

Work on Google Drive files offline on your Chromebook

If you know you'll be offline but you want to work on Google Docs, Sheets, or Slides, you can make Google Drive files available offline.




Step 1: 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 2: 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.

Optional steps

Make specific files available

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 offline.

Stop seeing files offline

To free up hard drive space, you can delete the offline versions of your files:

1. Go to drive.google.com/drive/settings.
2. In the "Offline" area, uncheck the box.

You'll still see your files in Google Drive when you're connected to the Internet.

Important Things to Remember About Your Chromebook

- It is the student's responsibility to bring the Chromebook to class every day, fully charged
 - Bring to school at 100% charge every day
 - Bring to every class
 - Missed work due to not bringing Chromebook/bringing uncharged Chromebook is student's responsibility and may affect a student's grade
 - No replacement will be loaned for a forgotten/uncharged Chromebook
 - Students must have Chromebooks with them and charged in order to be prepared for class
- Chargers should stay in a safe place, at home
- Chromebooks must ALWAYS remain in the case provided, no exceptions
- Keep username and password confidential - DO NOT SHARE! You are responsible for what happens on your Google account
- Treat the Chromebook with respect - you are responsible for any loss or damage
 - Keep all food and liquid away
 - Always lock in locker if not using while at school
 - As long as our program continues, you will be issued the same Chromebook each year throughout your high school years
 - Do not lend to other students, friends or family members
- To Access the helpful **Student Guide for your chromebook** use the following procedure or link:
 - Go to Lakeview Homepage - go to "students" tab - go to "Chromebook Resources" link - go to "Introduction to Chromebooks link" - click on "Chromebook Student Guide"
 - https://www.lakeview.k12.pa.us/cms/lib/PA02000394/Centricity/Domain/1159/Lakeview%20School%20District%201_1%20Chromebook%20Initiative%20Student%20Guide.pdf