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 <u>www.drive.google.com</u>
 - b. Clicking on the gear wheel and choose Settings.



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

Settings		Done
General Manage Apps	Storage	Using 603 MB View details
	Convert uploads	Convert uploaded files to Google Docs editor format
	Language	Change language settings
	Offline	✓ Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline
		Not recommended on public or shared computers. Learn more

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.