

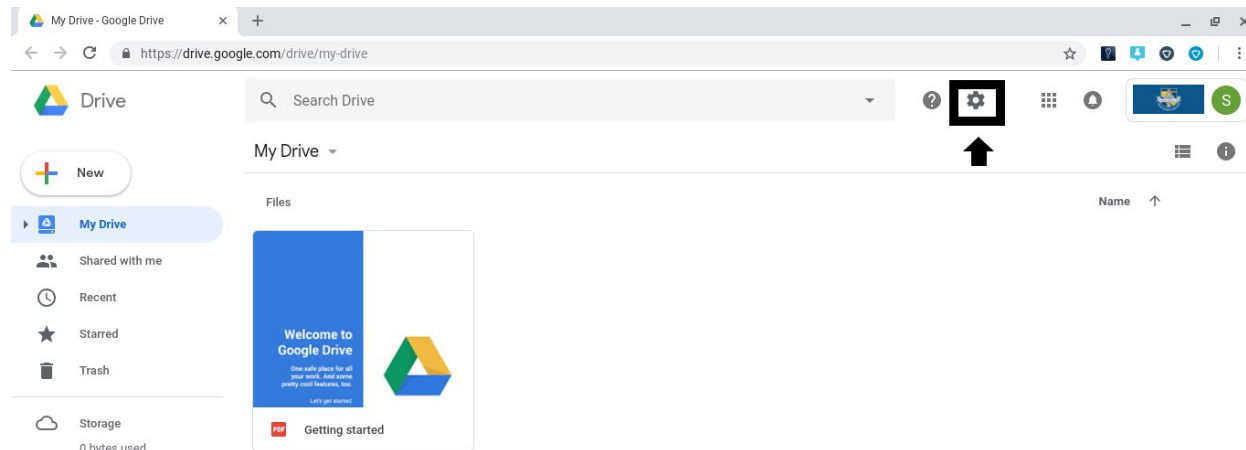


**Cicero Public School District 99**  
**Technology and Information Services Department**  
Enable Google Drive Offline  
1/18/2019

## **Step-by-Step Process**

### **1. Go to Google Drive**

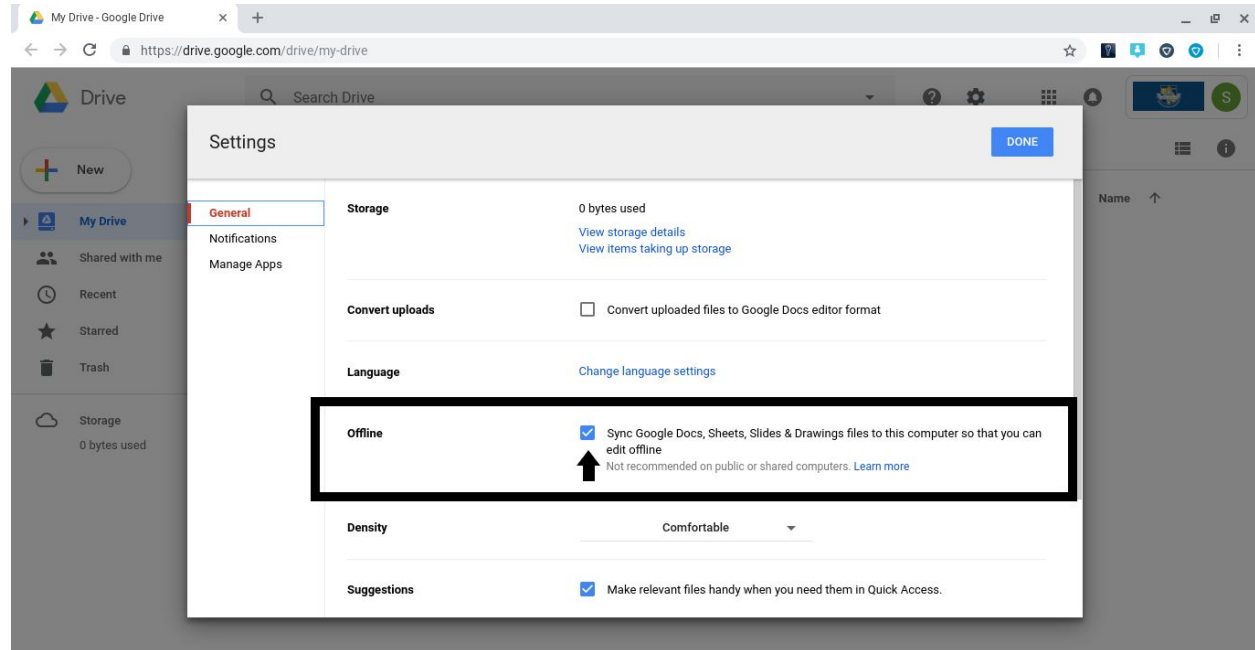
- a. If the student clicks on the Google Drive App or go to [Drive.google.com](https://drive.google.com)
- b. They will be greeted with this page below



- c. The student/teacher should click on the Settings Icon indicated by the arrow in the picture above

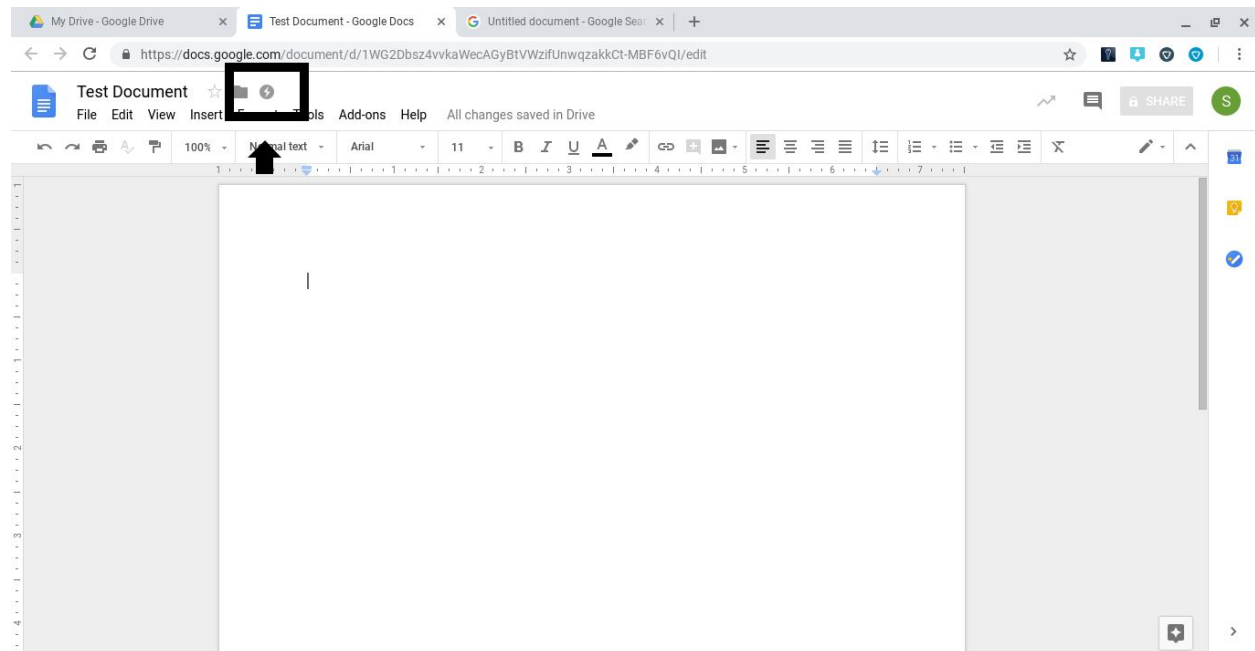
### **2. Go to Google Drive Settings**

- a. Please ensure that “Sync Google Docs, Sheets, Slides & Drawing files to the computer” is enabled.
- b. Below is a picture of the checkbox that must be marked (This should be enabled by default)



**3. Open the document in question to ensure functionality**

- a. Please have the student open a document
- b. Disable WiFi while the document is open at the bottom right
- c. The Document should have the Lighting Icon appear that indicates the document is currently being edited offline



4. You are now good to go!