


Accessing Google Drive Files “Offline” (No Internet Access)



Student accounts on Chromebooks are set to synchronize files automatically. This setting will allow a student without internet access the ability to open and work on **previously saved** Docs, Sheets, Slides, and Drawings. New files can be created and saved when offline, but if they are exited, re-opening the file will not be available until the ChromeBook is connected to the internet and synchronizes the files. *(It may be helpful to have students save “blank” files in their Drive in case they need to start a new file when offline)*

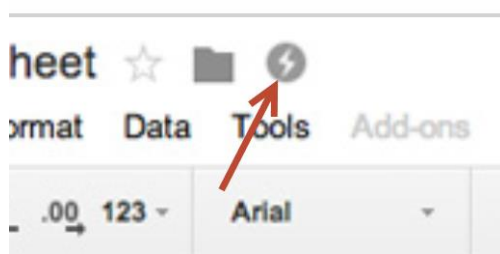
Just a word of caution with Shared Files: If you edit a document offline on one computer, while someone else edits the online version, Drive will combine the text from both documents once you’re back online. You won’t lose any text this way, but you may have to edit down the combined work.

Without Internet Access....

- ✓ Open Google Drive 
- ✓ Docs, Sheets, Slides and Drawings that have been used and saved previously will appear and able to access. Classroom files that have been opened and saved are also available in the Drive (files that appear grey are not synchronized and available to open)

Working on Existing Files....

- ✓ Open the file as you normally would for editing
- ✓ When working “Offline”, it will be indicated with the lightning bolt symbol and “All changes saved Offline” when edits are made to the file



- ✓ The file can be closed/exited the same as when working online
- ✓ When the ChromeBook is connected to the internet, open the file that was worked on Offline and you will see the changes updated to the Online file

Creating a New File When Offline.... (Not recommended)

- ✓ New files can be created and saved as normally would be online
- ✓ If a “New” file started Offline is closed/exited, it will not appear and be accessible until the ChromeBook is online and synchronized