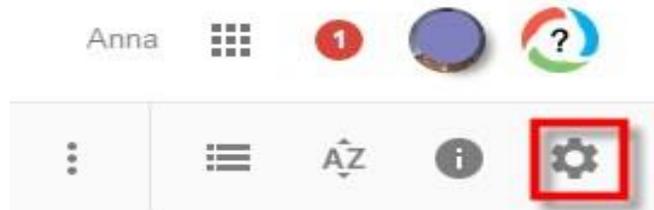
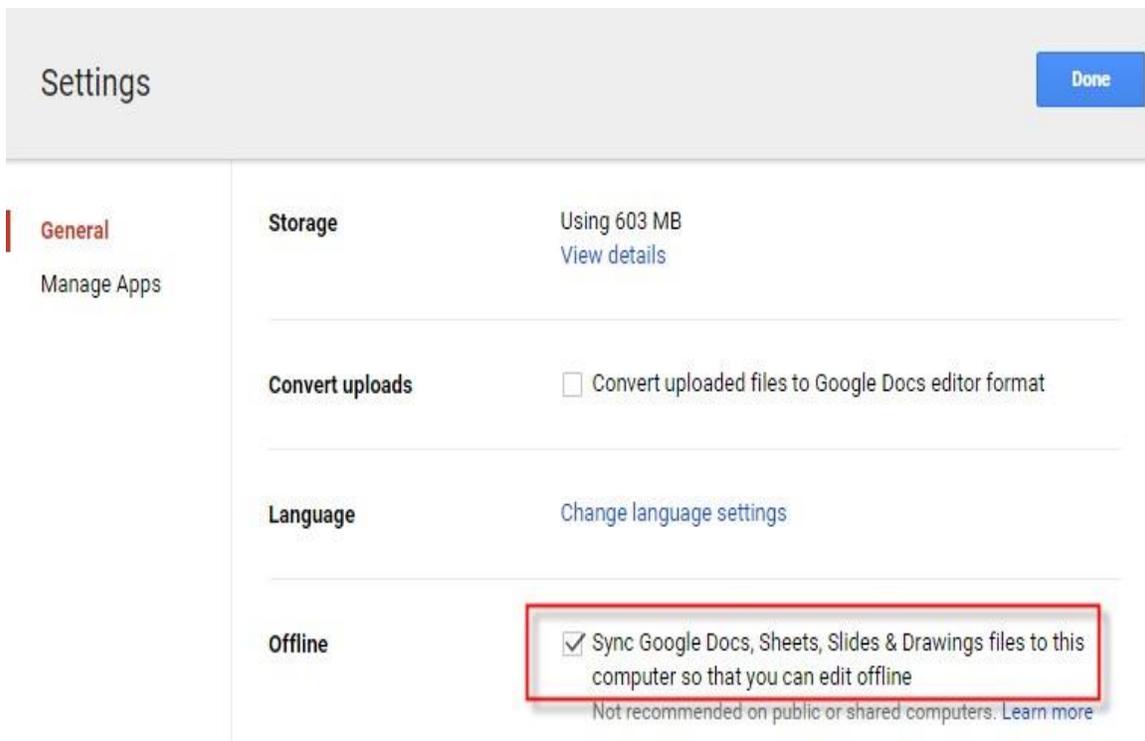


Using Your Chromebook Offline

1. Make sure you print off anything you need for your assignment.
2. While you're connected to the Internet at school, set up your Google Drive to sync offline.
 - a. Go to Google Drive at www.drive.google.com
 - b. Clicking on the gear wheel and choose Settings.



- c. Select **Sync Google Docs, Sheets, Slides & Drawings files** so you can work offline.



3. When offline, you may work on your assignment or create a new file. Google Docs, Slides, Sheets, and Drawings are all available to you offline.

4. When you return back to school or connect with Wi-Fi, your files will automatically synchronize and you can post an answer to your teacher's discussion board, upload an assignment to Canvas, or post your research to Padlet.