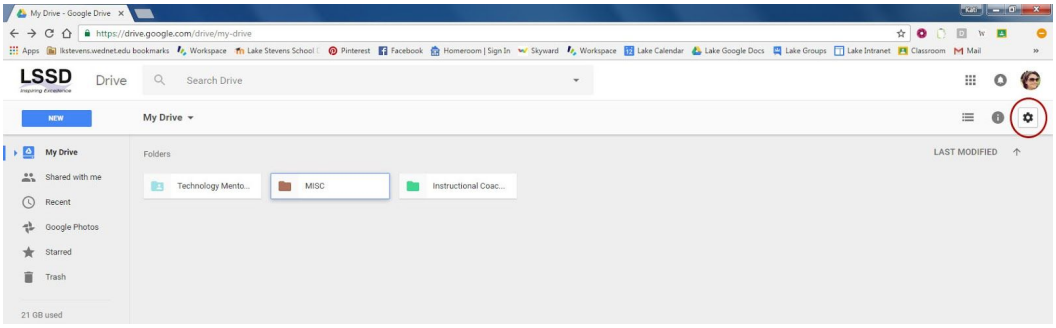
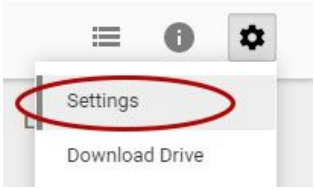
Working Offline on a Chromebook

Step 1. Open up Google Drive

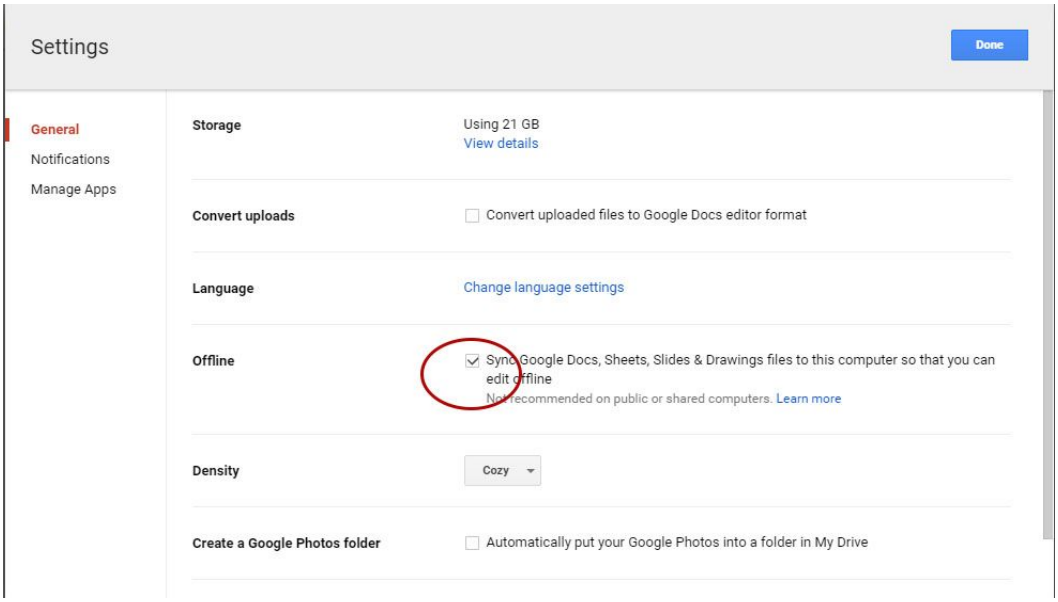
Step 2. Select the gear icon on the upper, right-hand corner of the screen.



Step 3. Select Settings



Step 4. Check the box to the right of Offline (Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline)



Step 5. Select Done

Please Note: When working offline on a Chromebook, you will access Google Drive/Apps by clicking on the circle icon--on the lower, left-hand side of your screen. Students can create new documents offline as well. Also, offline documents will automatically sync to the Drive when the Chromebook reconnects to WiFi.