



ChurchillCSD Learning From a Distance: Using Chromebooks Without Wifi- Tips and Tricks

bit.ly/cboffline

Chromebooks can be used offline to accomplish many of your learning tasks. This will allow you to do your work anywhere and save data you may be using for other family members in your home. Here are some of the things you can try!

By completing a couple of quick steps while at a hotspot or area with wifi, you can prepare to do the following offline. Then, when you get back to a hotspot or area with wifi, you can quickly sync your work and get more.

1

Take Notes

You can take notes offline using Google Keep. First, if you've already taken notes, you'll need to save them so you can read and edit offline:

1. Make sure your Chromebook is connected to the Internet.
2. In the corner of your screen, click the Launcher  > Up arrow .
3. Open the Google Keep app .
4. Wait for a few minutes. Your Chromebook will automatically save your notes so you can see them offline.

After your Chromebook saves your notes, you can edit them or write new notes offline. Any changes you make will show up in Google Keep the next time you're online.

2

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. Go to drive.google.com/drive/settings.
3. In the "Offline" area, check the box. It might take a few minutes for the offline access setting to turn on.

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.

Making 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.

3

Work on Google Classroom Files Offline on your Chromebook.

Check out this tutorial (you can start at 1:30) to learn about Google Classroom files offline.

<https://www.youtube.com/watch?v=5MaRowTelwU>

4

Read Articles or Text from Websites Offline

When online, open a tab with the article or website you want to read. Leave that tab open. When you go back to it offline, you will see the article and be able to access it.