

How to Work on Google Drive Files OFFLINE on Your Chromebook

OFFLINE means you do not have internet access at home. Before leaving the WMS campus, please follow these steps.

Note: At any time, you can park at the WMS campus and students can log in to our network on their chrome book to access Google Classrooms and other resources, download items, and turn in assignments.




First - Go to each of your Google Classrooms and open ALL links, docs, slides, etc. that your teacher has posted and make sure they are in your Google Drive.

Step 2: Make Google Drive available offline







1. Connect to the Internet.
2. Open the Google Docs Offline extension.
3. Click Add to Chrome. (If the button says "Added to Chrome," you've already installed the extension.)
4. Go to drive.google.com/drive/settings.
5. In the "Offline" area, check the box. It might take a few minutes for the offline access setting to turn on.
6. Click Done.

Your Chromebook saves your most recently opened documents so you can work on them offline.

Step 3: Work on a file offline - When your Chromebook isn't connected to the Internet:

1. In the corner of your screen, click the Launcher  Up arrow .
2. Click Google Drive .
3. Find the file you'd like to work on, and double-click it to open.
4. Work on your file. Any changes will sync to Google Drive the next time your Chromebook connects to the Internet.

When you make Google Drive available offline, only your most recent files will be automatically saved offline. To manually choose files to save for offline use:

1. Follow Step 1 above to make Google Drive available offline.
2. In the corner of your screen, click the Launcher  Up arrow .
3. Click Google Docs , Google Sheets , or Google Slides .
4. On the file you want to use offline, click More .
5. Click Available offline. A check mark will appear in the bottom left corner to show that the file is available