

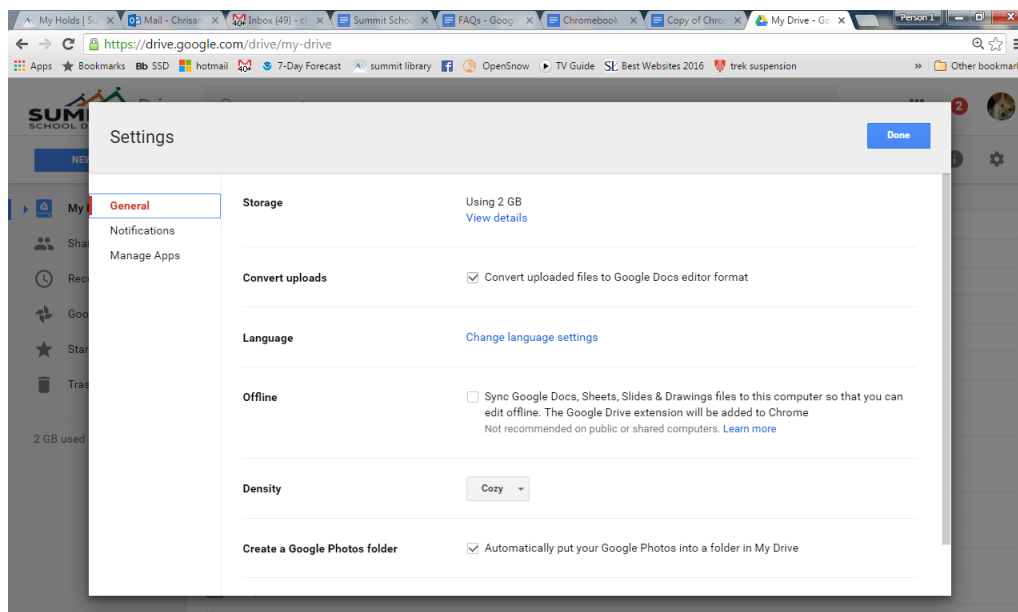
Summit School District Chromebook Mode Guide

Offline



Setup Offline Access:

1. **While at school and connected to the network**, sign into your Chromebook with your summitk12.org username and password.
2. Once signed in, access your Google Drive and click on the GEAR icon in the upper left hand corner. Go to settings and then click the **“Offline”** link  the
3. Click on the **Enable Offline** button.
4. Allow Google Drive to sync to your chromebook and store local copies of your google drive files on your chromebook.
5. Now you have access to your Drive files at home or if the Internet goes down!



Fourth line down on screen: OFFLINE. Check the box next to “Sync”.

Access your Chromebook Offline at Home

1. At the sign on screen click on the link that says **“sign in as an existing user”**
2. Access Google Drive as normal
3. When you get back to school and connect to the network, your files will automatically sync to Google Drive

