

Using your Google Chromebook Offline

It is possible to use your Google Chromebook Offline. To prepare for offline use you will need to do the following for your Chromebook. These steps should be done while the Chromebook is online.

- **Install the Gmail Offline App**

1. Go to the Chrome WebStore (chrome.google.com/webstore)
2. Type Gmail Offline in the Search box
3. Click the Add to Chrome button
4. An icon with a blue "M" should be added to your list of Apps
5. Open Gmail Offline, and allow your Gmail account to be viewed offline.

- This will allow you to view any emails that were collected while you were still online. It will also allow you to compose an email and reply. The emails will not be sent however until you are connected again to a wi-fi network

- **Enable Offline Sync on Google Drive**

1. Open up your Google Drive
2. Click the Settings button (looks like a gear)
3. Click Settings
4. At the bottom, check the box for "Sync Google Docs, Sheets, etc."
5. Click Done

- This will allow you to create or edit any document in your Google Drive. Once you connect to the wi-fi again, the files will sync to your Google Drive.

- **Saving websites**

1. Go to website that you want to save.
2. Hold down CTRL and press the "S" key
3. Save Page As
4. Choose the destination folder (Usually Downloads or Google Drive)
5. Click the Save button

- This will allow you to view webpages that teachers may assign while offline. KEY TIP: Make sure that all the information you will need is on the same page. Some websites will require a user to click to view another page. You will have to save each page that you will need to view offline.

- **Saving Videos**

1. Go the website keepvid.com
2. Copy the url of the video you need to watch
3. Paste the url in the search bar at the top of the page of keepvid.com
4. Click the Download button next to the search bar
5. Click the link that says MP4<< 720p
6. The video should be saved in your downloads folder

- This will allow you to view online videos while offline. You will find the video in your Downloads folder. That folder is named "Files" in your Google Apps list.

- **Using Google Classroom Offline**

1. Open your Google Classroom while still connected to wi-fi
2. Download any files, webpages, or videos that are needed for the assignment
3. Upload your finished assignment when re-connected to wi-fi

- Google Classroom does **NOT** function offline. Students need to download any material needed using steps above before they go offline. Students can upload finished assignments