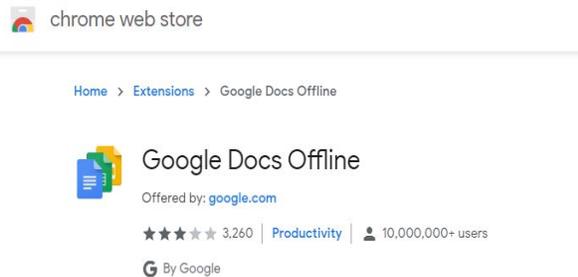


How to Enable, Access and Turn In Offline Google Files



Before you turn on offline access

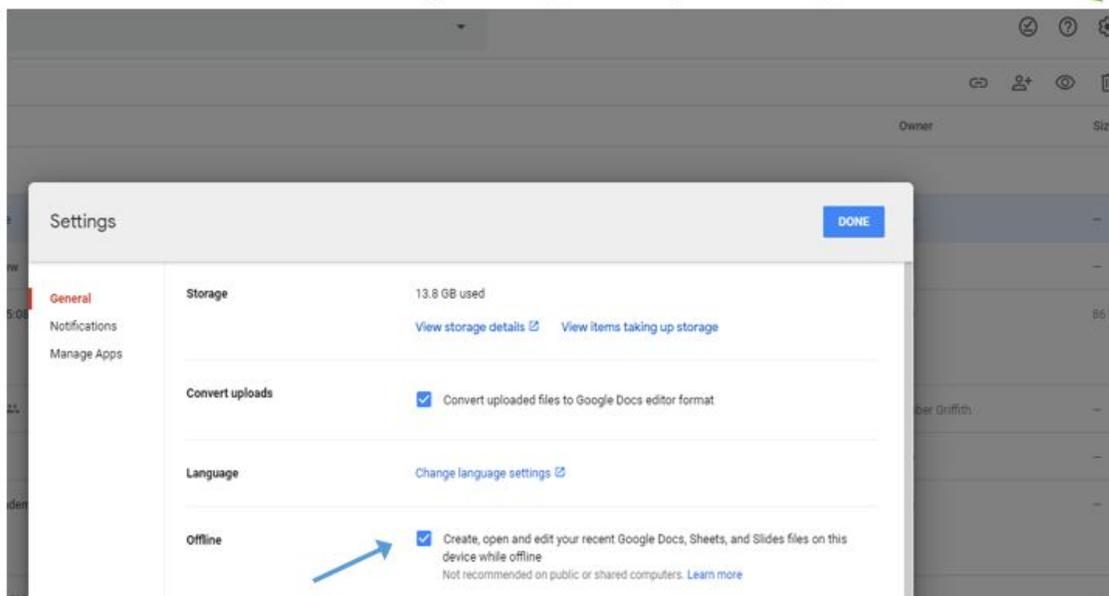
1. You **must be connected** to the internet. ****Don't use private browsing
2. You must use the **Google Chrome Browser** (logged into your Google Account)
3. **If not already downloaded.** (Go to [Chrome Web Store](#) add this extension if you do not have this extension) [Google Docs Offline](#)



If you have the Extension already installed Turn on Offline Settings

1. Sign into Google Chrome
2. Go to Google Drive (Follow Steps 1 and 2 in the drawing and Select Done)

1. Click on Gear (settings icon) in Google Drive

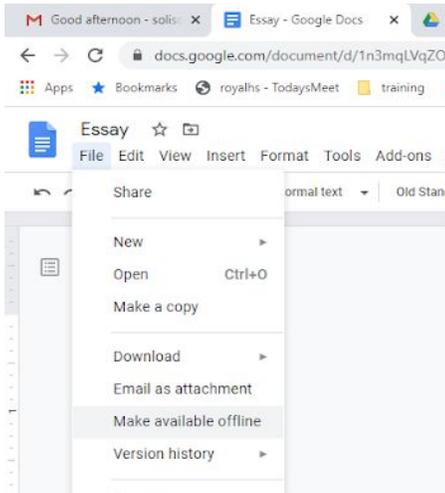


2. Check Offline Box (this turns on offline feature

Make sure all your settings are Turned On !

How to Save Files Offline

1. Login (you must be on wifi)
2. Open the file directly
3. Click on the word **file** from the menu and select
4. Select **Make Available Offline**



Preview offline files

1. On your computer, go to Google Drive 
Make sure you have already turned on offline access in previous setup steps.
2. At the top right, click Ready for offline .
3. Click Offline preview. You will see all the files you have saved offline (others will be greyed out)

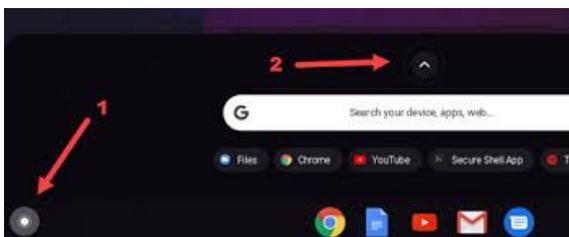
Accessing Files Later With No WIFI

1. You can leave your chrome book open on the files you want to work on after you leave the area with wifi and click on the files that are offline and make changes

OR

2. Close your chromebook and open it later. When you open your Chromebook do not login (you have no wifi)

Click on the **Launcher bottom (1)** left of your chrome book and the **Up Arrow (2)** Locate your offline files and make changes your files will be automatically saved. .



After you have finished your assignments Offline , and ready to turn in.

Connect to the internet. Login

1. Upload your file in Google Classroom in your assignment stream and Turn in.

Tap Classroom . 

Tap the class > Classwork > the assignment.

On the Your work card, tap Expand .



To attach an item:

- a. Tap Add attachment.
- b. Tap Drive , Link , File , Take photo , or Record video .
- c. Select the attachment or enter the URL and tap Select you want to turn in.