

Working Offline

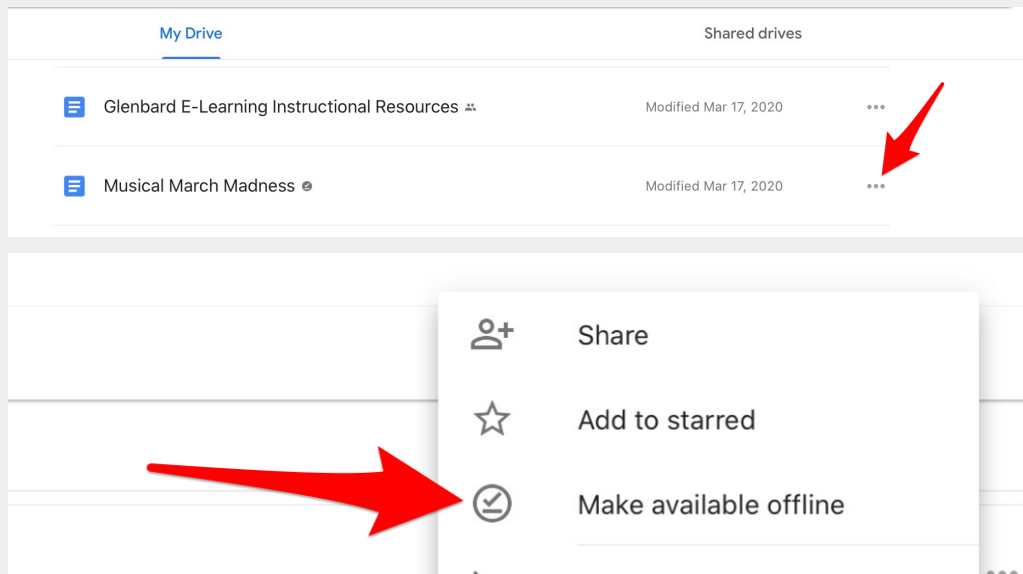
There may be times you do not have access to WiFi for your Glenbard iPad, or that the WiFi is too slow to work well for some tasks. These are some tips to help you manage how you work to make it easier and more efficient.

Working Offline with Google Drive

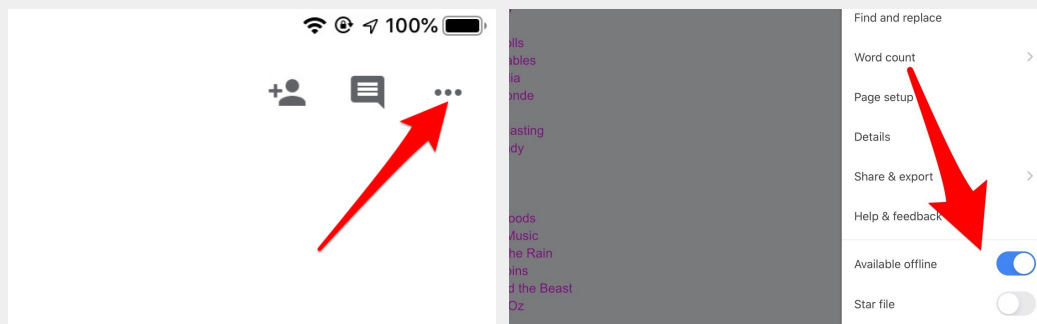
If you have Google Docs, Slides, or Sheets you need to be able to edit when you don't have WiFi, you can set these files to be available offline.

1. Make Available Offline:

Option 1: While you have access to WiFi, tap the three dots next to the file name in Drive and choose "Make available offline"



Option 2: Open your individual file, tap the three dots in the upper right, and toggle "Available Offline" on



- ### 2. Work Offline:
- Any work on the Doc, Slides, or Sheet you do while offline will **automatically update** the file once you are connected to WiFi again.

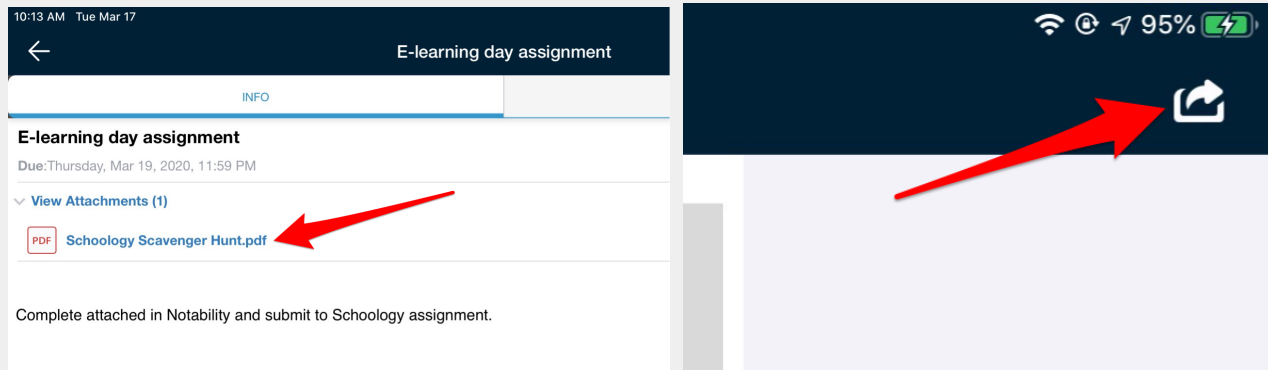
Working Offline with Materials Posted to Schoology

If you know you have limited access to WiFi, you may want to download any items you might need while you do have access. This may include sharing PDF files to Notability, downloading video files to your Photos app, and saving other kinds of files in ways that don't depend on Internet access.

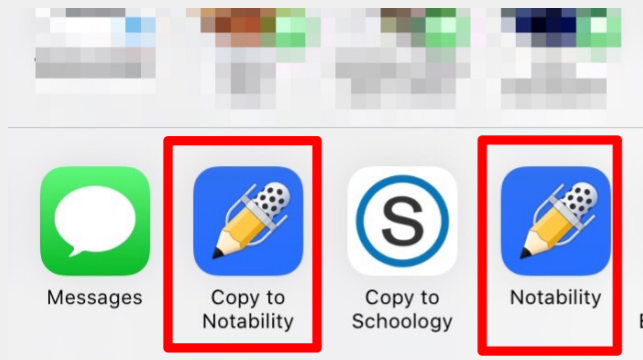
Save PDFs to Notability:

Spend time while you have WiFi downloading your PDFs to Notability so you can read and annotate offline:

1. Open PDF and tap Share icon:



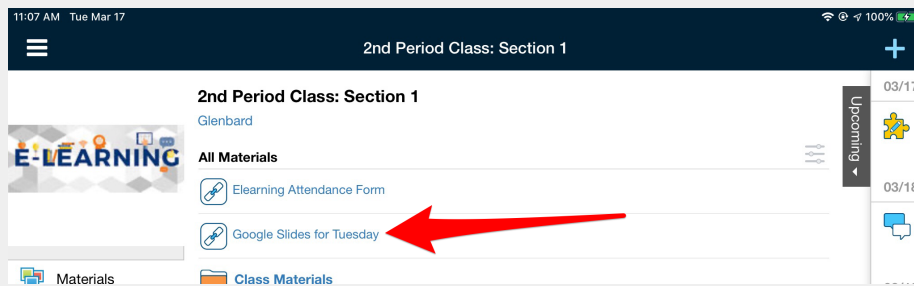
2. Choose Copy to Notability (launches app) or Notability (sends to app, then you open Notability):



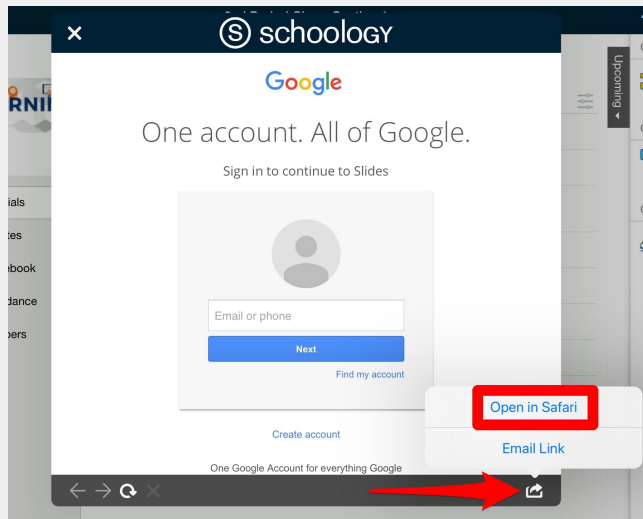
Save Google Slides to PDF in Notability:

If your teacher posts Google Slides links, you can save these slide presentations as PDFs to Notability. If the slide presentation has embedded videos, you may want to screen record those while you have access so you can download to your Photos app (see below).

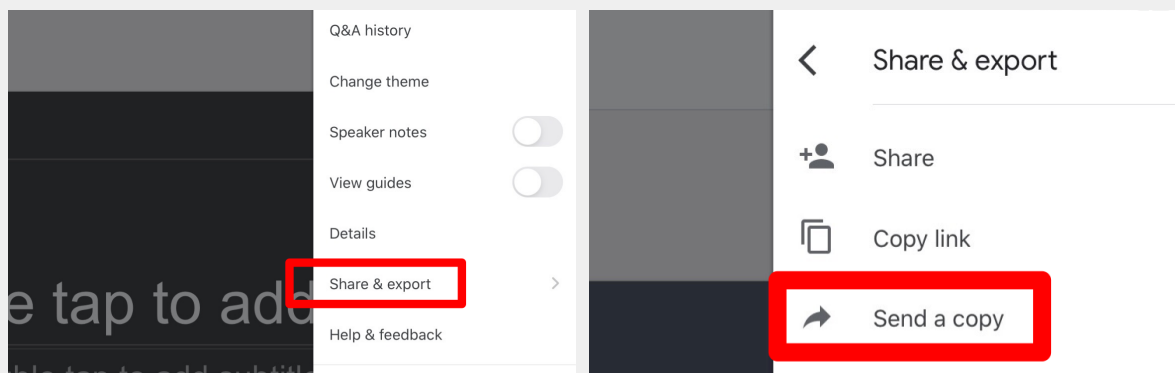
1. Open Slides link from Schoology:



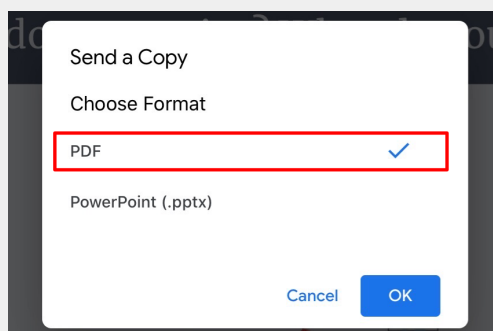
2. Open the Slides link in Safari. (You may need to sign in once you're in Safari. Your teacher needs to make sure the slides are visible to Anyone or Anyone at Glenbard with the link.)



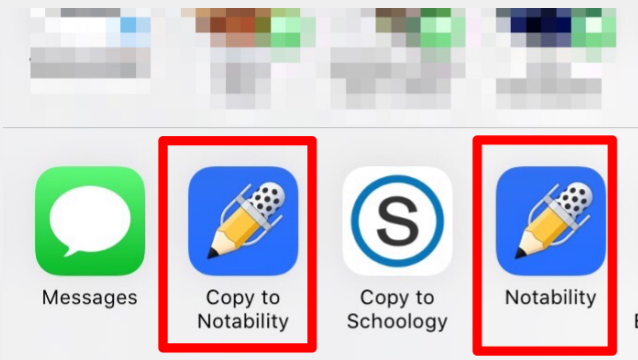
3. Choose Share & Export, then Send a Copy:



4. Choose PDF



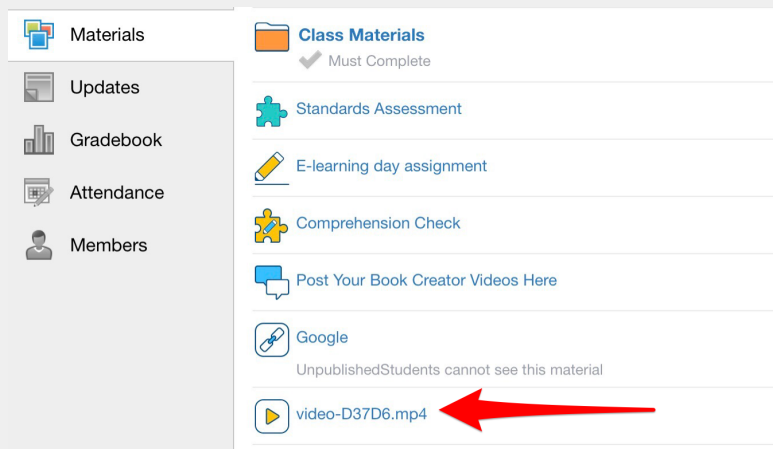
5. Choose Copy to Notability (launches app) or Notability (sends to app, then you open Notability):



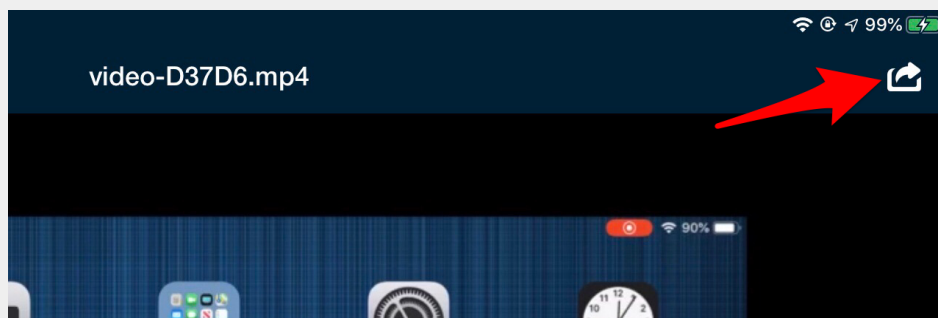
Save Videos to Photos app:

If your teacher has posted videos as files in Schoology, you can download those to Photos and play them offline later.

1. Open the video file. It may be in materials or it may be attached to an update:



2. Tap the Share arrow:



The screenshot shows an iPhone screen with a video file named "video-D37D6" (28.2 MB) selected. Below the video thumbnail, there are several sharing options: AirDrop (with a red badge showing "2"), Messages, Mail, Copy to Notability, and Copy. A red rectangle highlights the "Save Video" option, which is located below the sharing options. The "Save Video" option is accompanied by a download icon (a square with a downward arrow).

There may be times your teacher wants you to watch videos for class. If you have limited access to WiFi, you could screen record the video while you have access. Screen recording will allow you to save the video to your Photos app. You don't need WiFi to watch the screen-recorded video from the Photos app.

Almost all of the Glenbard textbooks are available offline. See the Student Instructions for your specific textbook for more details on how to do this. Your teacher should have posted them for your course at some point. Ask your teacher for instructions if you don't have them anymore.

Do you have limited access to WiFi? Here is a [quick tutorial on how to download your books in Sora](#) so that you can still access them without an Internet connection.