

# MANAGING YOUR DROIDS

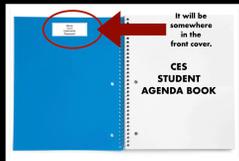
## A Guide to Setting Up and Managing Your Child's Technology at Home

### STEP 1: GET GOOGLE CHROME

1

#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

Every student at Cahaba Elementary has a student Google Account. Your child's username and password are on a sticker in the front of his or her agenda book.



It will be somewhere in the front cover.

CES STUDENT AGENDA BOOK

2

#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

The first thing you need to do is set up your child's Google Account on the computer or device that they will be using at home. Every student has a Google Account where they can access their Gmail, G Suite, and Google Classroom.



3

#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

##### STEP 1: GET GOOGLE CHROME

If you do not have the Google Chrome Browser on your Computer, you will need to download it.

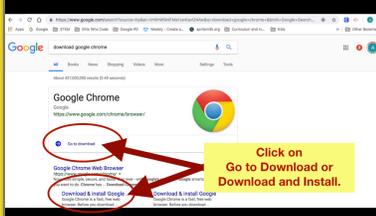
In your current web browser search bar, type in **Download Google Chrome.**



4

#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

##### STEP 1: GET GOOGLE CHROME



Click on **Go to Download or Download and Install.**

5

#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

##### STEP 1: GET GOOGLE CHROME

Get more done with the new Chrome

Now more simple, secure, and faster than ever - with Google's built-in.

Download Chrome

Click here And follow the install directions on your device.

### STEP 2: SET UP YOUR KID'S GOOGLE ACCOUNT

1

#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

##### STEP 2: SET UP ACCOUNTS

After you set up your Google Chrome Account, you will see your username and account icons here.



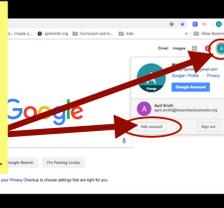
2

#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

##### STEP 2: SET UP ACCOUNTS

To add your child's Google Account to this device:

1. Click on your Google Account icon (waffle) in the upper, right corner beside the Google Apps icon.
2. Click on add account.



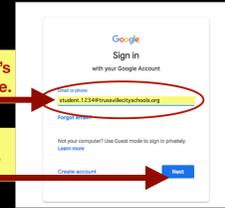
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#### SETTING UP YOUR CHILD'S ACCOUNT AT HOME

##### STEP 2: SET UP ACCOUNTS

Type in your child's account username.

Then Click Next.



4

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 2: SET UP ACCOUNTS**

1. Your child's account name (email) will appear here.
2. Type in their password. Their initials and lunch #.
3. Click Next.

5

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 2: SET UP ACCOUNTS**

If this box pops up, click save and Google will remember their password when they select their Google account.

6

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 2: SET UP ACCOUNTS**

You will know that the account is set up, when the account icon changes.

## STEP 3: SYNC YOUR KID'S GOOGLE ACCOUNT

1

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

Now, we need to sync your child's account. Syncing the account pulls the students settings, bookmarks, and work together so that anything done within their account can be saved and accessed from any device.

This also allows multiple children to access their account on one shared device at home.

2

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

Notice that the account icon changed, but icon at the top remained the same. This is where you can manage multiple accounts. We need to sync your student's account with this icon.

3

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

Click on the icon and it will show you which account is being synced.

1. Click on the icon.
2. Click on Manage People.

4

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

Click on, Add Person.

5

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

It will say, Person 1.

6

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

Under Add Person, type in your child's name.

Choose an Avatar.

Then click the Add button.

7

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

You will do this just like when you set the account up. Type in your child's account username.

Then Click Next.

8

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

1. Your child's account name (email) will appear here.
2. Type in their password. Their initials and lunch #.
3. Click Next.

9

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

Now, this box will appear. Click on Link Data!

10

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

Now, this box will appear. Click Ok, got it

11

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 3: SYNCING ACCOUNTS**

The student account is now synced.

## STEP 4: SET UP YOUR KID'S CLEVER DASHBOARD

1

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 4: SET UP STUDENT'S CLEVER DASHBOARD**

The Clever Dashboard is a secure site that remembers the students usernames and passwords to all the programs we use at school. Once they are on the dashboard, they only have to click on the program icon to access the program. It automatically logs them in.

2

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 4: SET UP DASHBOARD**

After you set up and sync your child's account, you will see a blue icon with a white C. Click on this icon.

3

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 4: SET UP DASHBOARD**

This screen will appear.

In the Search Box, type Cahaba.

Using the dropdown menu, select Cahaba Elementary, Trussville City School District.

4

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 4: SET UP DASHBOARD**

When this screen appears, click on Log in with Active Directory.

5

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 4: SET UP DASHBOARD**

The student's username and password should appear because their Google Account is synced.

Click, Sign in.

6

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 4: SET UP DASHBOARD**

The Dashboard looks like this. Click on any icon to use that program.

7

**SETTING UP YOUR CHILD'S ACCOUNT AT HOME**  
**STEP 4: SET UP DASHBOARD**

After you set up and sync your Google Account and Clever Dashboard. It is a good idea to close out Google Chrome and reopen it to make sure it registered your changes.

# STEP 5: SET UP OTHER KID'S GOOGLE ACCOUNTS ON THE SAME COMPUTER

1

## SETTING UP YOUR CHILD'S ACCOUNT AT HOME STEP 5: SET UP SEVERAL STUDENTS ON ONE DEVICE

If you have more than one student in Trussville City Schools, you may have experienced issues where one child was able to access his or her account on your home computer, but the other child couldn't. Most of the time this issue is easily fixable.

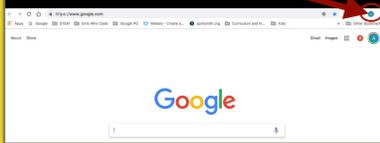


Student Accounts are designed to only allow one student to access their account at a time. This step in the tutorial will show families with more than one student using a device at home how to set up multiple accounts and use those accounts without issue.

2

## SETTING UP YOUR CHILD'S ACCOUNT AT HOME STEP 5: SET UP SEVERAL STUDENTS ON ONE DEVICE

1. Open up Google Chrome.
2. Click on the Accounts Management Icon.



3

## SETTING UP YOUR CHILD'S ACCOUNT AT HOME STEP 5: SET UP SEVERAL STUDENTS ON ONE DEVICE

This is a list of all the Google accounts you have on your computer. If you see all of your kids accounts here, the child using the computer simply clicks on his or her account to use it.



4

## SETTING UP YOUR CHILD'S ACCOUNT AT HOME STEP 5: SET UP SEVERAL STUDENTS ON ONE DEVICE

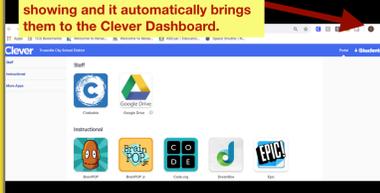
When the child clicks on their name, a new window will open up in their account.



5

## SETTING UP YOUR CHILD'S ACCOUNT AT HOME STEP 4: SET UP DASHBOARD

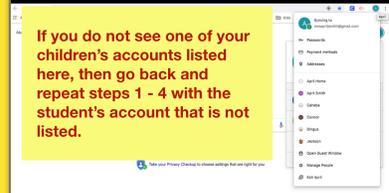
Note that the student's icon is showing and it automatically brings them to the Clever Dashboard.



6

## SETTING UP YOUR CHILD'S ACCOUNT AT HOME STEP 5: SET UP SEVERAL STUDENTS ON ONE DEVICE

If you do not see one of your children's accounts listed here, then go back and repeat steps 1 - 4 with the student's account that is not listed.



MAY THE  
FORCE  
BE WITH  
YOU

