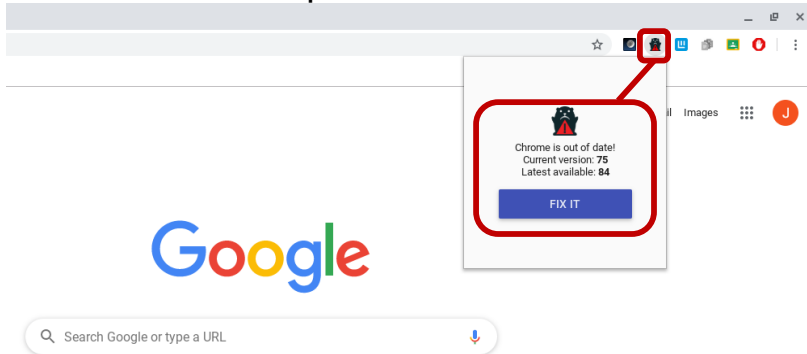


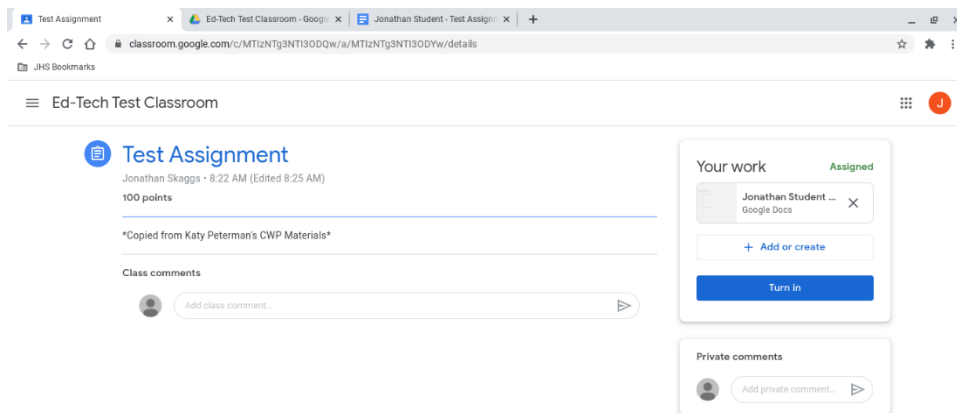
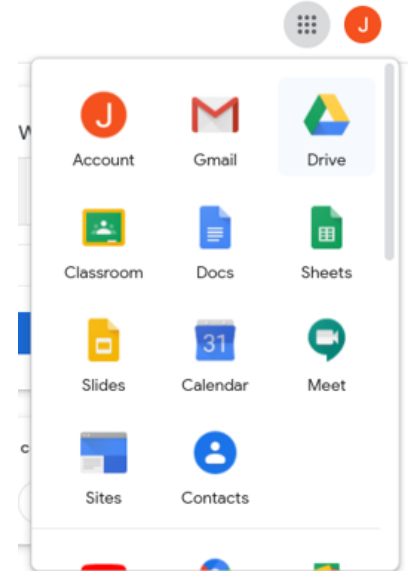
How to Access Google Apps Offline:

Online Instructions:

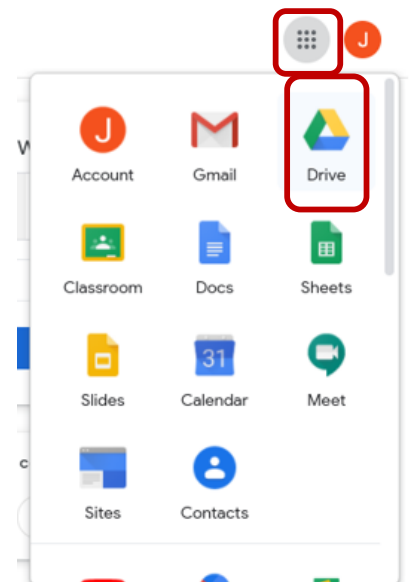
- Login to your assigned Chromebook using your school district account.
- Check for updates by clicking the Gofer Icon in the upper right-hand corner.
NOTE: The Chromebook must be up-to-date to access assignments offline. If you see the button “Fix It” you will need to complete an update. See the “How to Update” section for complete instructions.



- Locate the “waffle” for Google Apps menu. Choose the Classroom App from the list, to continue to Google Classroom.

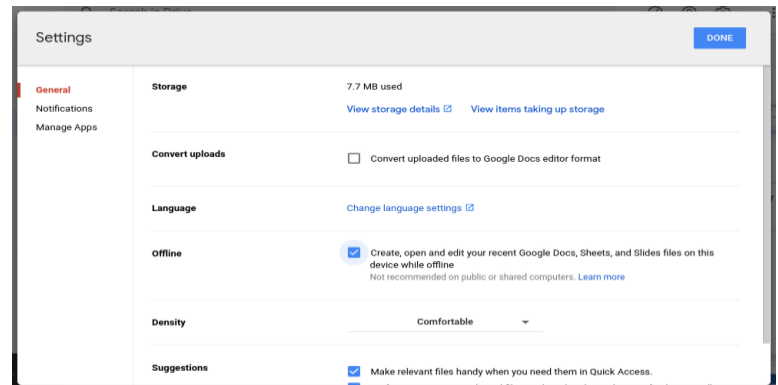


- Open Google Classroom and review your classwork and assignments.

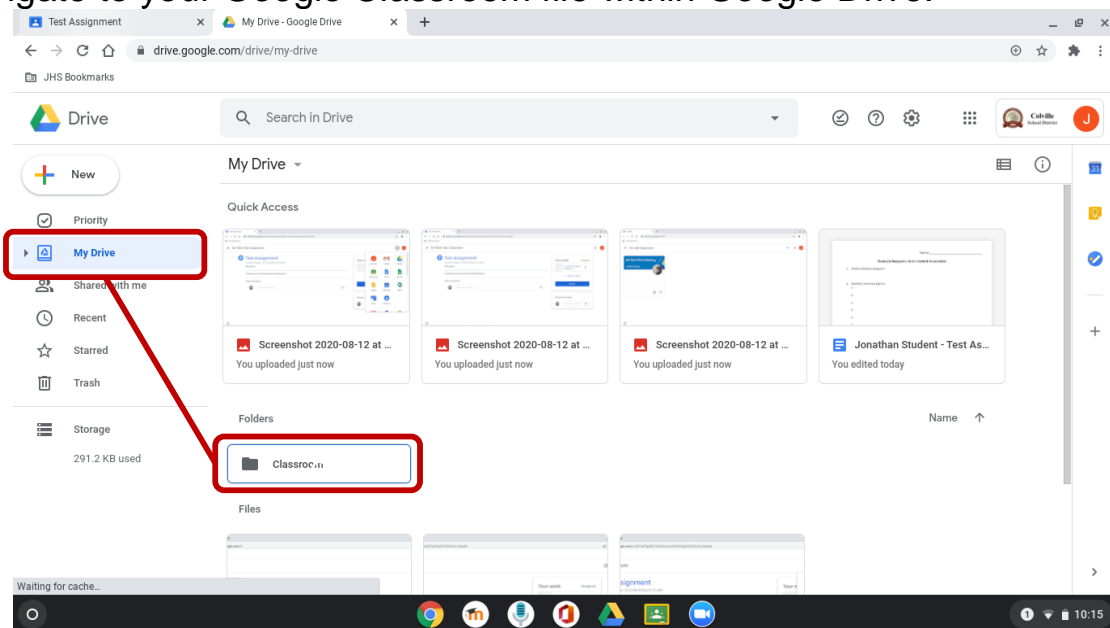


- Navigate to Google Drive within a Chrome browser window. You can access drive from the Apps Menu where classroom is located. Click “Drive” to go into the Google Drive app.

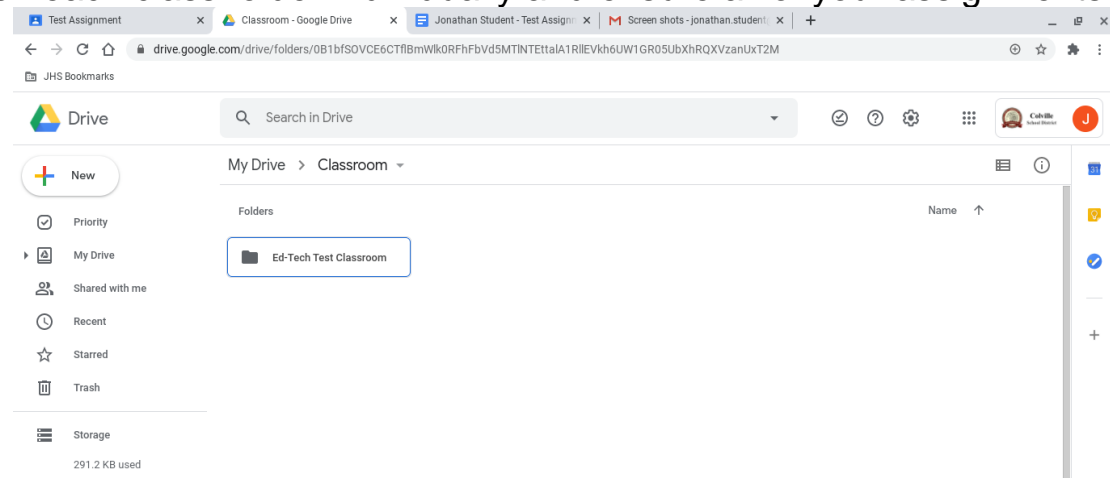
- If this is your first time setting up assignments for offline completion, you will need to enable google drive offline. To do this, click on the “⚙️” icon to access the google drive settings. Then scroll down to the “Offline” section and ensure the checkbox is checked.



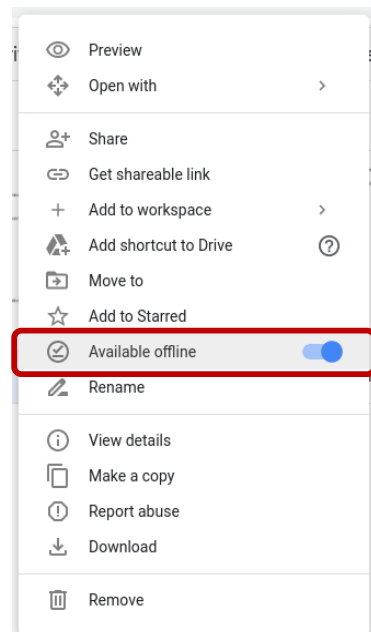
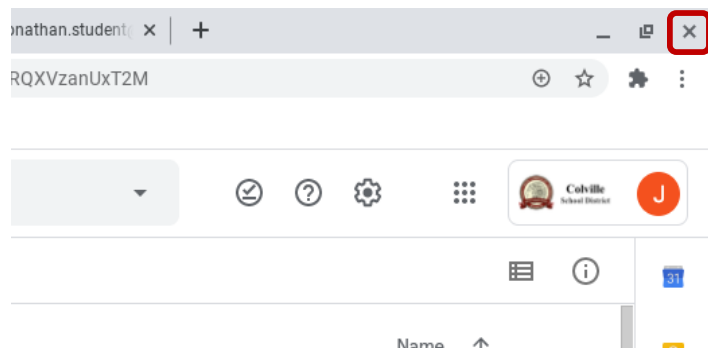
- Navigate to your Google Classroom file within Google Drive.



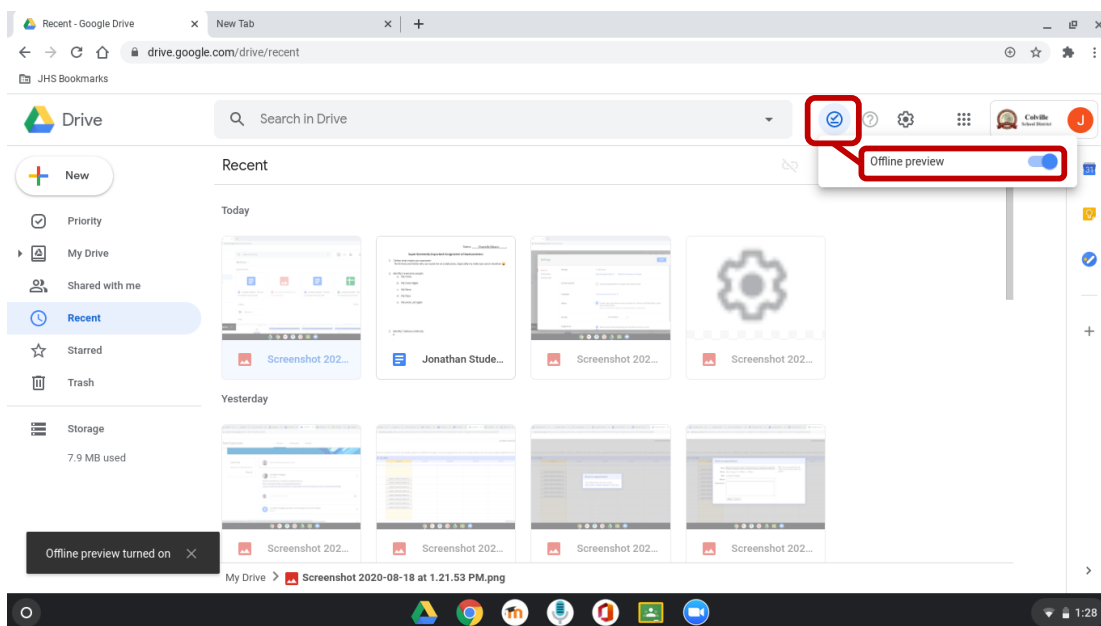
- Open each class folder individually and ensure all of your assignments are there.



- Press the “Alt” key and click on all of your assignments within the folder and choose “Available Offline.” Currently, only Google Docs, Sheets and Slides are able to be accessed offline.
- Close all open tabs and windows before closing your Chromebook to take it offline.



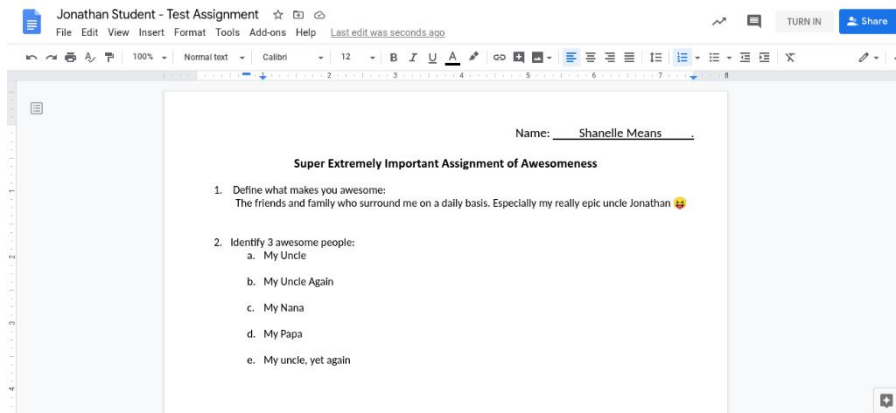
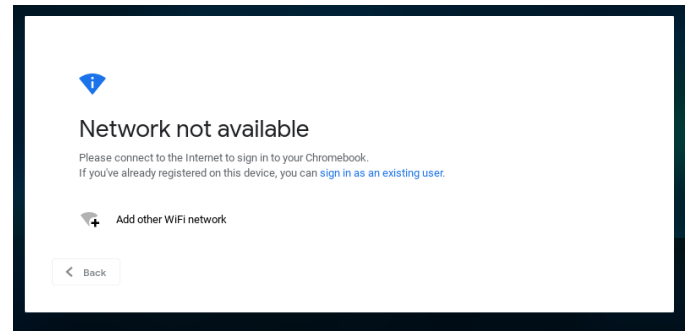
- You can simulate offline mode by clicking on the “Offline Preview” button. The files that are not greyed out are available offline.



- You are all set for offline completion of your assignments. Continue reading “Offline Instructions” for further details on how to complete work without internet connection.

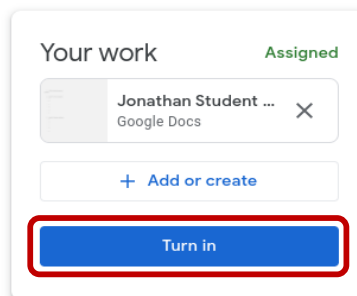
Offline Instructions:

- Without internet connection, login to your Chromebook using school district account. You will have to click “Sign in as an existing user” while offline.



- Even offline, you can complete your Google Doc, Sheet and Slide assignment(s) as usual by accessing them through google drive. ***NOTE: It may take several minutes for Google Drive to load while offline***

- When you reconnect to Wi-Fi, your work you completed while offline should automatically sync with your google drive. Open your Google Classroom, locate the assignments, review and then submit them.



Turn in your work?

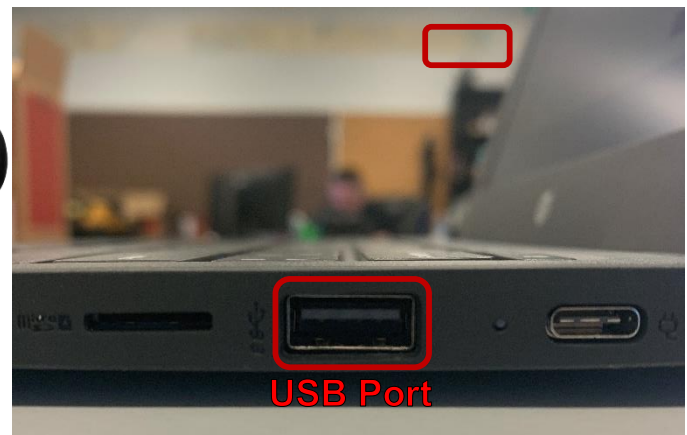
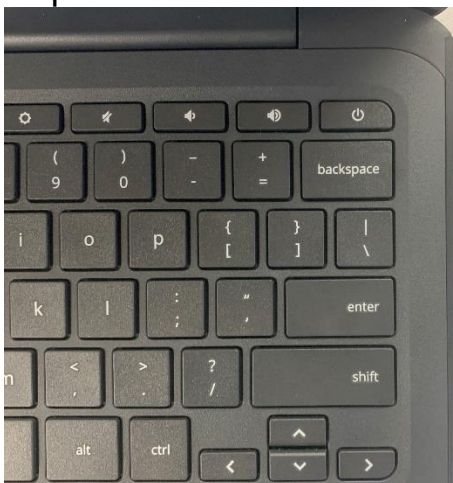
1 attachment will be submitted for "Test Assignment".

Jonathan Student - Test Assignment

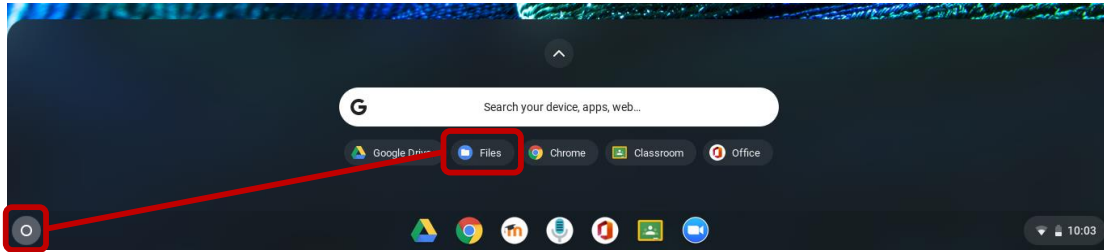
Cancel Turn in

How to use a USB Drive on a Chromebook:

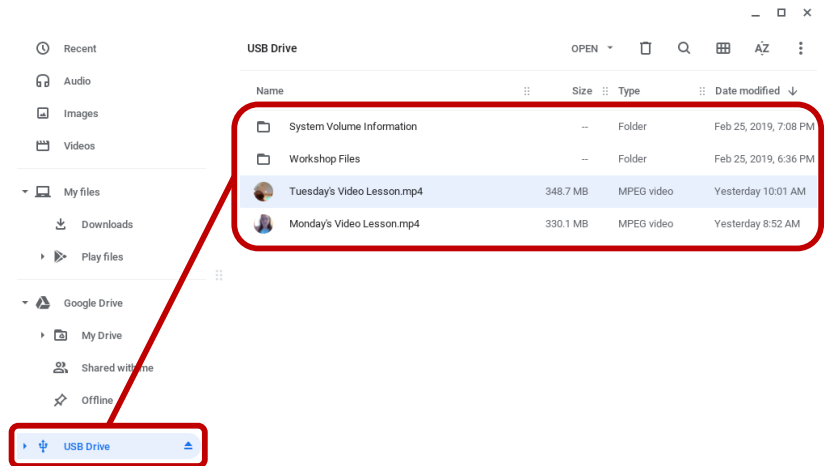
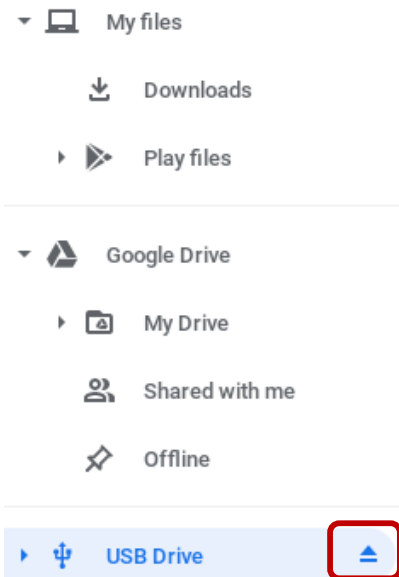
- Plug the USB Drive into the side of your Chromebook into the USB like in the pictures below.



- Open the Files app by clicking on the “circle” icon then click on “Files.”



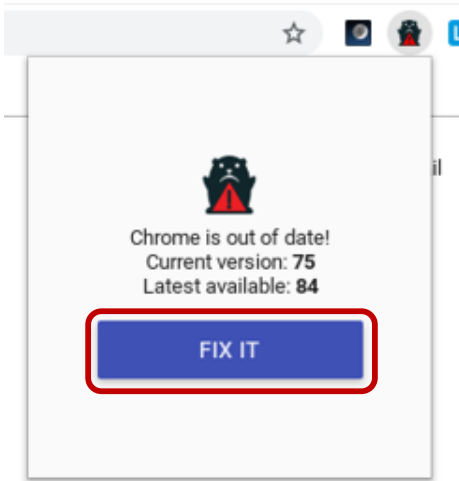
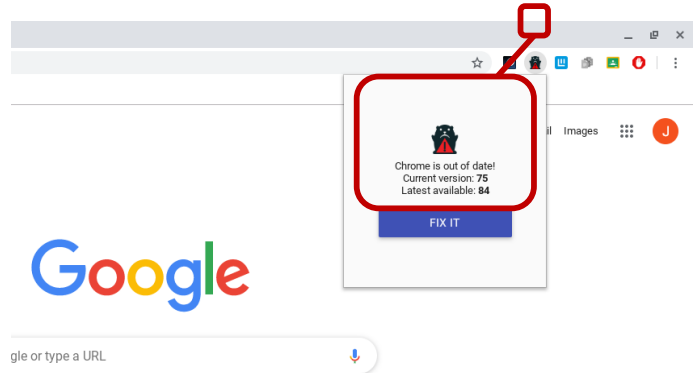
- To access the USB Drive, click on “USB Drive” then double click on the file you would like to access to open that file.



- Before unplugging the USB drive, be sure to click on the “Eject” icon, or you may cause damage to the files stored on the USB drive.

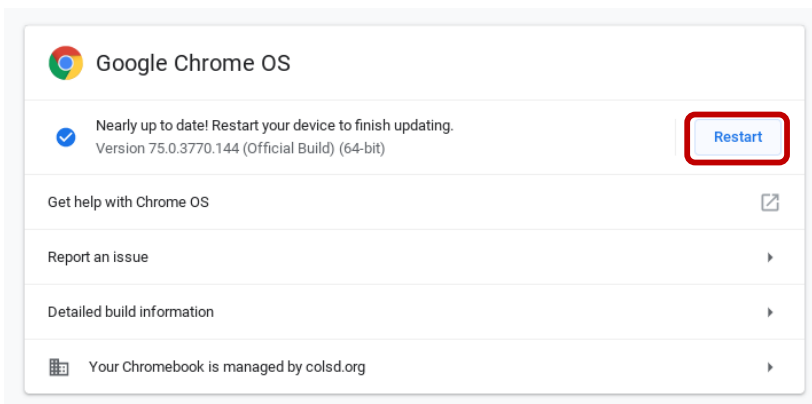
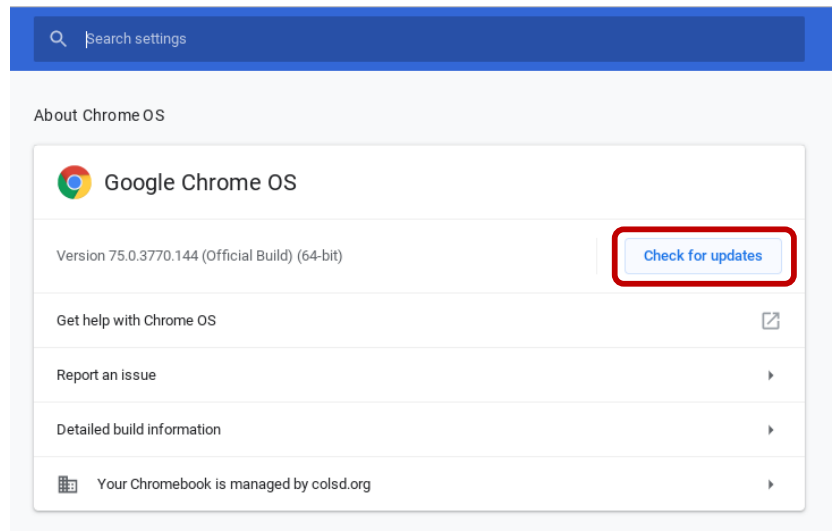
How to Install an Update:

- Check for updates by clicking the Gofer Icon in the upper right-hand corner. You will know if you need to update if there is a button that says “Fix It.”



- Click the “Fix It” button in the upper right hand corner of the screen to continue with the process of updating the Chromebook.

- You will be directed to the settings page where you can install the update. Click the “Check for Update” button and the update should begin downloading.



- Once the update is downloaded, a restart may be required. Click the “Restart” button to restart the device and complete the update.