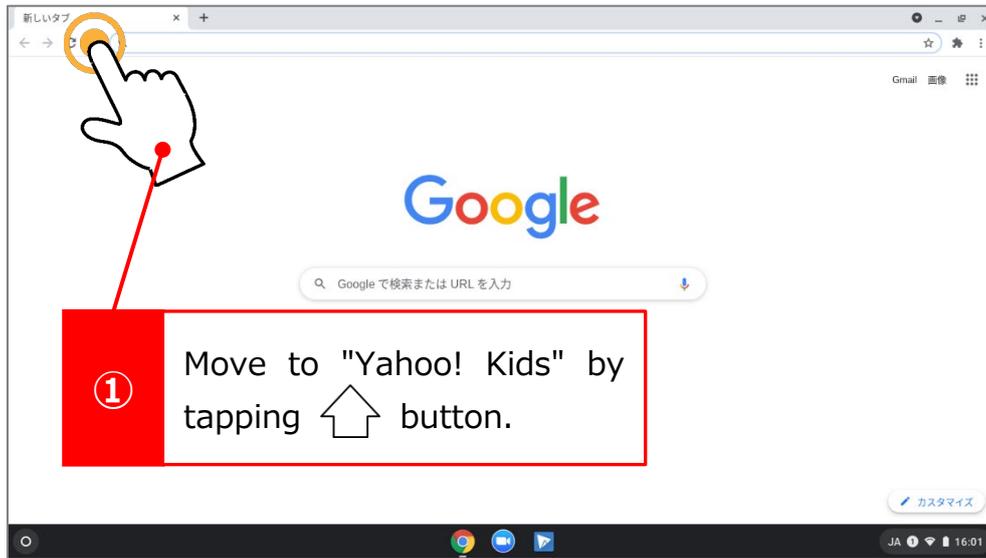● How to finish the tablet.
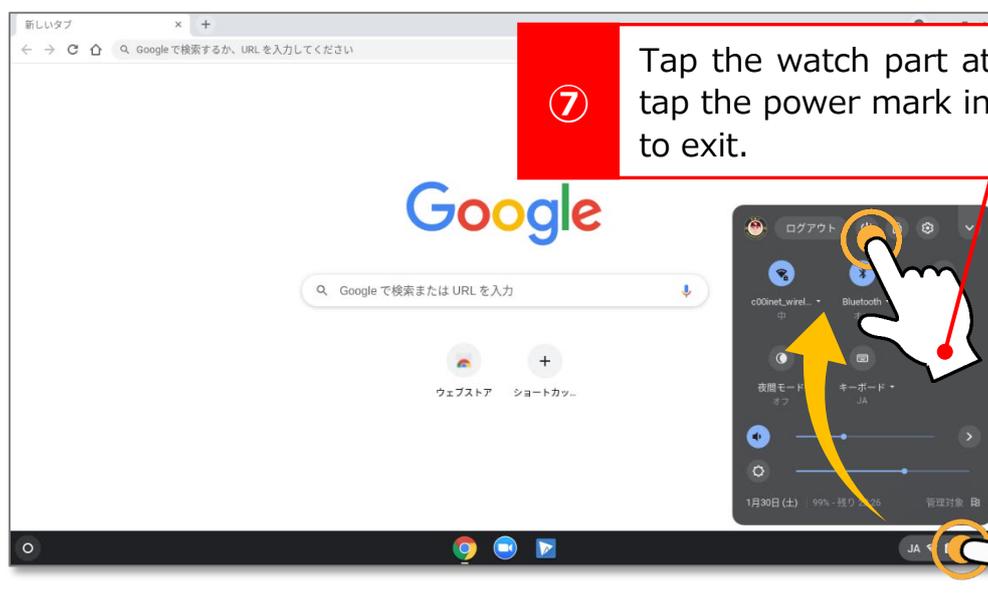
⑦ Tap the watch part at the bottom right and tap the power mark in the displayed window to exit.
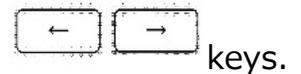
Step❷ Let's take a look at the Internet using Chrome!

● Check the screen.

① Move to "Yahoo! Kids" by tapping ⇧ button.

Use the keyboard.
You can go back and forward on the website with ← → keys.

Press key かな英数 or key かな to switch Romaji input.

② When using Google, tap ← to go back.
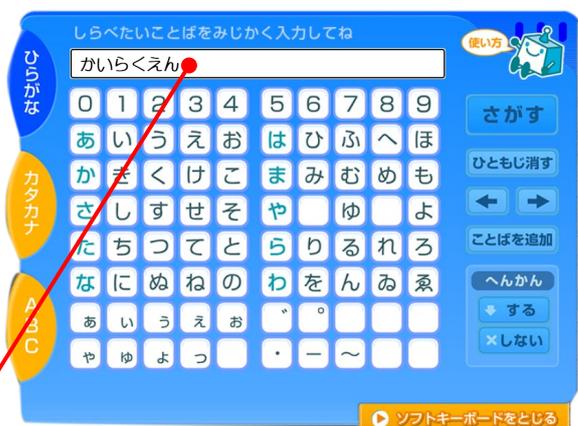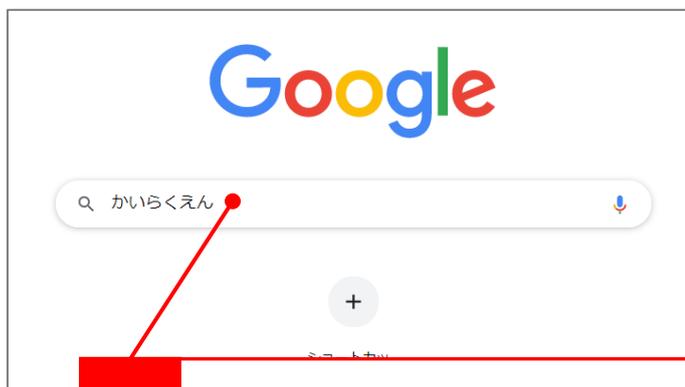
"Google" and "Yahoo! Kids" are both available for searching the website, so you can choose which you prefer!

● Imput a keyword.

③ Type "kairakuen(かいらくえん)" to search website.

しらべたいことばをみじかく入力してね
かいらくえん

Step❷ Let's take a look at the Internet using Chrome!
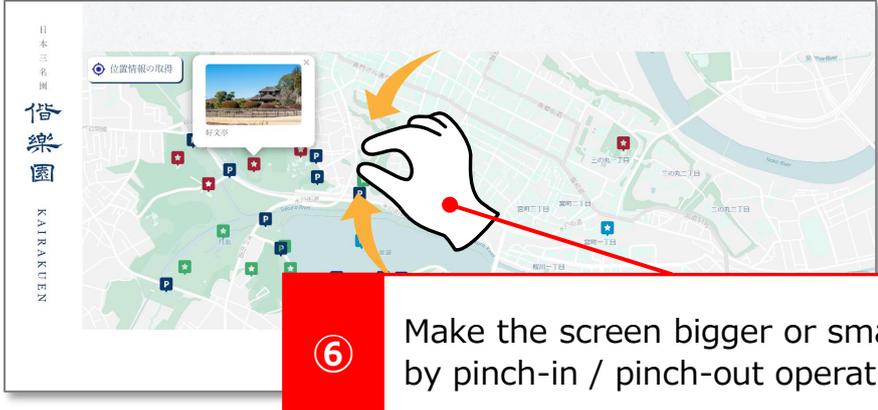
● Learn the gesture on the website.

④ Swipe on the webpage and scroll up and down.

⑤ Tap here and see other webpages.

⑥ Make the screen bigger or smaller by pinch-in / pinch-out operation.

⑦ Make sure the pages go back and forth with two-finger swipe.

When the operation is over, tap x to close the screen.
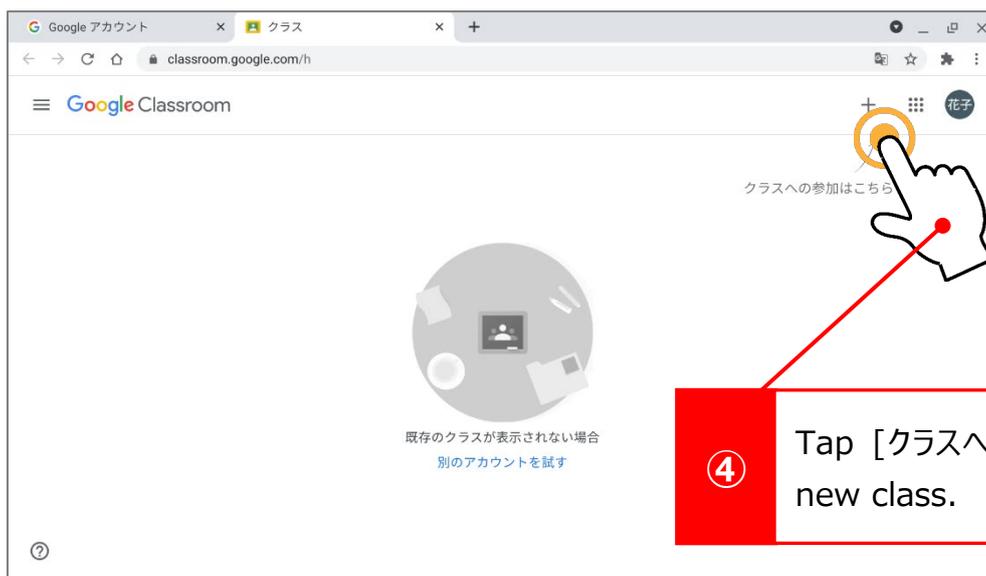
Step❸ Join Google Classroom!

● Join the teacher's class.

① Tap [Google App] to display the account site.

② Tap [Google App] again and start [Classroom].

③ When you use for the first time, choose "私は生徒です".

Step❸ Join Google Classroom!

---

④ Tap ［クラスへの参加 ＋］ to join a new class.

---

⑤ Look at the teacher's screen and find the class code. Then, enter the class code and tap 参加 on the upper right.

---

⑥ After joining the class, check whether there is a message from your teacher in ［ストリーム］.

Step❸　Join Google Classroom!

● Check the members.

⑦　Tap [メンバー] to see other classmates. After checking it, go back to [ストリーム].

● Read the massage from your teacher.
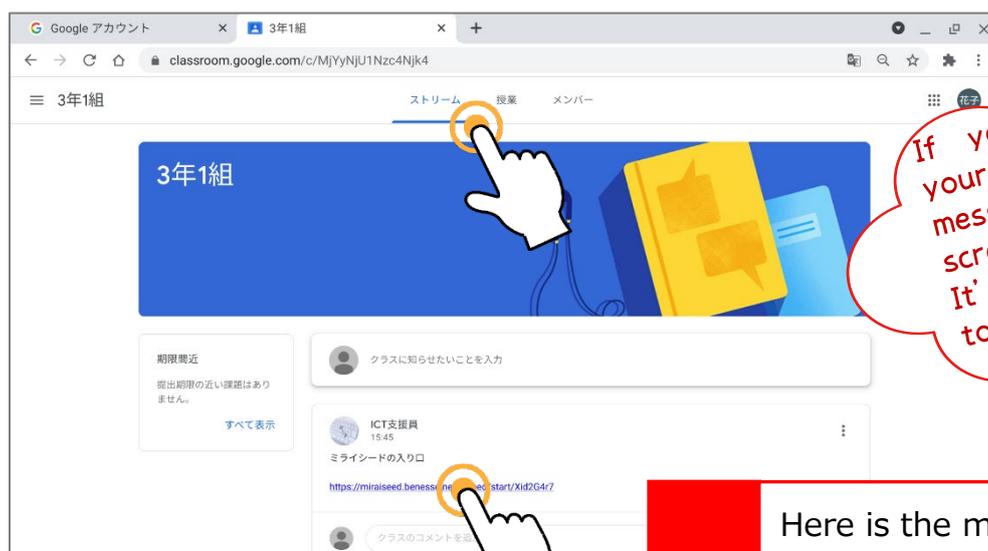
If you cannot find your teacher's message, refresh the screen! It's also convenient to use the key ⟳.

⑧　Here is the message "ミライシードの入口" from your teacher.
http://miraiseed.benesse.ne.jp/****
Tap the part of the blue letters

POINT　You can connect new "ミライシード" on internet wherever if you can use internet.

Step❸ Join Google Classroom!

● Make shortcut apps frequently used.

⑨ Tap **⋮** to display the menu.
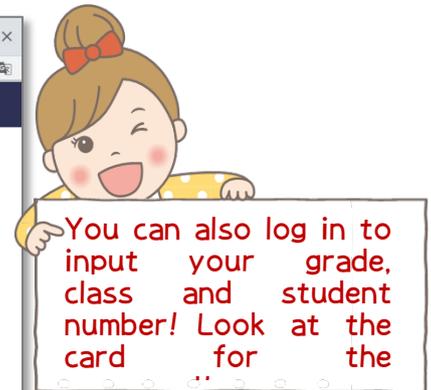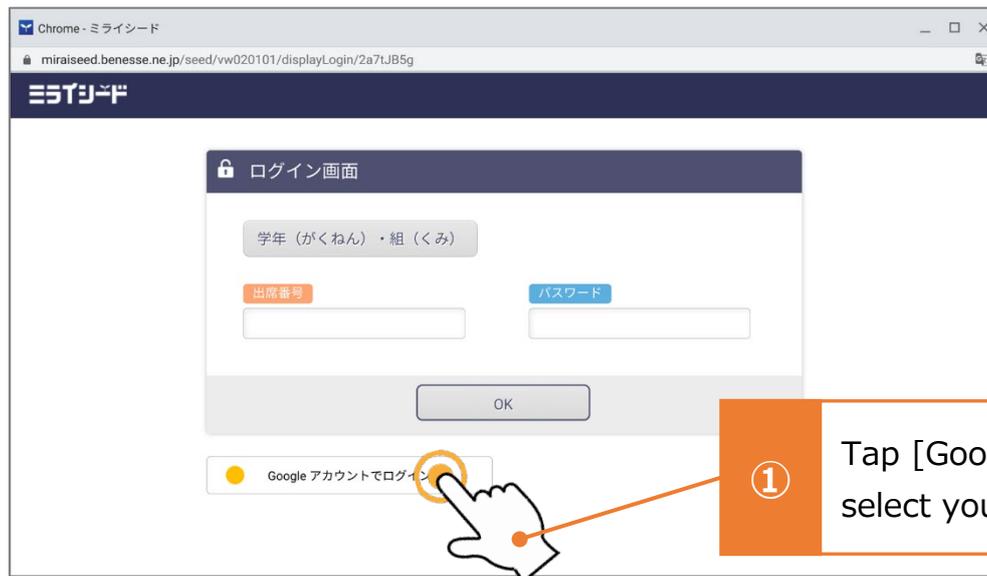
⑩ Tap in the order of ［その他のツール］ and ［ショートカット作成］.

⑪ Tap 作 成 , and check whether the shortcut icon is created in the app list.

⑫ When you want to use "ミライシード", tap "ミライシード" icon in the app list.

Step❹ Let's use Miraiseed（ミライシード）！

● Log in to Miraiseed（ミライシード） and launch Oklink(オクリンク).

You can also log in to input your grade, class and student number! Look at the card for the ...

① Tap [Google アカウントでログイン] and select your own account.
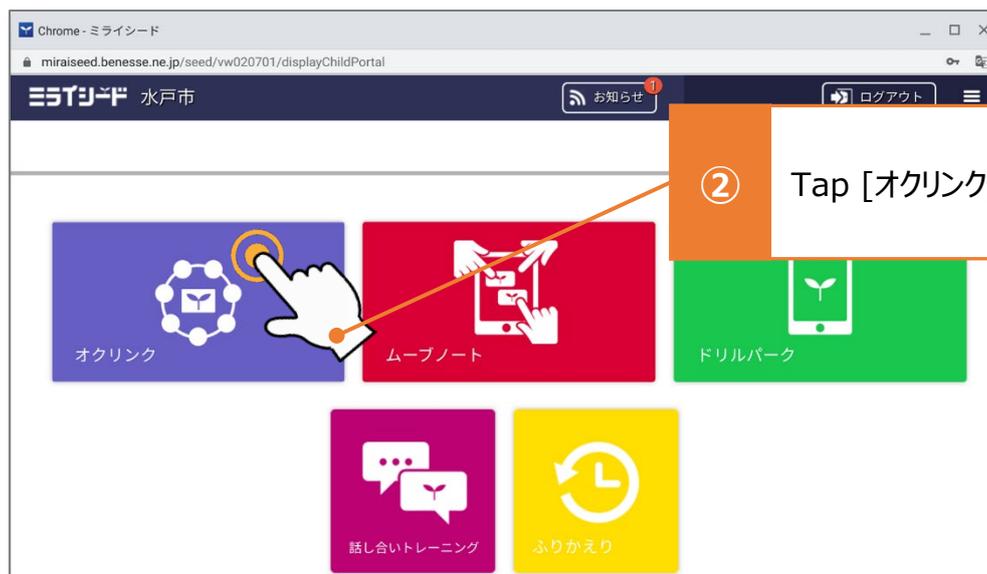
② Tap [オクリンク] to start it.

③ Tap the timetable prepared by your teacher to enter the room.

Step❹   Let's use Miraiseed（ミライシード）.

● Use with tablet mode.
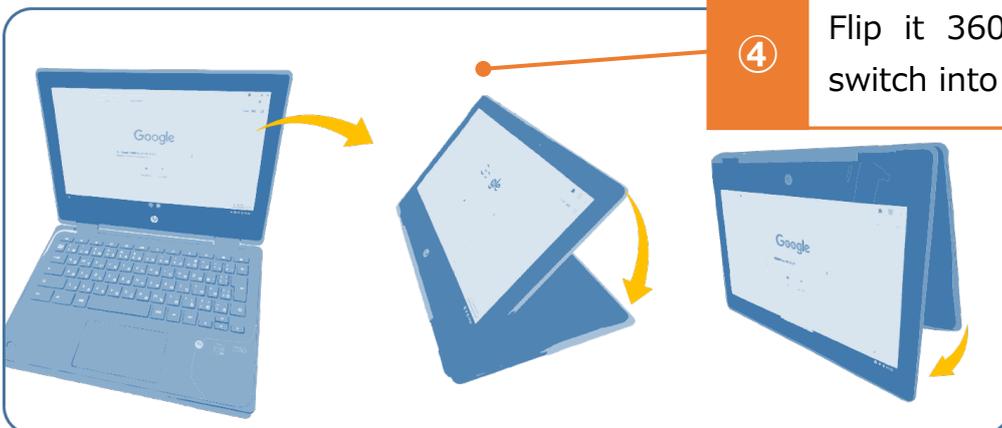
④ Flip it 360 degrees, fold it, and switch into tablet mode.

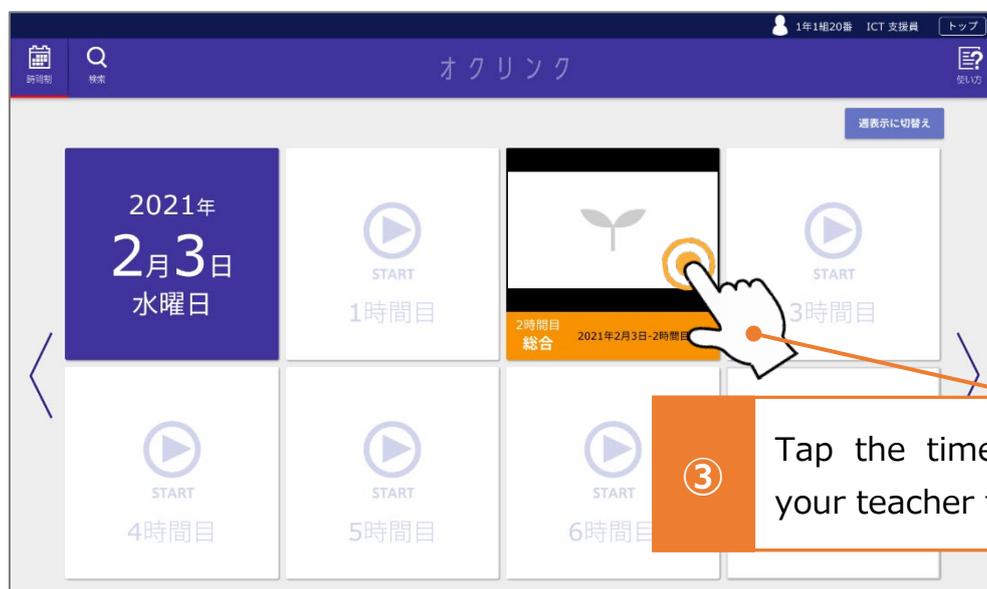With tablet mode, even if you touch the keyboard, it won't react!

⑤ Tap the board to display the ring menu, then choose [カメラ / マイク].
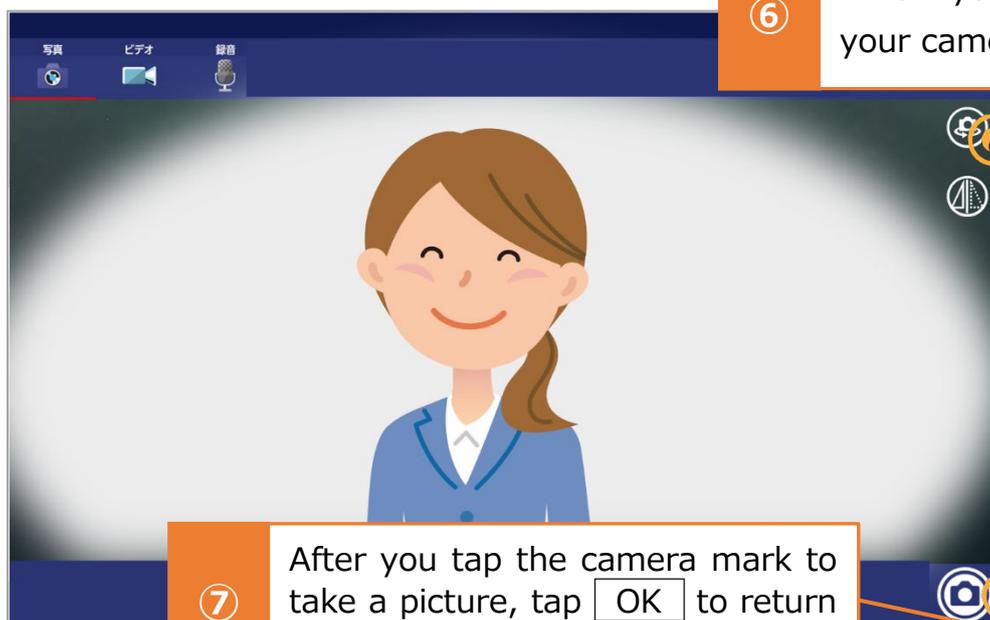
⑥ When you see your face, switch your camera to an out-camera.

⑦ After you tap the camera mark to take a picture, tap OK to return to the board.

Step❹ Let's use Miraiseed（ミライシード）.
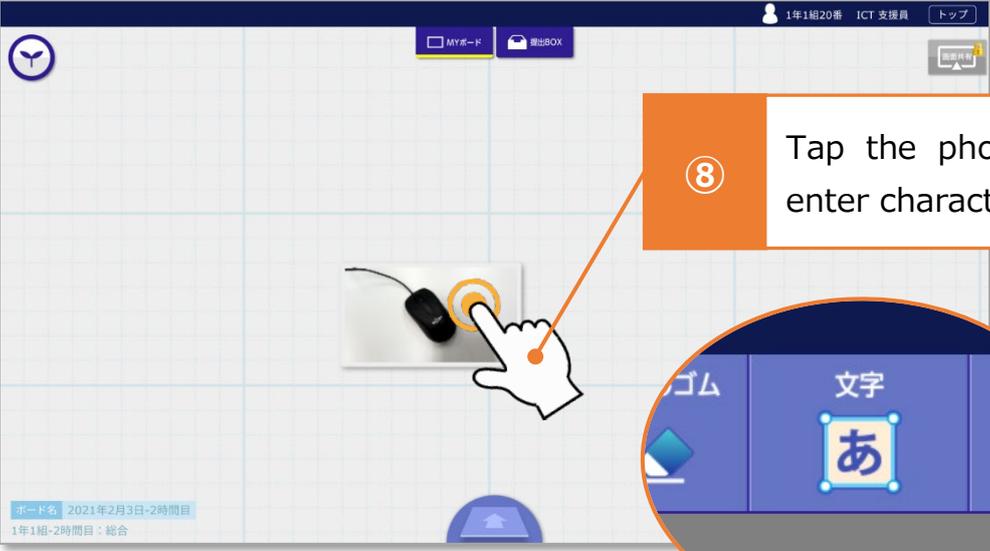
⑧ Tap the photo card and try to enter characters.
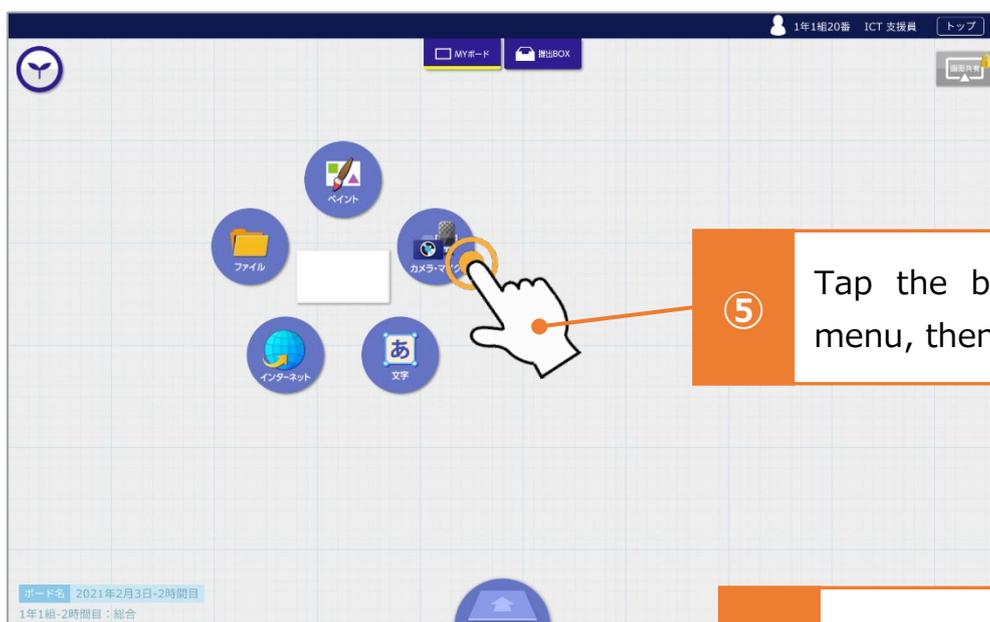
Tap ″文字″ to change input mode.

⑨ With tablet mode, when you tap this area, screen keyboard comes out! Try handwriting input.

⑩ Write the captions directly in the handwriting area and check that the characters have been converted. And then, tap OK .

Step❹   Let's use Miraiseed（ミライシード）.
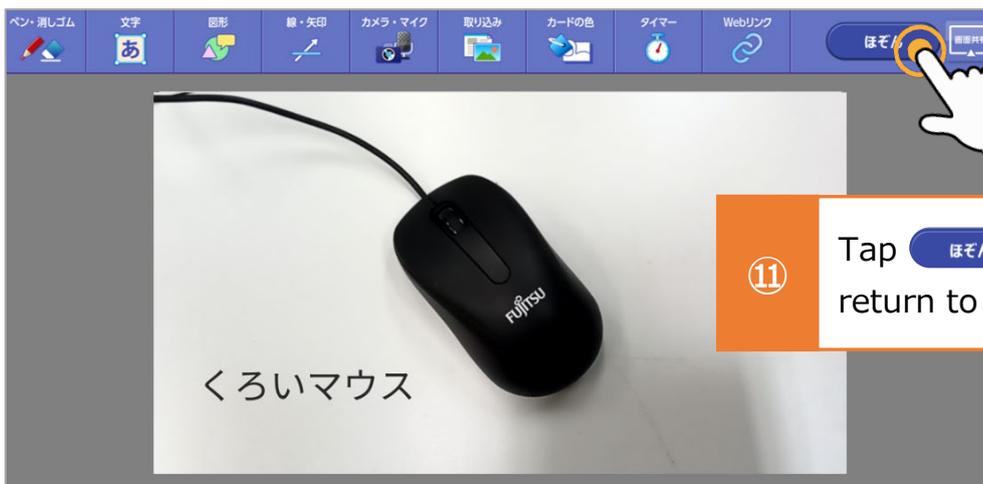
⑪   Tap ほぞん on the upper right to return to the board.
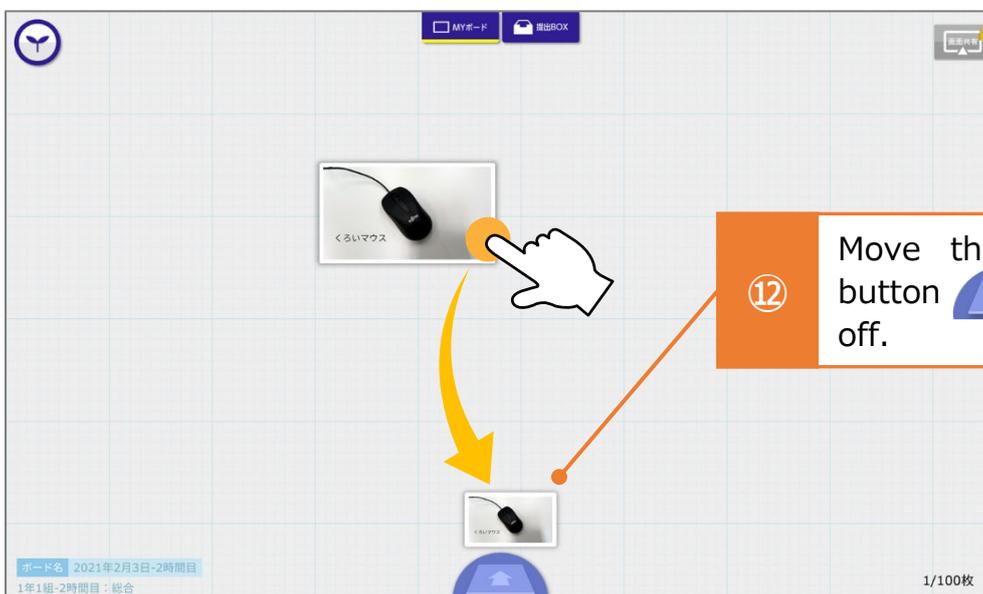
⑫   Move the card to the Okuru button and let your finger off.

⑬   Tap "提出 BOX" to submit the card to your teacher, and take a look at the teacher's screen.

Step❹　Let's use Miraiseed（ミライシード）.

●Use Drill Park（ドリルパーク）.

ミライシード　水戸市　　　　　　　お知らせ①　　　ログアウト　≡

オクリンク　　ムーブノート　　ドリルパーク

話し合いトレーニング　　ふりかえり

⑭　Tap ［ドリルパーク］and take a look.

ドリルパーク　　　　水戸市　　　　　ふりかえり　ヘルプ　トップ

ホーム　学び直しドリル

2021年 02月
日 月 火 水 木 金 土
　　1　2　3　4　5　6
7　8　9　10 11 12 13
14 15 16 17 18 19 20
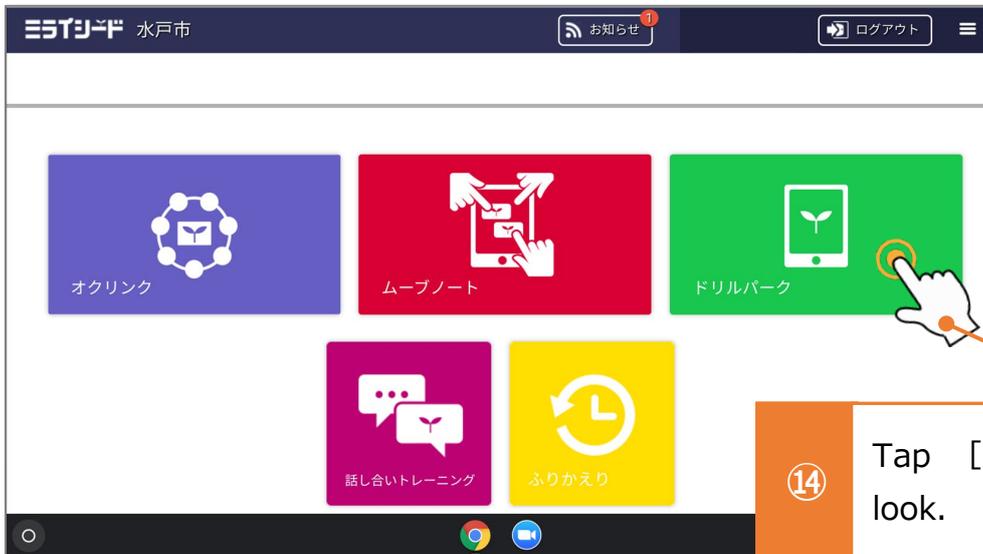21 22 23 24 25 26 27
28

1年 ▼　すべて　国語　数学　英語　社会地理　社会歴史　理科

国語　漢字ドリル　　シードポイント ×0　グレード　おぼえるマスター　0字/381字

国語　ベーシックドリル　シードポイント ×0　グレード　獲得メダル ×0 ×0 ×0

国語　パワーアップドリル　シードポイント ×0　グレード

数学　ベーシ

学習した時間はありません。

数学　パワーア

⑮　Select ［漢字ドリル］

英語　ベーシックドリル　シードポイント ×0　グレード　獲得メダル ×0 ×0 ×0

答えた問題はありません。

英語　パワーアップドリル　シードポイント ×0　グレード　獲得メダル ×0 ×0 ×0
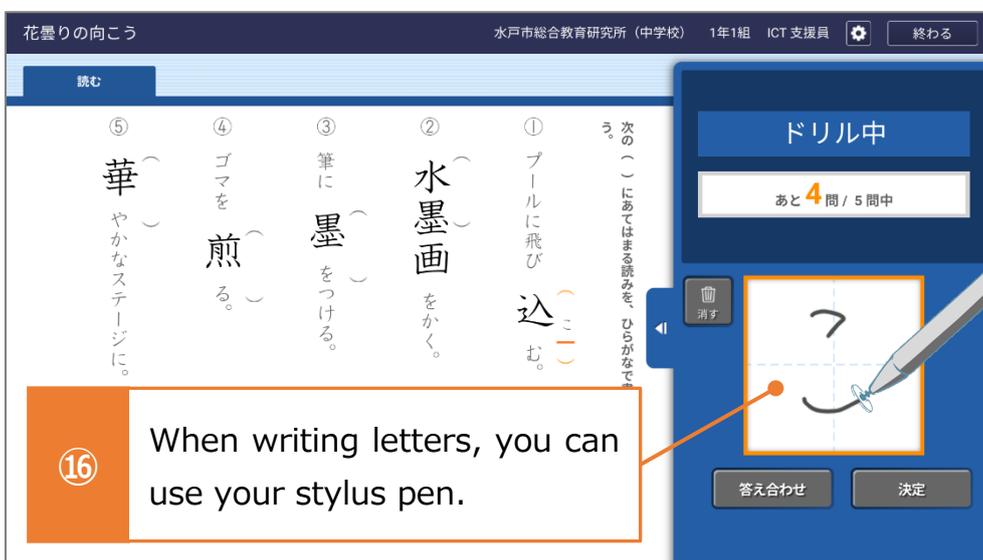
ポイント ×000000　　社会地理　ベーシックドリル　シードポイント ×0　グレード　獲得メダル ×0 ×0 ×0

POINT

Attention of touch pen
Use the touch pen only when you want to draw characters and pictures! Use your fingers when you tap buttons and operate the screen!
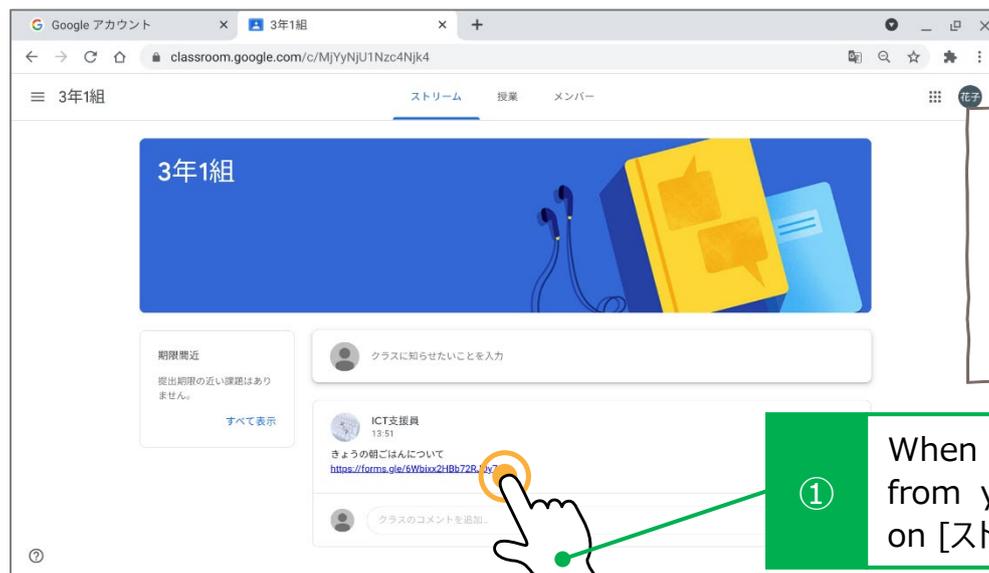
花曇りの向こう　　　　　水戸市総合教育研究所（中学校）　1年1組　ICT支援員 ⚙　終わる

読む

⑤　④　③　②　①　次の（　）にあてはまる読みを、ひらがなで書こう。

華 やかなステージに。
ゴマを 煎 る。
筆に 墨 をつける。
水墨画 をかく。
プールに飛び 込 む。

ドリル中

あと **4** 問 / 5問中

消す

⑯　When writing letters, you can use your stylus pen.

答え合わせ　　決定

Let's Try ①

Let's use the Scratch program.

● Launch the Chrome browser and search the scratch programing site.

Tap [作る] to move to the project screen.

● Create a shortcut of the initial screen.

Display the menu from three dots and create a shortcut. (see Step③ as a reference)

Confirm that the scratch icon has been created on the application list.

● Start the app from the created shortcut and add some blocks

Add blocks and create the program.

When operating the app, press ◻ on the keyboard to switch into full screen display.

Step❺   Learn Classroom and Google Applications (1).

● Answer the Google Form Survey.

Enter the first classroom you attended.

① When the questionnaire URL from your teacher appeared on [ストリーム], tap it.
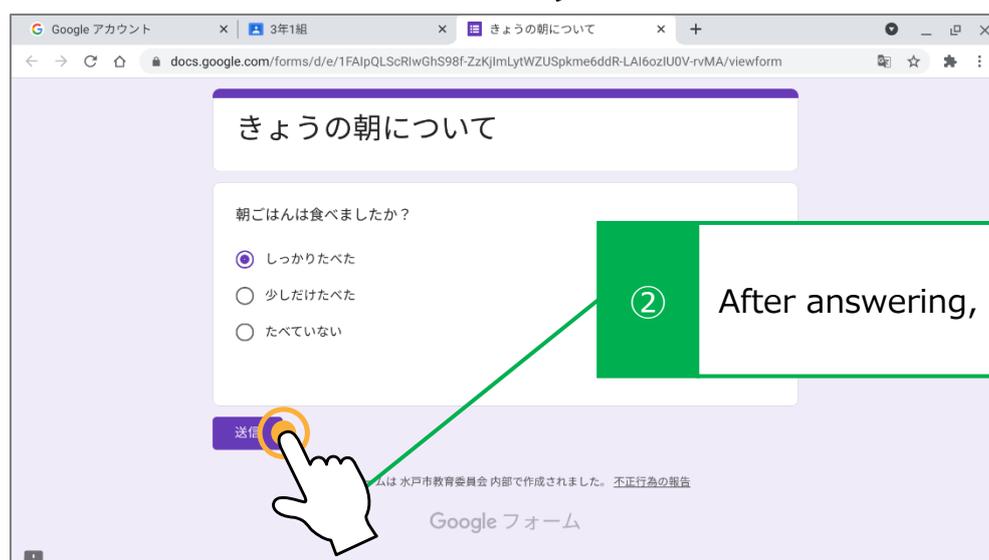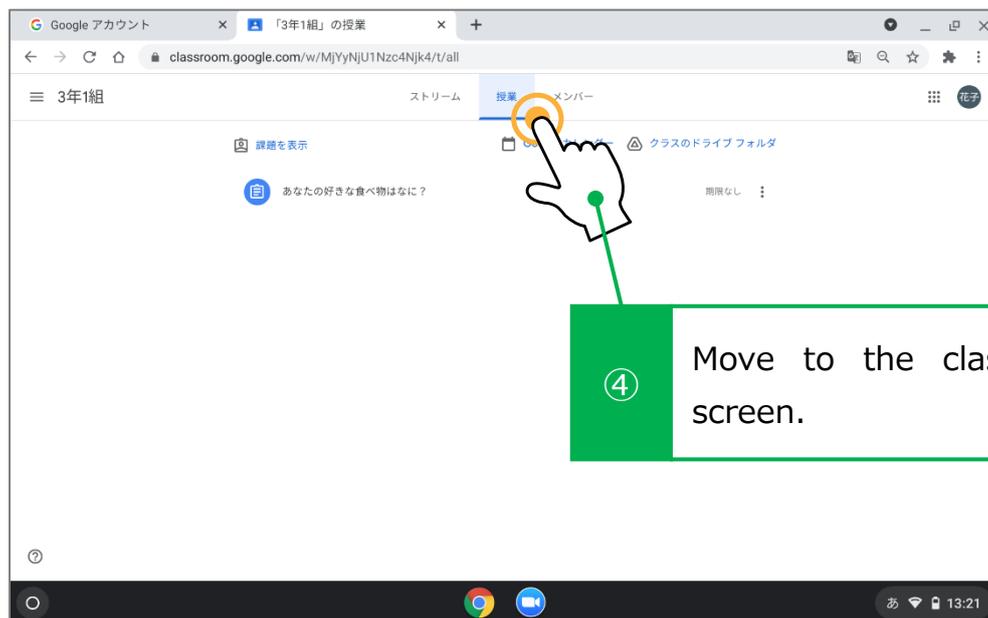
② After answering, tap ｜ 送信 ｜ button.
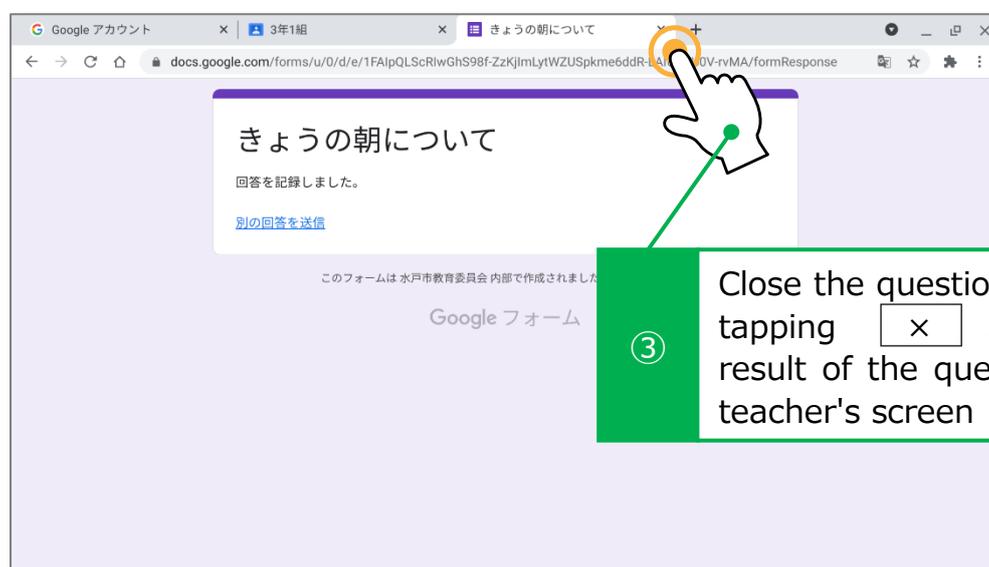
③ Close the questionnaire form tab by tapping ｜ × ｜ . Then, check the result of the questionnaire on your teacher's screen

Step❺   Learn Classroom and Google Applications (1).
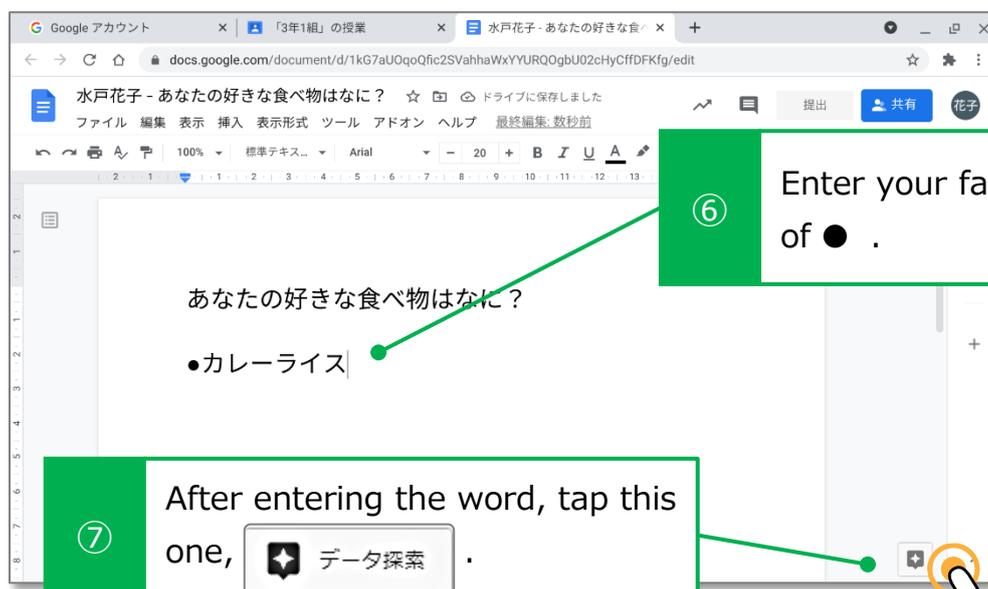
●Create and submit your document assignment.

④ Move to the classroom [授業] screen.

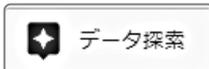⑤ Tap the assignment from your teacher『あなたの好きな食べものは？』, and open the attached document.
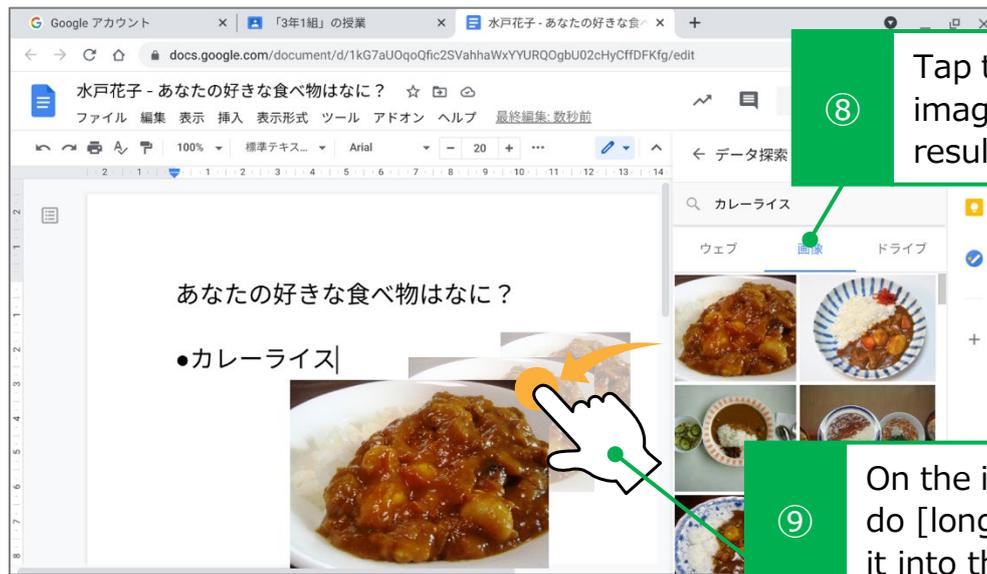
⑥ Enter your favorite food at the right of ● .

⑦ After entering the word, tap this one, [✦ データ探索] .

Step❺ Learn Classroom and Google Applications (1).

● Use the searched image.

⑧ Tap the [画像] tab to check the image sample from the search results.

⑨ On the image you want to use, do [long press swipe] to insert it into the document.

⑩ Tap | 提出 | to prepare for submission to your teacher.
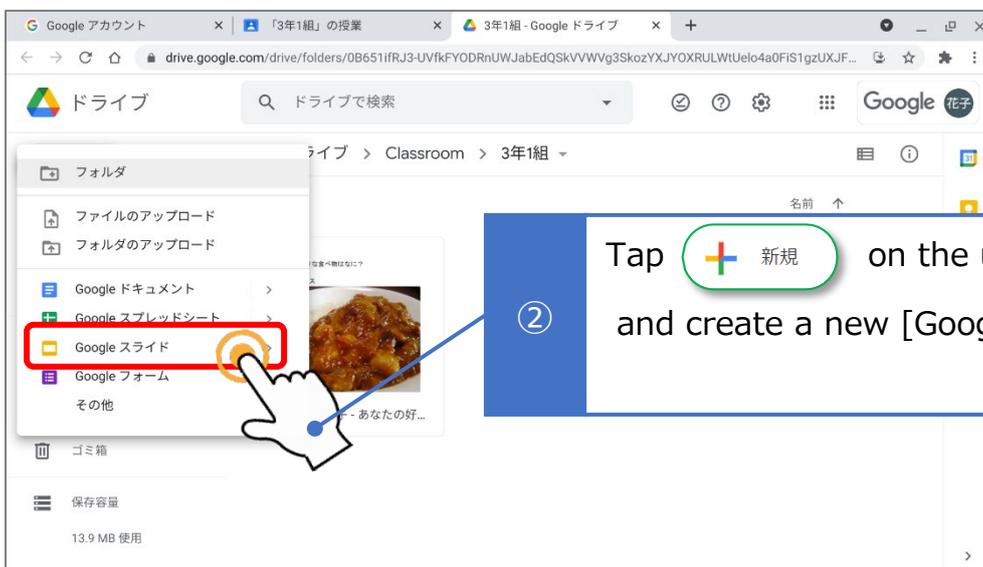

⑪ Tap | 提出 | again to complete.

Let's Try ❷

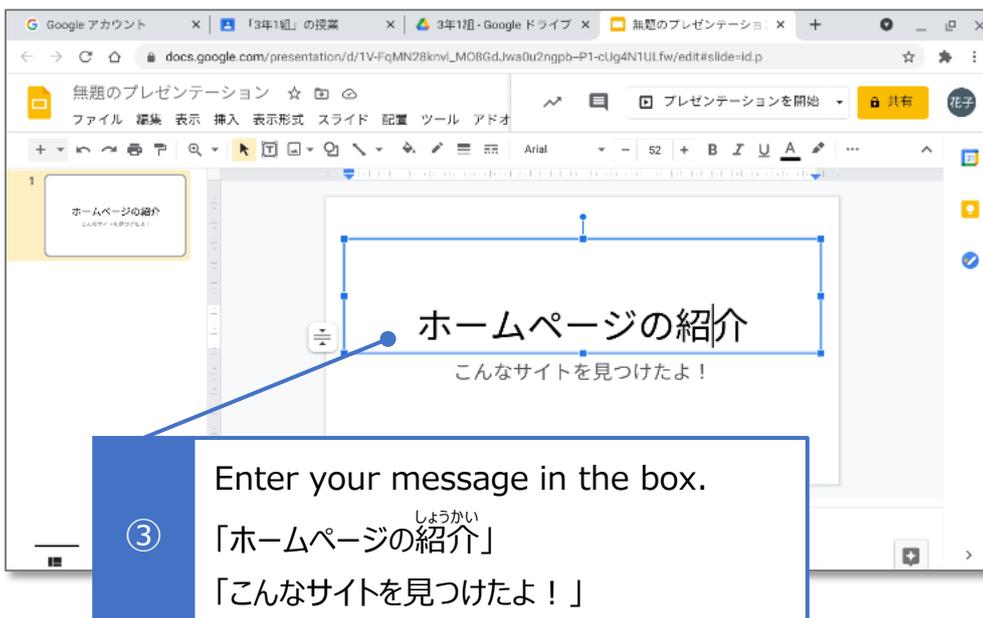# Learn Classroom and Google Applications (2).

● Use Google Slides.

① Tap [授業] and [クラスのドライブフォルダ] to see your Google Drive.

② Tap [＋ 新規] on the upper left, and create a new [Google スライド].

● Enter characters.

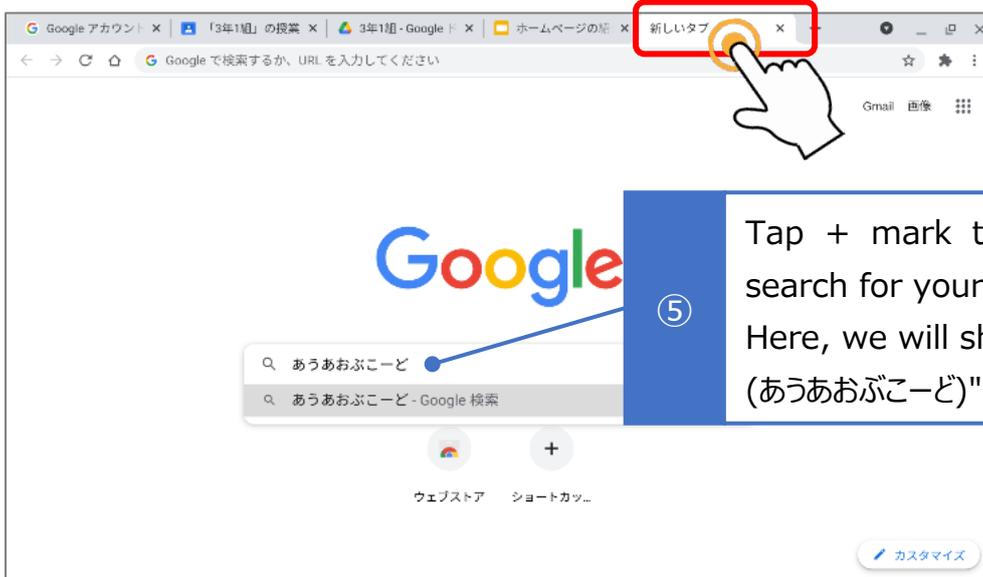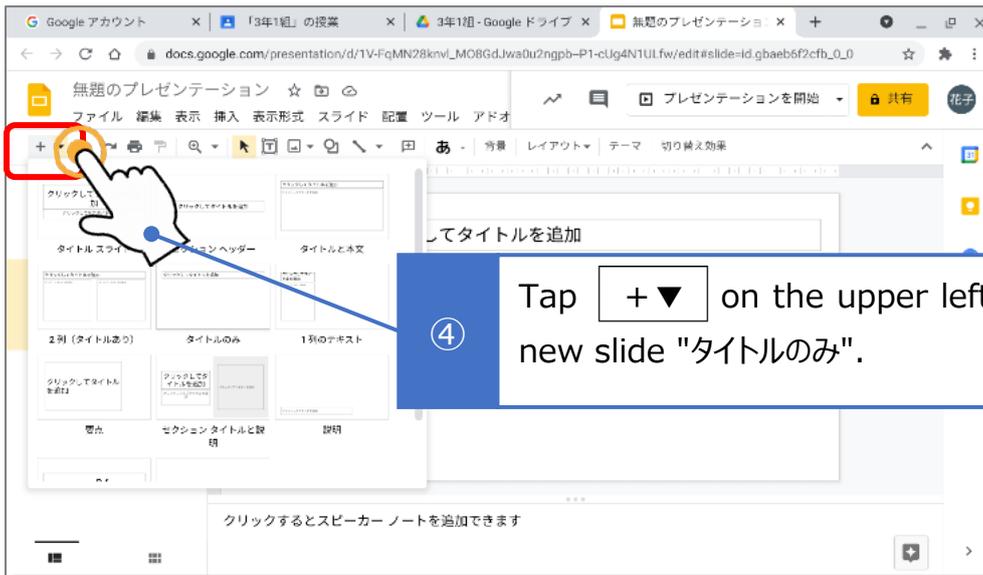③ Enter your message in the box.
「ホームページの紹介」
「こんなサイトを見つけたよ！」

POINT

How to enter characters

Try various methods.
● Direct input from the keyboard
※Tablet mode
● Screen keyboard input
● Handwriting input
● Voice input

Let's Try ❷

Learn Classroom and Google Applications (2).

④ Tap ┃ +▼ ┃ on the upper left to add a new slide "タイトルのみ".

⑤ Tap + mark to add ［新しいタブ］ and search for your favorite site.
Here, we will show "auaobuko−do (あうあおぶこーど)", for example.

⑥ When you find the site you need, take a screenshot using keybord and close the tab.

POINT

Learn keyboard operations to take screenshots!

Keyboard
┃ ctrl ┃ + ┃ ❏❙❙ ┃

Partial shot
┃ ⇧Shift ┃ + ┃ ctrl ┃ + ┃ ❏❙❙ ┃
And select the range you need.
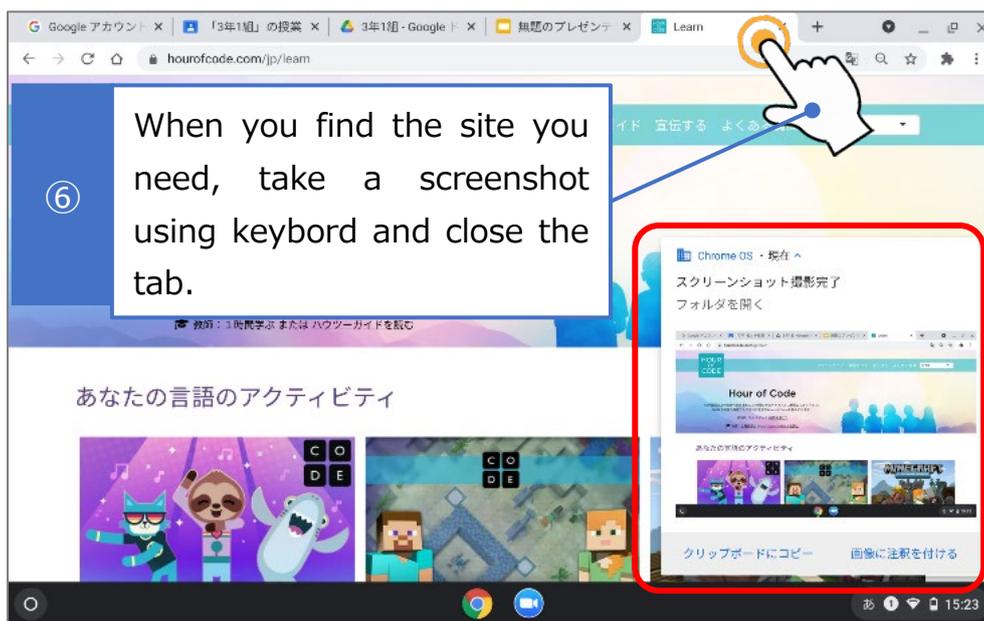
Let's Try ❷
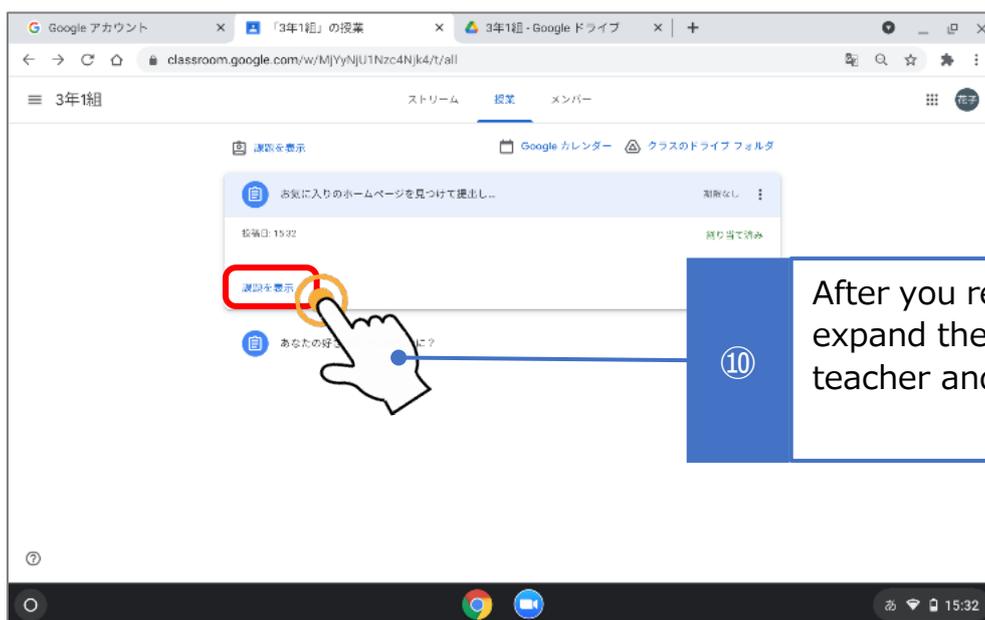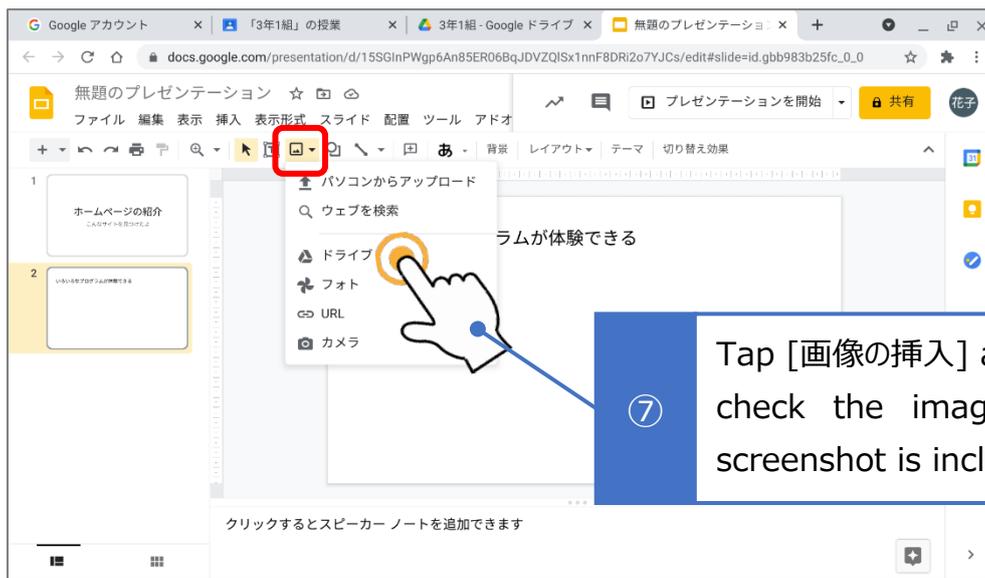
Learn Classroom and Google Applications (2).

⑦ Tap [画像の挿入] and [ドライブ], then check the image taken by the screenshot is included.

⑧ Insert the image into the slide, and arrange the position.

⑨ When you've done, close the tab with x.

⑩ After you return to the classroom, expand the assignment from your teacher and tap [課題を表示].

Let's Try ❷
Learn Classroom and Google Applications (2).

⑪ Tap [+ 追加または作成] and select [Google ドライブ] from the menu.

⑫ Tap the created file in your Classroom drive, and tap 挿入(そうにゅう).
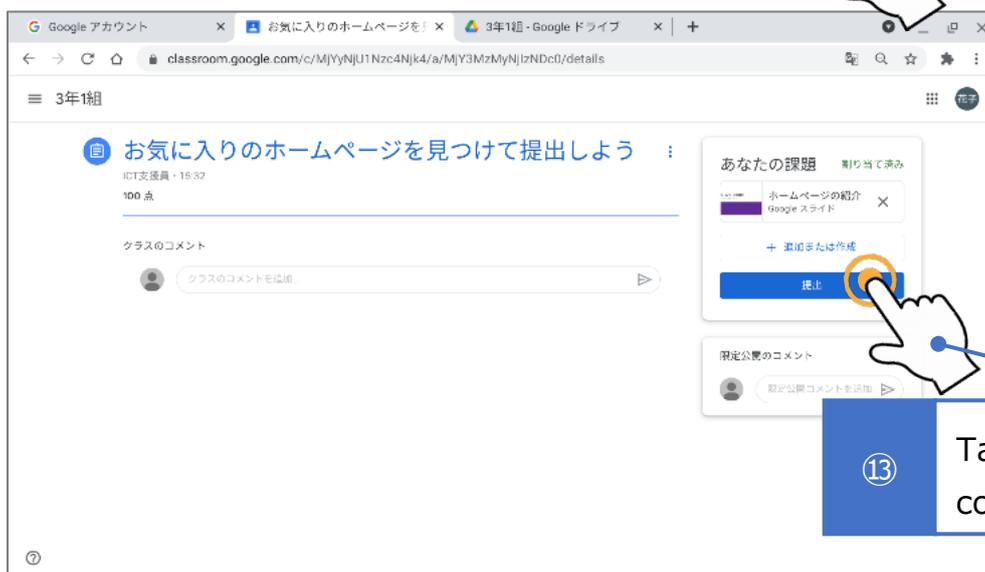
⑬ Tap 提出(ていしゅつ) to complete the assignment.

Step❻ Let's join an online class on Google Meet.

● Use Meet for online lessons from the Classroom.
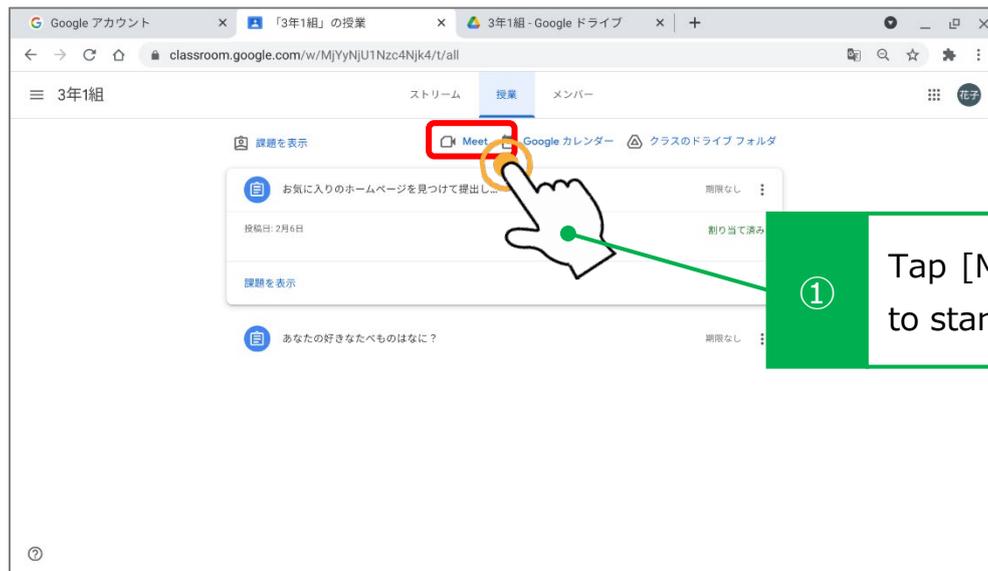
① Tap [Meet] on the [授業] tab to start it.

② Tap 許可 of [Microphone（マイク）] and [Camera（カメラ）] to permit them.

③ **Check** the following **three things** and then tap 今すぐ参加 .
❶ Turn off the Microphone.
❷ Turn on the Camera.
❸ Adjust the image.

Step❻ Let's join an online class on Google Meet.

● Connect with your classmates online.
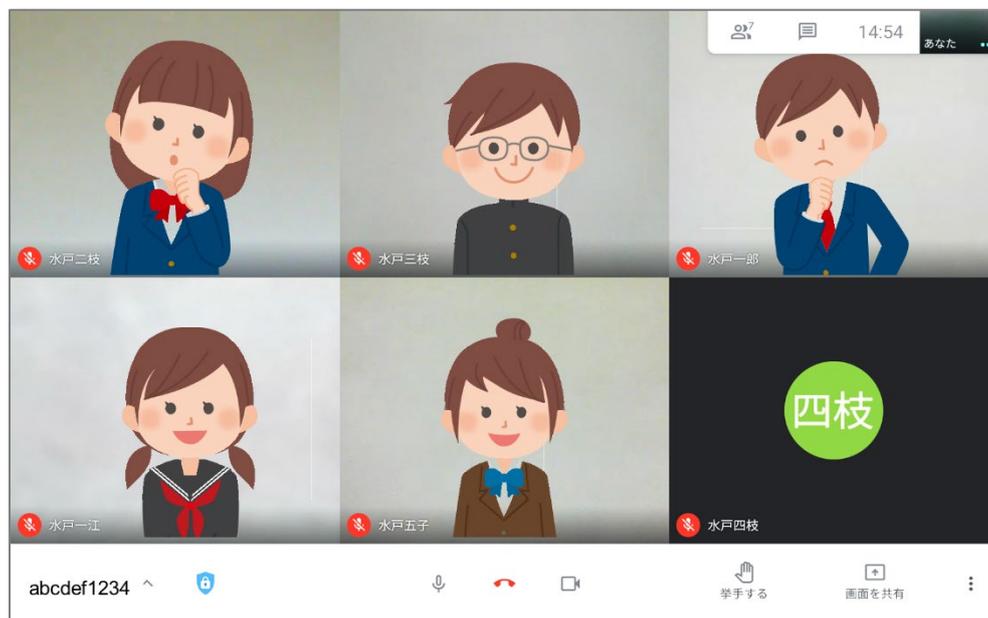
Instructions on Meet !

🎤 Microphone

📞 online

📹 video

✋ Raise your hand（挙手する）

④ Look at the teacher's whiteboard, and if you have an opinion, tap [Raise your hand(挙手する）] and then speak.

今日のまとめについて話し合ってみよう

⑤ Tap 📞 to finish the online lesson and close the Meet tab.

ミーティングから退出しました

Document | Touch panel gestures.

Tap
When pressing or selecting a button.

Double tap
When opening a folder or a file.

Flick
When you flip your finger lightly to bring up the next menu.
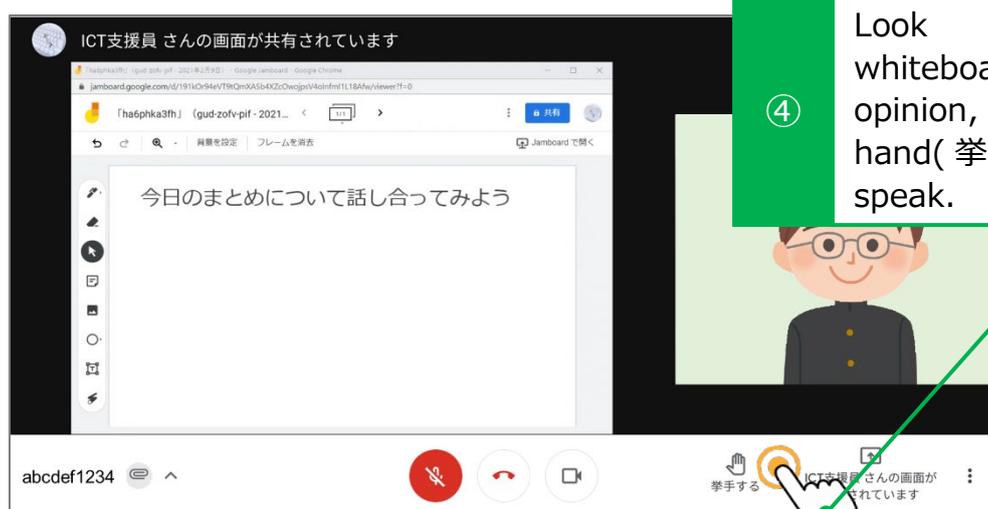
Swipe
When scrolling or moving the screen(slide).
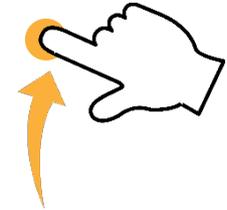
Pinch in
When reducing the size.
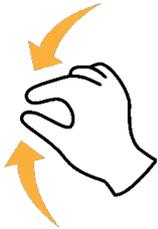
Pinch out
When increasing the size.

Two-finger tap
When displaying the context menu (right-click menu).

Two-finger swipe
When performing "back" or "forward" on a web page.

資料 しりょう | Chromebook keyboard

Screen update

Full screen

Window display

mute

Volume control

Romaji input switching.
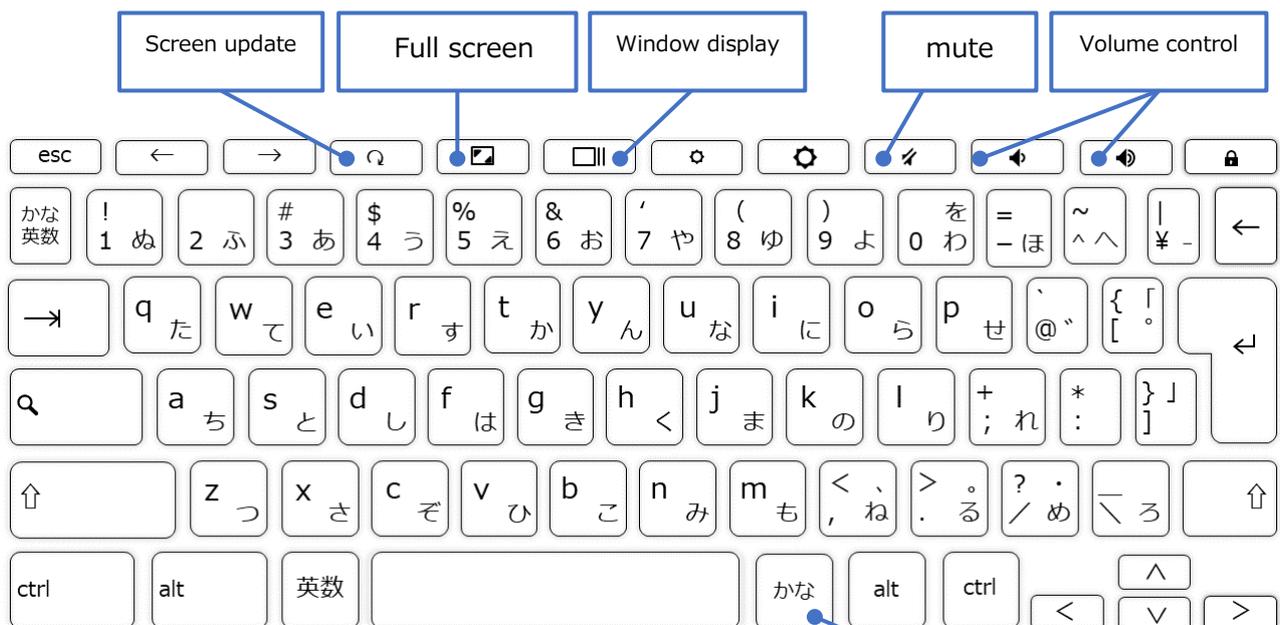
List of shortcut keys convenient to remember.

ctrl + alt + ?

You can see all the shortcut keys!

Document — Correspondence table of Japanese syllabary & romaji.

	a	i	u	e	o
	あ asahi	い inu	う usagi	え enogu	お obake
k	か kame	き kitune	く kuri	け ken	こ koma
s	さ sakura	し sika	す susi	せ semi	そ soba
t	た taiya	ち tizu	つ tuki	て terebi	と tokei
n	な nasu	に nizi	ぬ tanuki	ね neko	の nori
h	は hasi	ひ hikouki	ふ hue	へ hebi	ほ hosi
m	ま mame	み mikann	む musi	め medaka	も momo
y	や yama		ゆ yuki		よ hiyoko
r	ら rakuda	り rinngo	る iruka	れ remonn	ろ roba
w	わ wasi		hukurou		を woo
	ん nn	や lya	ゆ lyu	よ lyo	つ ltu
g	が gamu	ぎ gita-	ぐ hugu	げ ge-mu	ご gorira
z	ざ zarigani	じ hituzi	ず suzume	ぜ zennmai	ぞ zou
d	だ daikonn	ぢ dizou	づ tudumi	で hude	ど donnguri
b	ば basu	び bi-zu	ぶ buta	べ beru	ぼ bo-ru
p	ぱ pannda	ぴ pi-mann	ぷ purinn	ぺ pennginn	ぽ posuto

There are many other input methods, so let's find out!

Document

Let's learn about keyboard input.
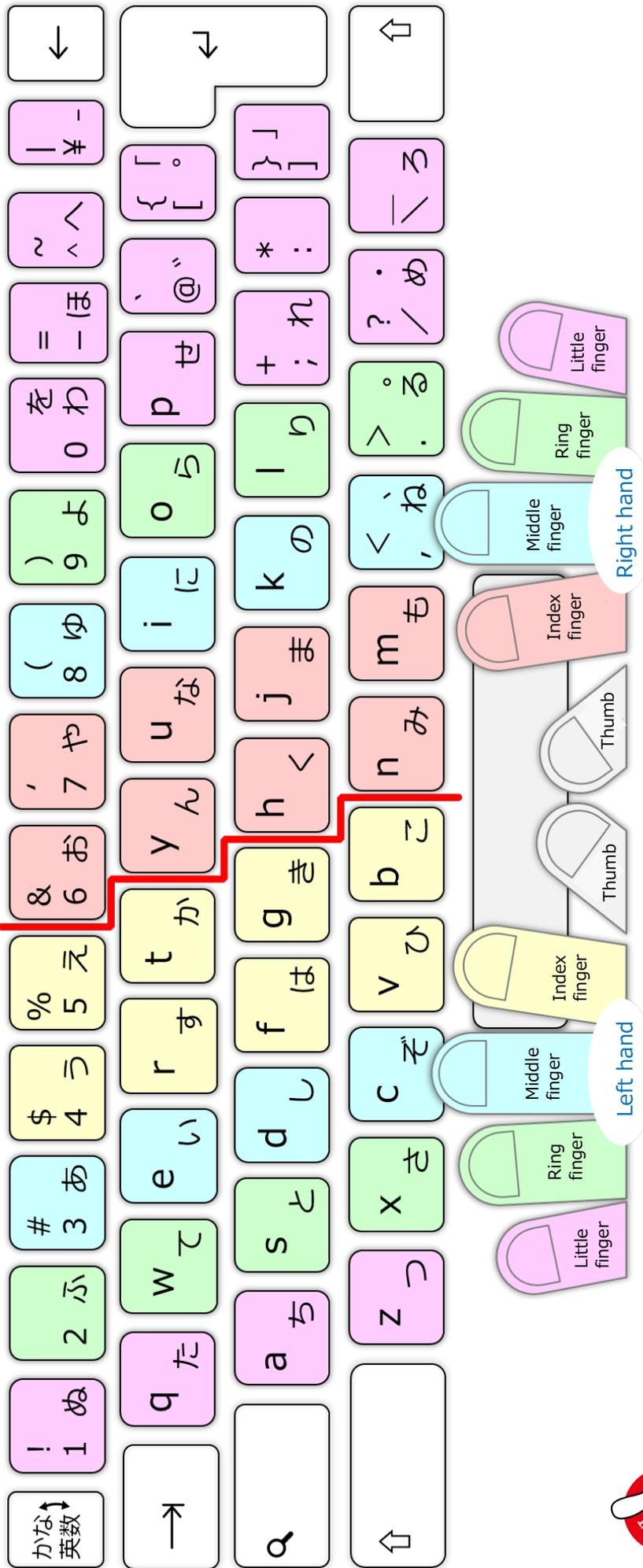
Remember how to read the keyboard.

⇧	Shift key		←	Backspace key
alt	Alt key		→	Tab key
ctrl	Control key		esc	Escape key

Space key

Enter key

Right hand

- Little finger
- Ring finger
- Middle finger
- Index finger
- Thumb

Left hand

- Thumb
- Index finger
- Middle finger
- Ring finger
- Little finger