

Get to know your Launchpad

View the applications you currently have installed.
You can install new (through Self Service) and KEEP them on your Dock.



Start by finding **Chrome** in your Launchpad.
Keep it on your Dock, by “right-clicking” over the **Chrome** icon.
Select Options → Keep on Dock. You can also remove unwanted icons from your dock with the “right-click”.



Now see if you can find Microsoft **WORD** in your Launchpad.
Again, keep it on your Dock with a right-click.

What if you don't have **Chrome** or **WORD** in your Launchpad?
You will need to visit Tech Support.
Tech support will install both for you.
You **MUST** have Microsoft installed
before you can begin assignment 1.3.

Watch the tutorial for additional helps and tips.

Use your Chrome Browser



Next, you will need to access Google **CLASSROOM** from your Chrome Browser.

If you have been using Safari, that's all fine, but Google Classroom works best if you use your **CHROME** browser.

Enter your Westside Username and Password.
Now, simply JOIN Admire's Class.

IF you have a phone, you may want to **install the Google Classroom app**.
You may watch the instructional tutorials from your phone as you work from your laptop. This is a **HUGE** time-saver!

If you have both Chrome and Word saved on your Dock and you have joined the Google Classroom, you have earned 25 Classwork assignment points for the 1.0 Assignment.
Well done! **You are now ready to begin assignment 1.1.**