

No Internet? No Problem. How to Work Offline on your Chromebook

What you already know:

Chromebooks connect to the Internet when you are at school. You can take your Chromebook to any place that has the Internet, connect to their Internet, and use your Chromebook.

What can you do if you have limited or no Internet or your Internet goes out?

You can work offline, if you have it set up to do so.

What does “offline” mean?

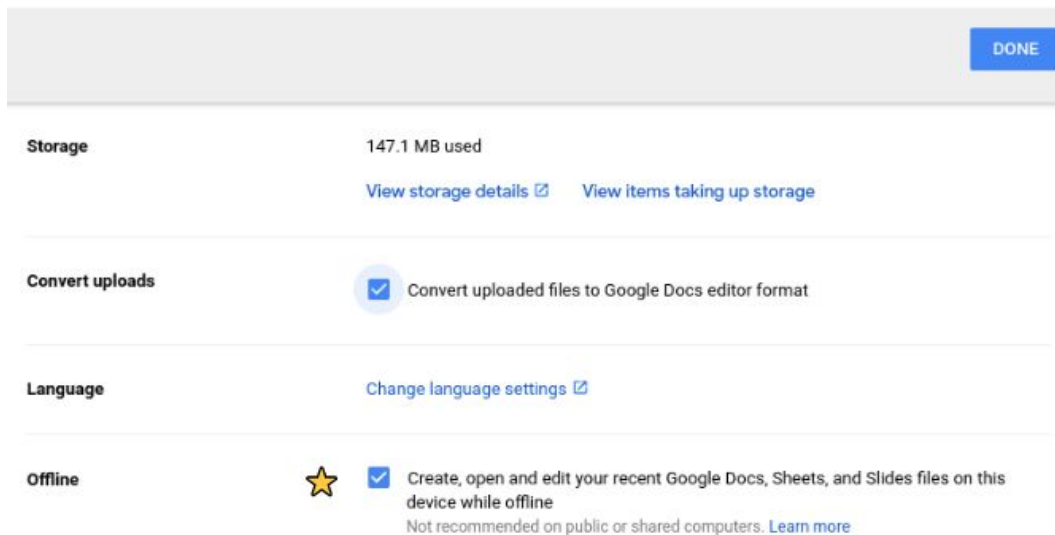
Working on a Google Document you have already opened without the Internet.

How can I do this?

1. You must be connected to the Internet to set this up.
 - You can take your Chromebook to any Lee’s Summit school or facility
 - Stand or park outside of the building
 - Logon to your Chromebook
2. Once you are logged on to the Internet, open your Google Drive.
3. Click > Gear in top right corner > Select Settings



4. Select the box > Create, open and edit your recent Google Docs, and Slides files on this device while offline. Click > Done.



Does Schoology or Youtube work offline?

No. However, if you go outside of any Lee’s Summit school, you can use the Internet just like if you were in school. To work on a Google Document at home, open the document and then go home to work on it. When you are ready to turn in, you can return to a location with the internet and this document will sync to your Google Drive.