

# UPDATING CHROMEBOOKS: A HOW TO GUIDE

## Introduction

Most of the time, Chromebooks automatically manage their operating system (OS) updates so that the device has the latest software and security features. Sometimes, however, auto updates get turned off, which usually happens when a Chromebook has not been used for a while. If this happens the Chromebook will need to be updated manually, so that auto updates can resume.

Some distance education software used by CCSD requires the most recent version of Chromebook's OS. If it is discovered that some distance education applications are not working on a Chromebook, it is important to make sure the device is running the latest Chrome OS.

## What is the latest Chrome OS Version?

At the time of this writing, the most recent Chrome OS version is Chrome 84 (84.0.4147.127) released on 8/12/2020. To check what is the most current version of Chrome OS, please visit <https://chromereleases.googleblog.com/>.

## How to check and update the Chromebook OS

1. Ensure the Chromebook is powered on and connected to Wi-Fi.
2. Log into the Chromebook with your student Google account.
3. On the bottom right corner, click on the clock.
4. In the menu that pops up, click on the Settings “gear” Icon found in the upper right of the menu.
5. The settings window will then appear. On the lower left of the settings window, find and click on “About Chrome OS.”
6. You should now see the version number under Google Chrome OS. Click on the button labeled “Check for Updates” to the right of the version number.
7. If the Chromebook is up to date, a blue checkbox will appear next to the version with the message “Your Chromebook is up to date.”
8. If the Chromebook is not on the latest OS, the most current version will be downloaded and installed.
9. Once the download and the installation process is completed, a message will appear to restart the Chromebook. Click the “Restart” button on the right side to restart the Chromebook.
10. You should now have the latest version of Chrome OS. Going forward, the Chromebook will update automatically.

You may repeat the process starting at step 3 to double check that everything installed and the Chromebook is up to date.

