

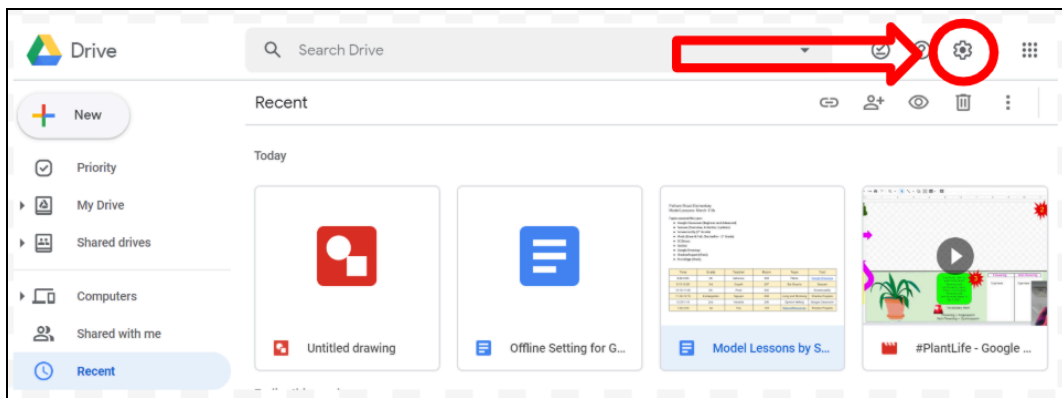
Enabling Offline Access on a Chromebook

1. Make sure the Chromebook is connected to WiFi.

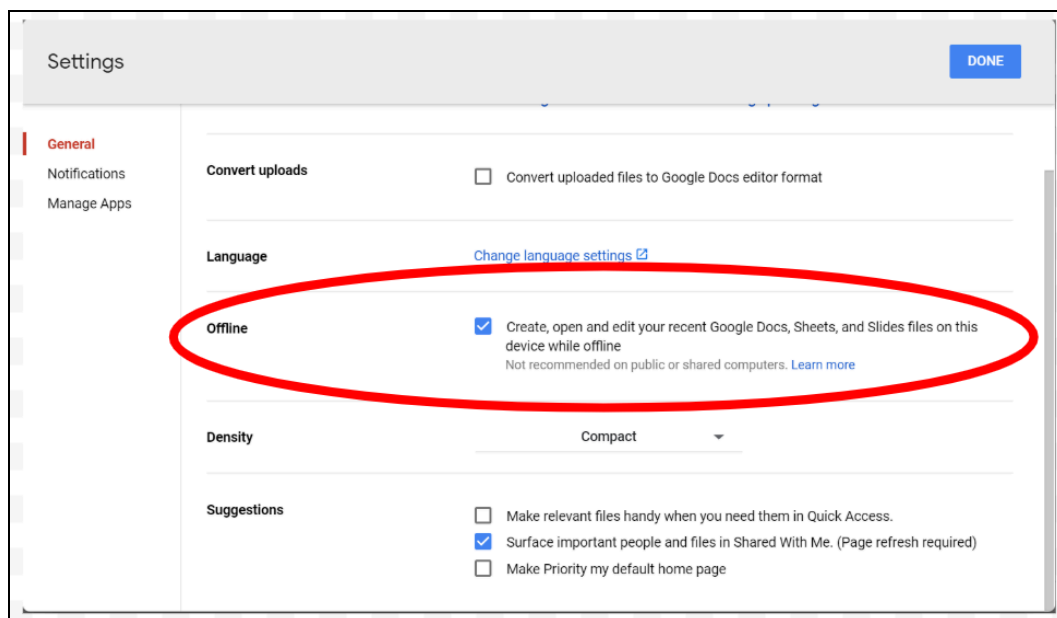
Note: The [Google Docs Offline extension](#) has been enabled by ETS. Users may want to check to be sure the extension is enabled.

2. Open the Chrome browser and navigate to drive.google.com
3. Within Google Drive, click the **Settings** icon.

Note: Your Chromebook saves your most recently opened documents so you can work on them offline. It may take some time for these files to download to the Chromebook depending on the speed of your Internet connection.



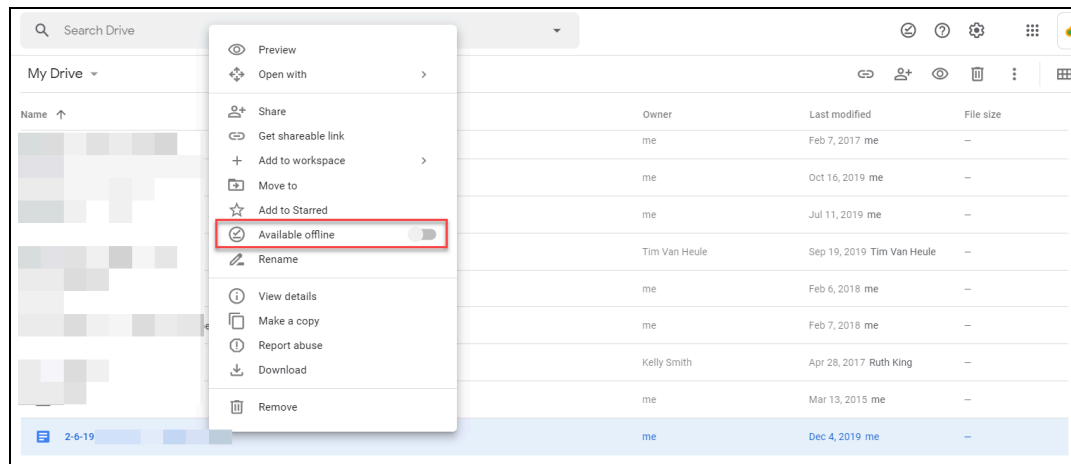
4. Check the box that reads, "Create, open, and edit..." under **General** > **Offline**



5. All Drive files may not be automatically synced. Find any files you would like to include in offline mode and add them manually. To select multiple files for offline

access, press the **Shift** key to select a range of files or the **Ctrl** for files not in a range while clicking the other files.

6. Right-click on the file or files and select **Available Offline**.



Notes

- A Chromebook in offline mode can only access files saved on the internal storage of the Chromebook. Links to websites or other resources on the Internet will not be accessible if the Chromebook is not connected to WiFi.
- Students that will be working without WiFi access should be sure that they have set all needed documents to “Available Offline” while still connected to WiFi as noted in the steps above.
- Any work completed on an offline file will not be saved until the Chromebook connects to a WiFi network.