



# Navigating Tabs

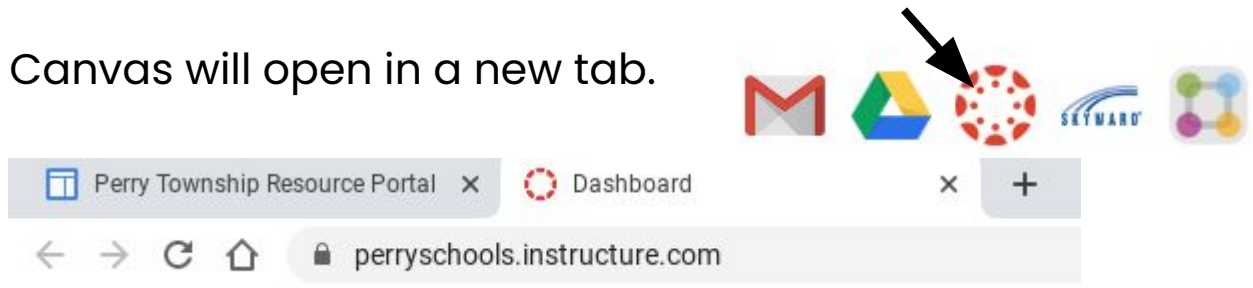


**Working online often means using several websites. Here are a few tips to move between sites quickly:**

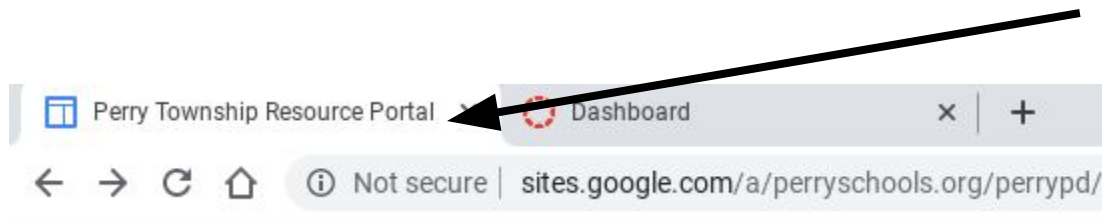
1. Open Google Chrome. 
2. Click the "home" icon in the upper left of the screen.



3. In the menu on the top right, click the Canvas icon.  
Canvas will open in a new tab.



4. To return to the Resource Portal, click the tab on the left.



5. To open Parent Square, choose the icon from the menu.



6. Return to any open tab by clicking on the one you choose.

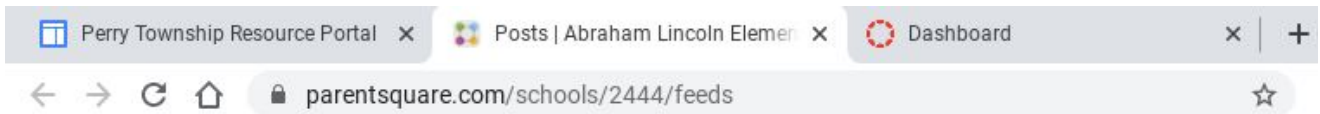


# Pinning Tabs



## To save frequently used web pages:

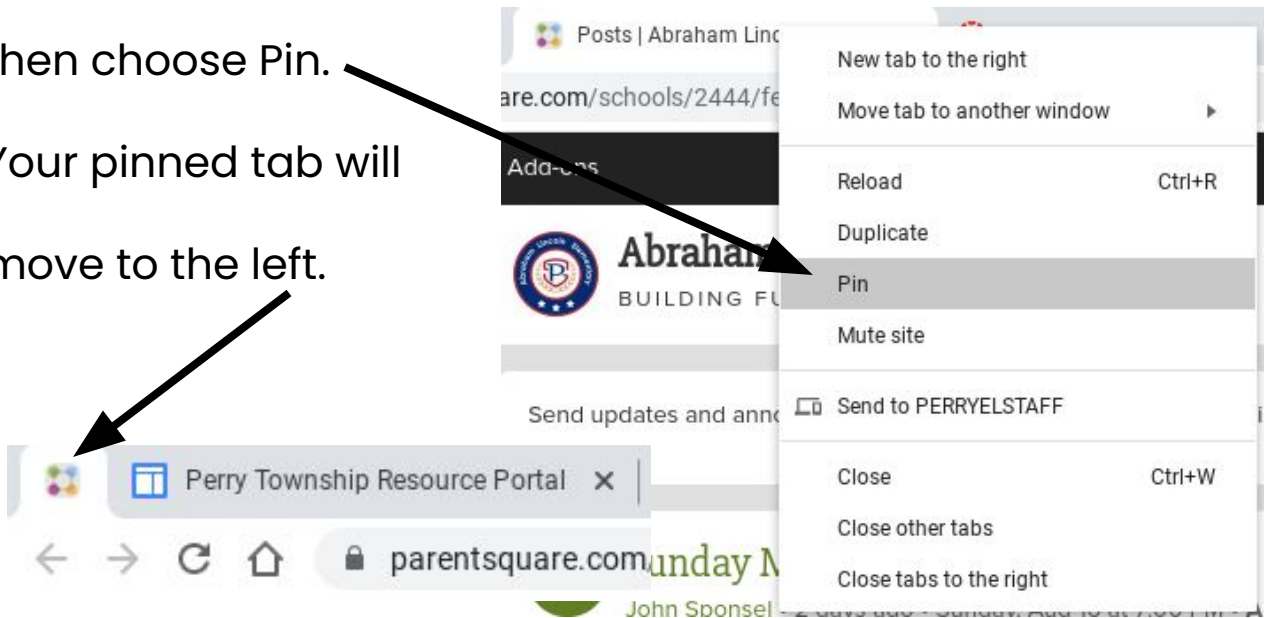
1. Open the pages you access every day.



2. Move the cursor arrow to the tab you want to pin.
3. Right-click (two fingers on mousepad) to open the tab menu,

then choose Pin.

Your pinned tab will  
move to the left.



4. Repeat with other tabs you want to save.



5. Rearrange your pinned tabs by clicking & dragging to the desired order.



★ NOTE: When shutting down your computer, be sure to close this window LAST to save your tabs.