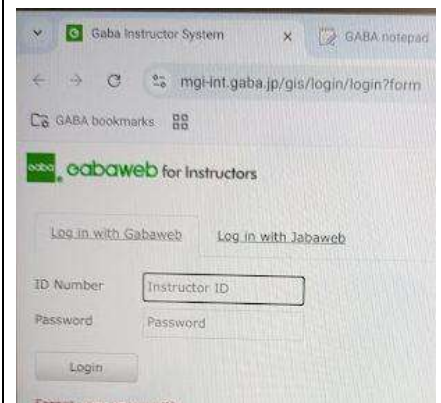
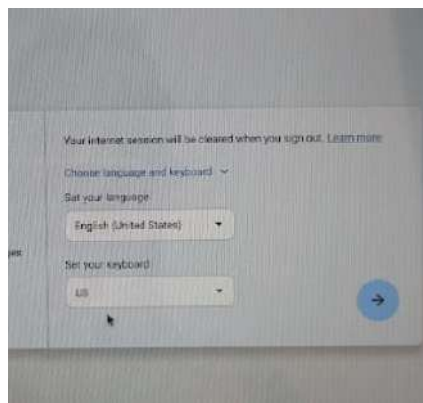
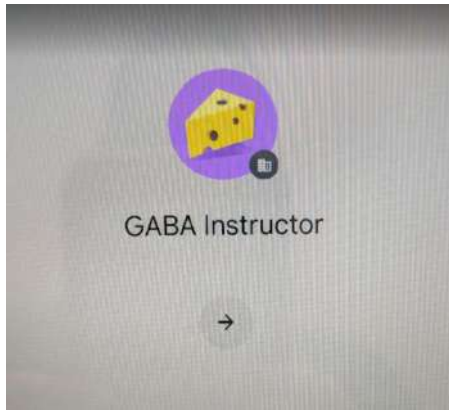


## Teaching Nova Online Lessons from a Gaba Chromebook or Chromebox Computer

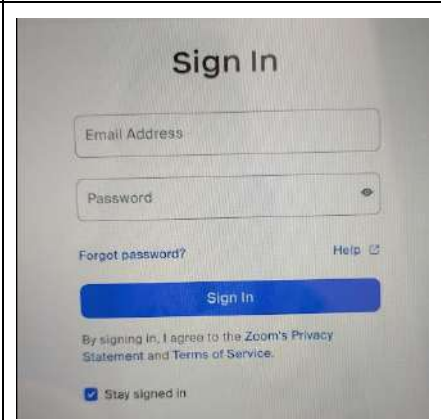
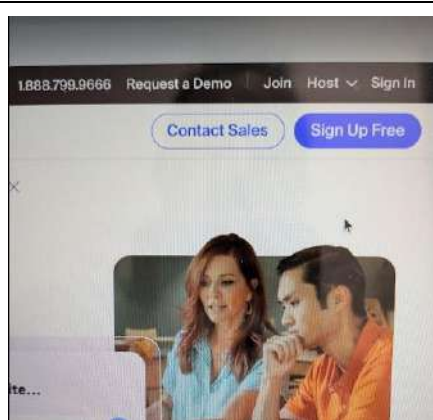
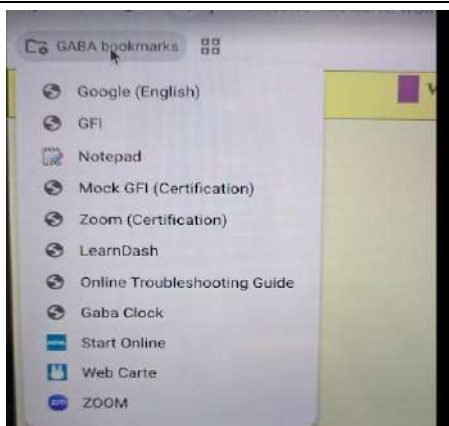
### Starting the Gaba Chromebook or Chromebox

- |   |   |  |
|---|---|--|
| <p>1. When you turn on the Chromebook/Chromebox, follow the on-screen prompts<br/>Click the arrow to continue</p> | <p>2. Select your keyboard and click the arrow again.</p> | <p>3. The browser will automatically load. <b>Do not attempt to log in yet.</b> Move on to Step 4.</p> |
|---|---|--|



### OPENING ZOOM

- |  |  |   |
|--|--|---|
| <p>4. Click <b>GABA bookmarks</b> and select <b>Zoom</b></p> | <p>5. Click <b>Sign In</b> in the top right corner of the Zoom page.</p> | <p>6. Enter your Email Address and Password to sign in.</p> |
|--|--|---|



### Sign in to Carte

7. Once you are signed in to Zoom:

- Open a **new browser window** by pressing **Ctrl + N**.
- In the new window, click **GABA Bookmarks** and select **Web Carte**.
- Log in to Web Carte as usual.

#### Important:

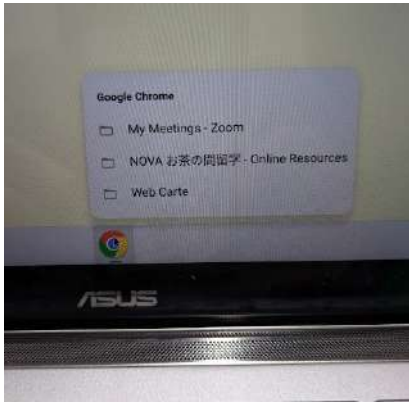
⚠ If you navigate to CARTE in the same window where Zoom is open, you will be signed out of Zoom.

Always open CARTE in a **new browser window**.

## Open Start Online (Lesson Material)

- Open **another new browser window** by pressing **Ctrl + N** again. In the new window, click **GABA Bookmarks** and select **Start Online**. Enter the current month's password.

## Teaching Material Setup Complete



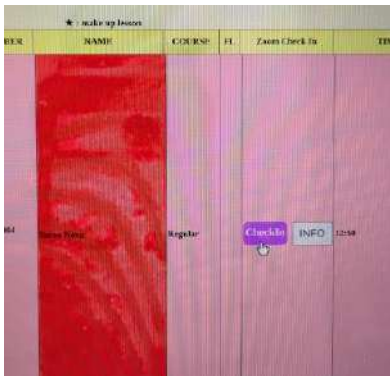
- At this point, you should have **three** browser windows open:

- Zoom** (signed in)
- Web Carte** (signed in)
- Start Online** (lesson materials open)

You can switch between windows by:

- Clicking the **Chrome icon** in the taskbar, or
- Resizing your windows using the **maximize/restore** button in the top right corner of each browser window.

## Starting a Lesson



- When teaching NOVA Online lessons from a Chromebook or Chromebox, follow the same basic procedure as when teaching from a NOVA branch:

- Always launch your Zoom meeting** by clicking the **Check In** button on Web Carte.

## Sharing Material

- The process for sharing materials is almost the same as using the Zoom application, with one small difference: Click **Share Screen**

- Select **Chrome Tab** and choose either **Image | Media Display** or **Whiteboard**. **Note:** "Share tab audio" will be turned on automatically.

- To stop sharing, click the **Stop Sharing** button at the top of the Chrome tab you are sharing.

