Adding Additional Language Keyboard to Student Google Account
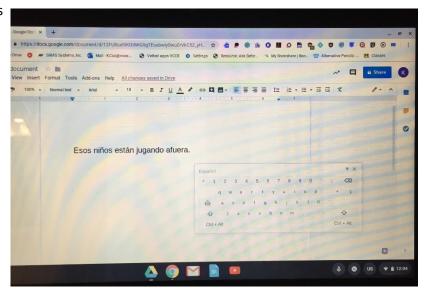
Chromebook

If you have a student with terrible handwriting and needs to type, this is an easy solution to allow use of another language keyboard to produce work in that language with the proper accents and punctuation.

1. Using a Chromebook, install the *Google Input Tools* extension from the Chrome Web Store.
2. Adding Keyboard
   a. Click on the Google Input Tool icon (looks like a white A in a light blue Square on top of a keyboard) on the browser
   b. Extension Options
   c. Find the desired language in the list
   d. Double click on the keyboard of the desired language; it appears in the box on the right
   e. Close
3. To access the keyboard
   a. The Google Input Tool icon has changed to a keyboard icon
   b. Click on the keyboard and choose the language you want
   c. Virtual keyboard appears on the screen

There are two keyboards (like an iPhone or iPad), click on shift to change the keyboard between upper and lower-case letters and different symbols. You can type on your regular keyboard until you get to a Spanish letter or symbol, and then you would use the virtual keyboard.

You will still need to use this shortcut for accented letters: to type an accented character, type an apostrophe ('), followed by the letter. For example, to get á, type 'a.

4. Close the virtual keyboard when done with foreign language work. To turn on:
   a. If the keyboard icon is black
      i. Click on the icon
      ii. Click on the keyboard you want to use
      iii. Virtual keyboard will appear
   b. If the keyboard is blue
      i. Click on the icon
      ii. Click on the keyboard you want to use. The icon turns black
      iii. Click on the icon again
      iv. Click on the keyboard you want to use
      v. Virtual keyboard appears

ATAC 06/2019