Design Document: Google Tools - Chrome

Class Description

Learn how the Google Chrome browser and Web Store can be used to personalize and enhance your web browsing experience.

**Prerequisites**: Must have a Google account.

**Curriculum Track**

Software & Apps

**Audience**

Adult learners

**Course Length**

90 minutes

**Training Method**

Instructor-led training with hands-on activities

**Purpose**

To promote the benefits of using Google Chrome and the Web Store

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Windows 7, Google Chrome, and a Google Account

Material Requirements

Pens or pencils, PowerPoint presentation, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Explain the benefits of using a Google Chrome profile
* Identify and modify personalization settings in Chrome including bookmarks, startup pages, and passwords
* Access the Google Chrome Web Store
* Differentiate between Chrome Extensions and Apps
* Recall the steps for installing and removing Apps and Extensions from Chrome
* Describe how to remove a user profile from Chrome

**Assessment Technique(s)**

Successful completion of class activities and Q&A with instructor

Content Outline

***Agenda (3 mins.)***

* Getting Started with Google Chrome
* Using a Chrome Profile
* Personalizing Chrome
* Chrome Web Store
* Utilizing Chrome Store Apps
* Utilizing Chrome Extensions
* Wrap-up / Closing

***Topics, Talking Points, & Activities (85 mins)***

* **Course Introduction**
  + Review the course agenda slide
  + Provide a high level overview of the main topics
    - Chrome – A popular web browser application made by Google
    - Web Store – An online marketplace for downloading apps
    - Apps – Programs designed to be used within the Chrome Browser
    - Extensions – Browser add-ons which extend the functionality of Chrome
* **Getting Started with Google Chrome**
  + Provide a high level overview of Google Chrome
    - Google Chrome is a popular web browser application designed to be safe, secure, and simple
    - Chrome shares similarities with Firefox and Internet Explorer, but offers unique functionality
  + Accessing Google Chrome
    - Instruct participants to launch the Google Chrome application from the desktop
    - Explain that Chrome can be installed on their personal computers and devices free of charge
  + Highlight the main sections of the Chrome user interface:
    - The ***Bookmark Bar*** can be used to add shortcuts to your favorite sites or apps
      * Bookmark Bar must be manually enabled; doesn’t display by default
      * Will be covered later in this training
    - The ***Apps button***, on the Bookmark Bar, opens a view to Chrome Apps which are available to the user
    - The ***User’s name*** displays in the upper-right corner of the browser window; this is the same button used to sign in to Chrome or switch users
    - The ***Menu*** button provides access to various commands and also the user’s browsing history, bookmarks, and settings
    - Open ***Tabs*** display on top of the browser window, allowing users to toggle between pages
    - ***Address Bar*** is an “omnibox” used to type in web addresses or keywords for conducting a Google search
    - ***Extensions***, when installed, display as an icon to the left of the ***Menu*** button
* **Using a Chrome Profile** 
  + Provide an overview of Chrome Profiles including benefits:
    - Chrome profile is a login account which saves your personal settings and synchs data between computers/devices
    - Profiles allow you to save bookmarks, homepage, auto-fill data & passwords
    - Accessing other Google apps does not require additional sign-in
    - Profiles allow you to have unique settings between work and home, or for multiple users on a single PC
    - Caution must be exercised on public machines to prevent others from accessing your personal data
  + Elaborate on the types of settings and data which are associated to a Chrome profile
    - ***Bookmarks*** – Links to favorite sites and apps
    - ***Autofill Data*** – User’s Passwords and personal data (such as phone number) used to auto-fill web forms
    - ***Start-up Page*** – The homepage or initial site that displays when opening Chrome
    - ***Apps / Extensions*** – Downloadable tools and add-ons which work within Chrome
  + Explain how to sign in to Chrome with a user profile

1. Open Google Chrome
2. In the top-right corner of the browser window, click the user icon https://lh6.ggpht.com/ICz0opu9QvFlMWd3uF6YUYcyw4s7LSPiyFoMDOurFzMHdpu2JZk9H6Dyg0WtlApyXdWzBzVb=w18-h18
3. Click **Sign in to Chrome**
4. Sign in with your Gmail credentials

**ACTIVITY:** Ask participants to complete **Activity 1** on their *Activity Sheet*

* **Personalizing Google Chrome** 
  + Provide an explanation of common features within Chrome which can be personalized
    - Bookmarks – Saving your favorite websites to access easily and quickly later on
    - Startup Pages – Similar to a homepage; they pages or websites that display upon opening Chrome
    - Passwords – Chrome offers an auto-fill feature which can populate your username and password to sites which require login credentials
  + Using Bookmarks - Explain the various methods of managing Chrome bookmarks
    - Setting a bookmark – Visit a webpage & simply click the star icon in the address bar
    - Accessing bookmarks – Various methods of accessing bookmarks are available
    - Managing bookmarks – Organize, delete, or modify bookmarks as needed
    - Enabling & using the Bookmarks toolbar – Will be covered later in training
    - DEMONSTRATION: Access the Library’s website and save it as a bookmark
  + Accessing bookmarks
    - Demonstrate the primary method of accessing bookmarks via the *menu icon > Bookmarks*
    - Explain that right clicking on a bookmark allows for different options including:
      * Modify the name
      * Remove from the list
      * Create a folder to store it in
  + Enabling the Bookmarks Bar
    - Explain that the bookmarks bar is a feature in Chrome which provides quick and easy access to bookmarks
    - The bookmark bar must be manually enabled by accessing Chrome **Settings** via the menu icon and selecting the checkbox for **Always show the bookmarks bar**
    - Within Chrome, access the Library website and demonstrate how to add it to the bookmarks bar (by dragging the URL from the address bar onto the bookmarks bar)
  + Selecting a startup page
    - Explain that startup pages are those which open automatically upon launching chrome (when the user is signed in to their profile)
    - Review the process of how to select a startup page (refer to steps in the slide presentation)

**ACTIVITY:** Ask participants to complete **Activity 2** on their *Activity Sheet*

* + Explain the ways in which Chrome allows users to manage passwords
    - Auto-populate your login credentials into “sign-in” forms
    - View username/password combination for any site
    - Opt out for designated sites, if desired
  + Using the slide presentation, show an example of how Chrome saves a user’s password
    - Password is saved upon logging into a website for the first time and confirming within the Chrome pop-up box that you want your password saved
    - Next time visiting the site, the username and password auto-populate into the login fields
  + Explain how a user can view and/or delete their saved passwords…
    - By accessing Chrome Settings > Passwords and forms > manage passwords
    - Within the password manager screen, saved data displays
    - Users can view or delete passwords with the available **Show** or **X** buttons
* **Understanding the Chrome Web Store**
  + Overview
    - Explain that the Chrome Web Store is an online marketplace where you can locate and download various types of apps, games, or extensions that work within the Chrome Browser.
    - The Google Chrome Web Store is similar to the App store on an Android or Apple mobile device
  + Explain how to access the Web Store
    - By clicking the **Apps** button on the Bookmark Bar and selecting **Web Store**

**ACTIVITY:** Ask participants to complete **Activity 3** on their *Activity Sheet*

* + Web Store user interface – Describe each main section
    - Search Box – Used to search for Apps by keyword or title
    - Search Filters – Used to narrow down apps by various categories, features, and user ratings
    - Featured Content – Recommended apps from Google
    - Settings – Used to modify user preferences or view apps which are already installed
    - Apps – A “thumbnail” view of various apps available for download
* **Downloading and Using Web Store Apps**
  + Introduction to Chrome Web Store Apps
    - Explain that Apps from the Web Store are similar to software programs you’d install from a CD
      * Thousands of Apps are available for download from the App Store
      * Many Apps are free, however, some you have to pay for
      * Apps are made by different developers (not just Google), so the quality and reliability of an app can vary
      * Once installed, many Apps are synchronized to the cloud so any data, settings, or progress within the app are available from any device (Ex – The creation of a grocery list within a Task Manager app could be updated from either your computer or phone)
  + Explain what basic information displays about apps within the Chrome Store
    - ***Description*** – The title of the app and a very brief description; more info is available by hovering the mouse cursor over the app
    - ***Cost*** – Displays whether the app is free or if there is a cost
    - ***Ratings*** – Average User rating based out of five stars
  + Using either the slides or Chrome, click on an App (i.e. Sunrise Calendar) to provide an overview of the detailed information which displays
    - ***App name***
    - ***Screen Shots*** – Images of what the app looks like
    - ***Add to Chrome*** – Used to install the app to your chrome profile
    - ***Similar Apps*** – Apps which other users have also installed
    - Tabs:
      * ***Overview*** - Summary of the app (a detailed description from the developer)
      * ***Reviews*** – Feedback and comments from other users
      * ***Support*** – A place for submitting questions or reporting problems to the developer
      * ***Related*** – A listing of apps with similar functionality
  + Within Chrome, demonstrate how to add an app to Chrome from the Web Store
    1. Type “BeFunky” in the Search box and press **Enter**
    2. Search results display
    3. Click on the “BeFunky Photo Editor” App (not the extension)
    4. Click on **Add to Chrome**
  + Explain how to access Apps once they are installed
    - From the Chrome Bookmark bar, click on the **Apps** icon
    - To open an App, simply click on it once
    - If numerous Apps are installed, it could be necessary to navigate between pages to see them all; the page toggle option displays at the bottom of the Apps screen

**ACTIVITY:** Ask participants to complete **Activity 4** on their *Activity Sheet*

* + Within Chrome, explain and demonstrate the primary options for managing installed Apps
    - Right-click on an App to see a menu w/ the available options
    - Explain that Apps can be removed from Chrome or created as a shortcut on your desktop and taskbar
    - Demonstrate how to rearrange the order of Apps by clicking and dragging an icon to a new location on the Apps screen
* **Utilizing Chrome Extensions**
  + Introduction to Chrome Extensions
    - Explain that extensions are browser add-ons which modify or add new features to Google Chrome
    - Extensions are installed from the Web Store just like Apps
  + Using Extensions
    - Using the slide presentation, show examples of two Extensions which provide different types of new browser functionality
      * Google Mail Checker is an extension which displays in the Chrome toolbar; it provides a quick glance at how many unread emails the user has in Gmail
      * Google Translate allows you to highlight text from any webpage and translate it into numerous different languages
  + Demonstrate how to add an extension to Chrome while conducting a Web Store search
    1. Access Web Store
    2. Select the following criteria from the Search Filters window pane
       - ***Extensions***
       - ***By Google***
       - ***Rating of 4-Stars & up***
    3. Locate and select **Google Translate**
    4. Click on **Add to Chrome**

**ACTIVITY:** Ask participants to complete **Activity 5** on their *Activity Sheet*

* + Explain how to remove Extensions if the user no longer wishes to use them
    1. From within the Chrome menu, select More tools > extensions (or just type chrome://extensions into the address bar)
    2. Locate the extension to be removed
    3. Click on the trashcan icon
* **Next Steps**
  + Removing Chrome User Profile
    - Explain that Chrome user profiles should be removed from public computers when the session is over
    - Using the slide presentation, provide a brief explanation of how Chrome profiles are removed and direct participants to **ACTIVITY 6**

**ACTIVITY:** Ask participants to complete **Activity 6** on their *Activity Sheet*

* + Learning Resources
    - Share that participants can find more info at GCF Learn Free ([www.gcflearnfree.org](http://www.gcflearnfree.org))
    - Advise users about learning resources available from Google’s online Help Center (<https://support.google.com>)

***Wrap Up/Closing (2 mins.)***

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving