

SETTING UP YOUR CHROMEBOOK FOR TEMPORARY OFFLINE ACCESS



YOU MUST BE ON WIFI TO SET UP YOUR DEVICE FOR OFFLINE ACCESS.



MAKE SURE YOU HAVE ADJUSTED YOUR GOOGLE DRIVE SETTINGS.

PDF or VIDEO downloading



Available offline in the MY FILES folder

YOU WILL NEED TO GO TO A WIFI POINT TO DOWNLOAD ANY PDF OR VIDEO MATERIALS NEEDED



YOU CAN WORK AT HOME OFFLINE, THEN RETURN TO WIFI TO UPLOAD COMPLETED WORK

- STEP 1: Make sure student has informed the teacher they will be using the offline work option.**
- STEP 2. To set up OFFLINE ACCESS a chromebook must be ONLINE. Arrange to be on wifi via Bus, School, or Parking Lot.**
- STEP 3. Inside your student GOOGLE DRIVE access the settings icon and TURN ON the OFFLINE setting.**
- STEP 4. Go to a WiFi spot to access your work, documents, and PDF or VIDEO files**
- STEP 5. Open Google Classroom, check assignments for the week, and DOWNLOAD any pdf or video files you need.**
- STEP 6 Open any documents you have been assigned (these will automatically be available offline if previously opened online).**
- STEP 7: At home OFFLINE, complete your work. Open pdf or Video files through the MY FILES folder on your Chromebook.**
- STEP 8: Return to a Wifi Location and Sign into your Chromebook. Files will automatically upload. Turn in your work.**

Repeat steps 4-8 as needed periodically during distance learning time.