



Is Google Read&Write Already Installed?



If it is already installed there will be a green or grey square icon in the address bar

If no icon – follow instructions below to log in to Chrome and install extension (if necessary)

Logging In – Done every time to access Read&Write, as well as to add the extension (once)

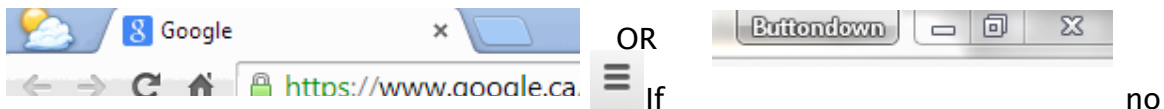
Using a Chromebook (easiest method)

Sign in normally, using the hpcdsbtoolkit.ca account
Add extension as listed below

Using a PC or Mac (more complicated, but accessible from home)

(*note– signing into CHROME is different than using Chrome to sign into the Google account. You still may need to sign into the Google account as usual.)

If Chrome already has users set up (top right Buttondown tab) or(top left cloud icon) – depending on version, click on the icon and select “new user”.



icon, click three lines, sign into chrome. Use @hpcdsbtoolkit.ca account.

(If “sign into chrome” isn’t listed, go to “settings” and scroll down to “People” to add hpcdsbtoolkit.ca user account)

Agree to terms, and click “link data” when prompted.

After waiting a few moments, check to see if there is a small square icon at in the far right address bar. If yes, the extension has already been added and you are ready to start using Google Read&Write. If not, follow instructions below to add the extension.

When done, always remember to sign out, go to three lines, click on “signed in as....”Disconnect your google account, Clear data and disconnect.

If on a trusted computer with only a few users (home), you can leave the accounts signed in, and quickly toggle the accounts by clicking the user icon in the top bar of Chrome. At school, please sign out

Adding Google Read & Write Extension (done ONCE– likely at school)

Open Chrome Browser (Chromebook, PC , or Mac)

Go to bit.ly/HPREADANDWRITE –this is case sensitive

OR

Click Three bars (top right), extensions (left column), get more extensions (at the bottom of the list), search for “read&write” (no spaces)

Click the “free” green button. (If instead of saying “Free” it says “Rate”, it has previously been installed and you are ready to use it.

Installation should place a square icon on the far right of the address bar. Once this is present, Read and Write has been successfully added. When this icon is grey, the software is unable to read anything on that screen. When green, click on it to access drop-down menu.

