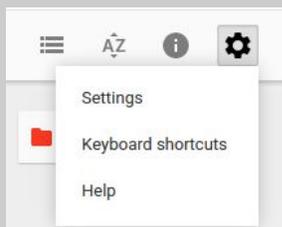
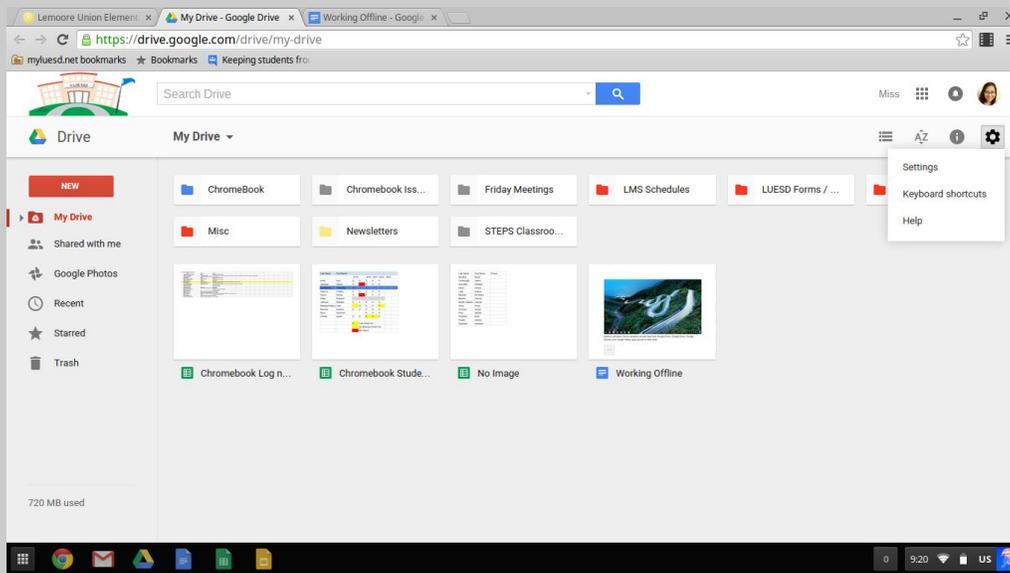


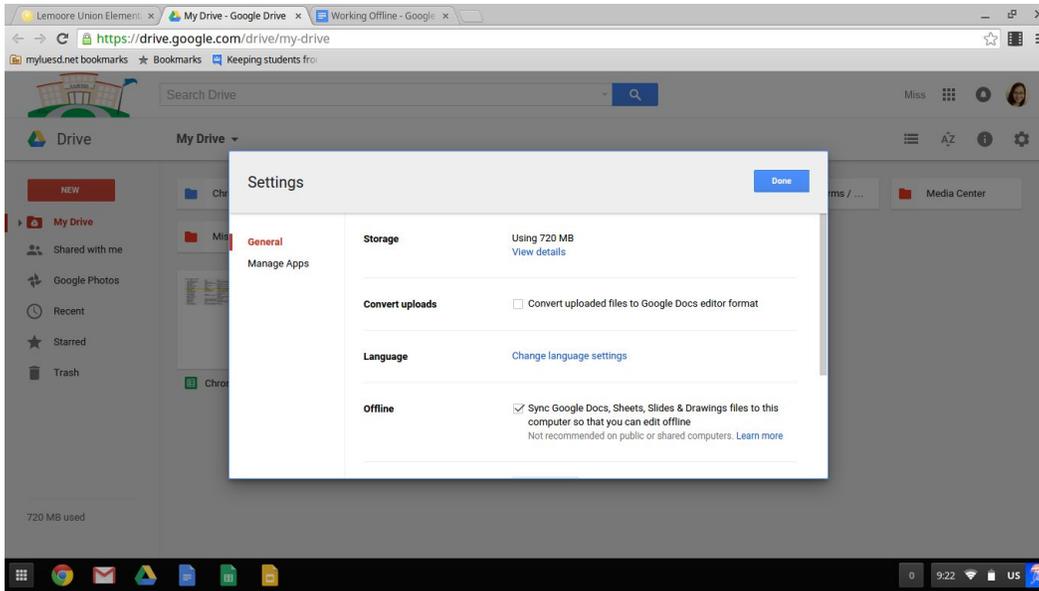
While Connected to wifi



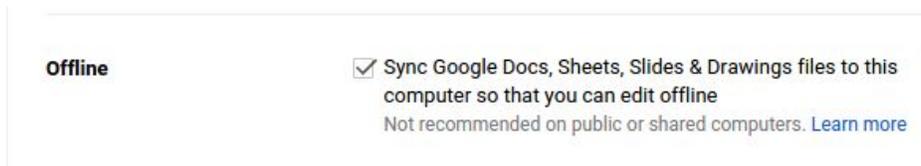
1. Bottom Left Hand Corner students should have their Google Drive, Google Docs, Google Sheets, and Google Slides apps pinned to their shelf.



2. They should open their Google Drive and in the top right corner should be a “gear” icon and they should click it then click on “Settings”

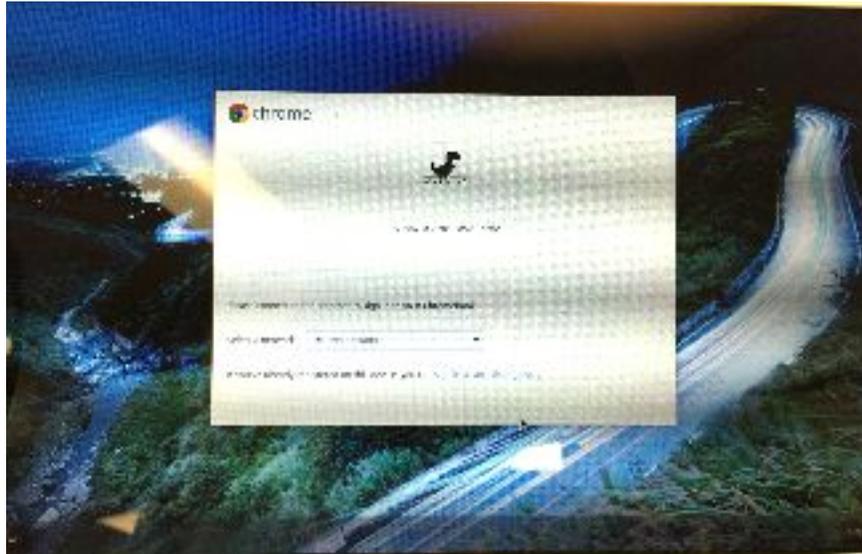


3. A dialog box should open up. Students should have the box checked next to “Sync Google Docs, Sheets, Slides, and Drawings files to this computer so you can edit offline” **This should have been the defaulted, but have students toggle it off then on again.**

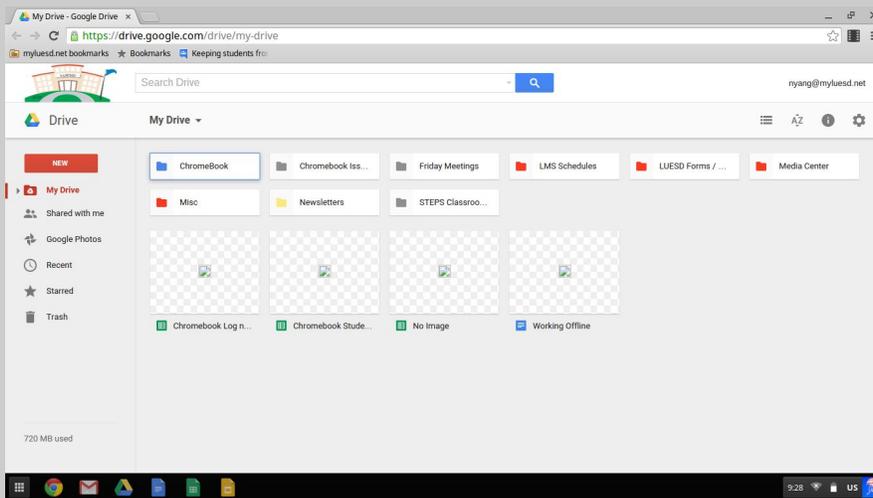


If students are working on a new assignment on Hapara, they must first create the document in Hapara, so it will be in the Drive, before they can work on it offline.

Working offline (without wifi or internet connection)



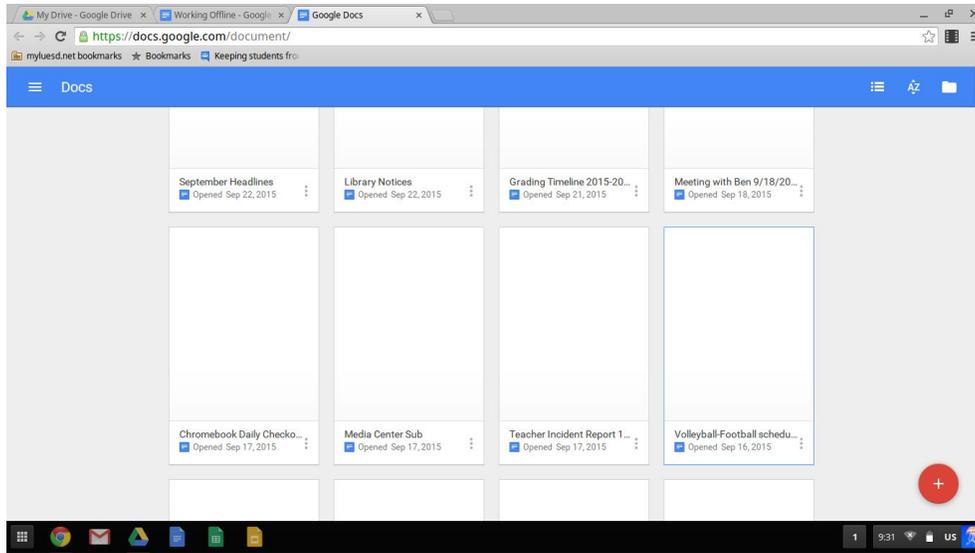
4. They will see this when the login offline and they should click “sign in as an existing user” and sign in as usual.



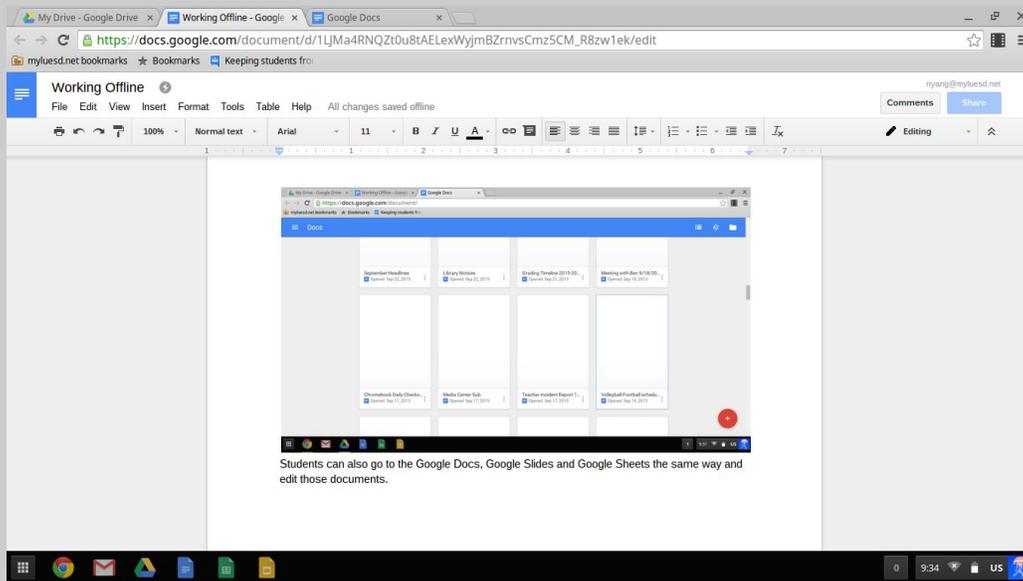
5. Using the app icons on the bottom left hand corner on the shelf, launch Google Drive. You can see in the bottom right hand corner, of the image, the wifi has an X through it.

Sometimes it may need time to reload and sync; it's not perfect everytime.

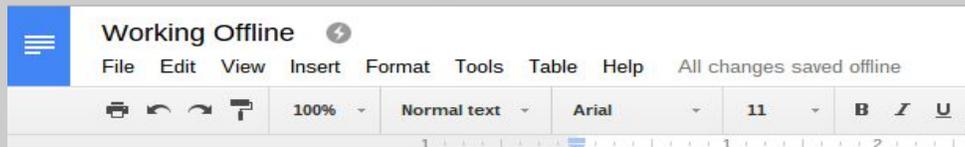
Note: You cannot edit images or any WORD documents.



5. Students can also go to the Google Docs, Google Slides and Google Sheets apps the same way and edit those documents.



6. While they edit, it should say “All changes saved offline” in the upper left hand corner.



7. Once they arrive at school or into class and LOGIN, they should open up those items they worked on and the edits will update.

Those sync documents are worked on that particular chromebook. Students who forget their chromebook at home even if they worked on it offline, CANNOT login into another chromebook and sync those documents, because those edits are on their specific chromebook.

They cannot turn anything into hapara or email anything while offline. It is only once they are in a wifi area that those items will sync.

I hope that makes sense. Please feel free to ask any questions. nyang@myluesd.net