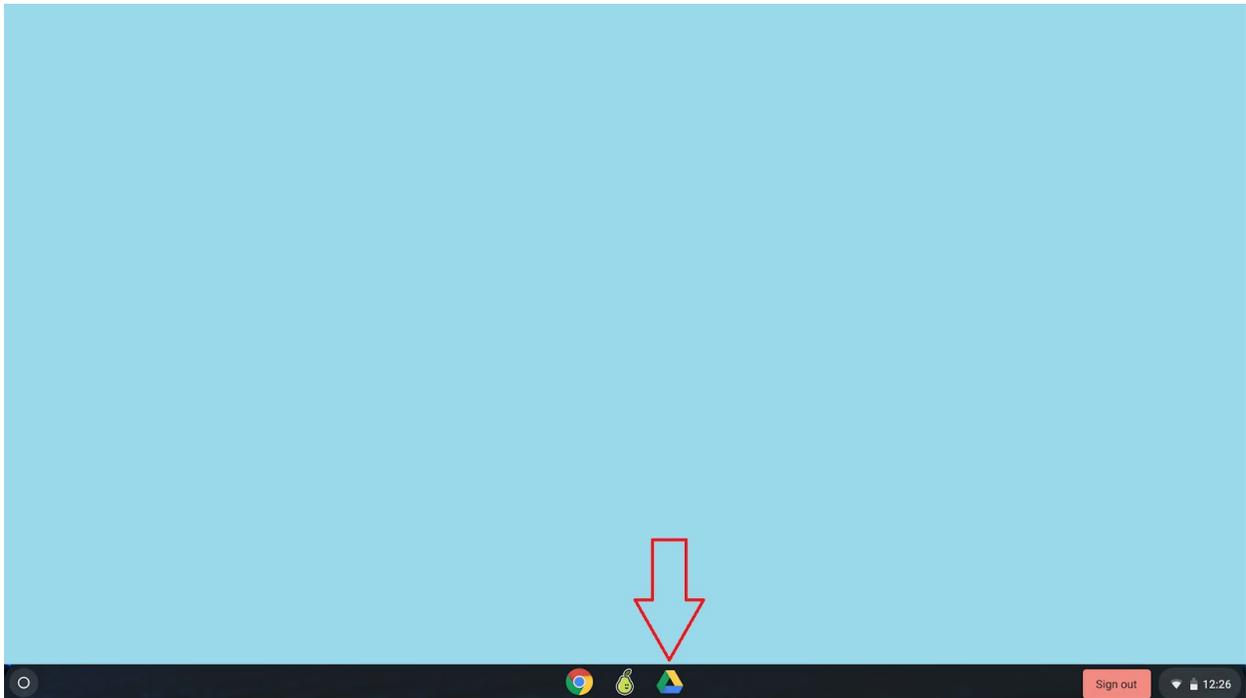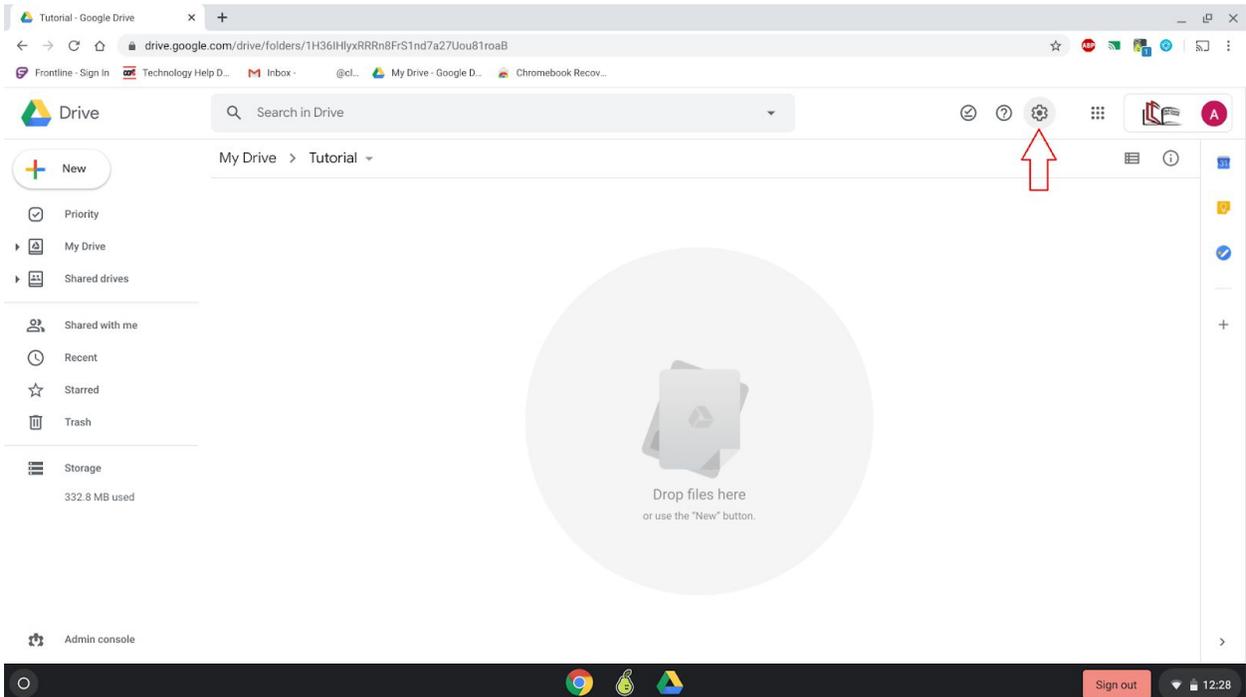# How to Turn on Offline Mode on a Chromebook

Please note that certain chromebooks already have Offline Mode enabled.
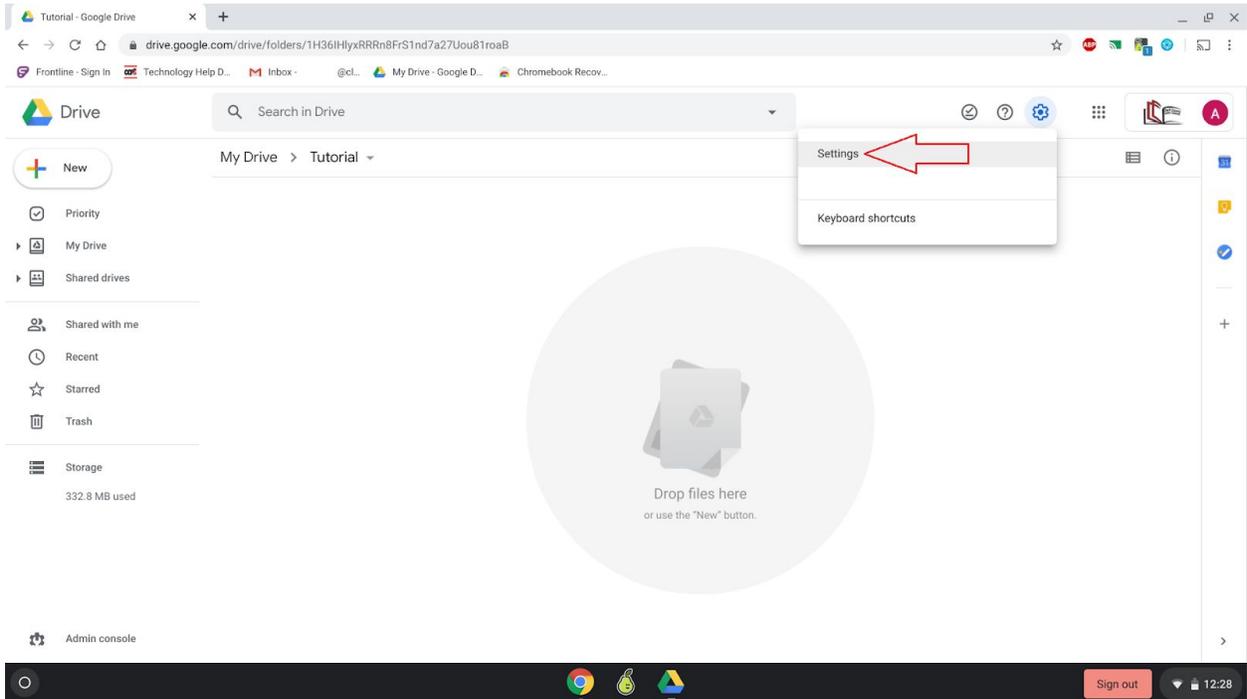To see if your Chromebook is already setup in Offline Mode proceed to page 5.
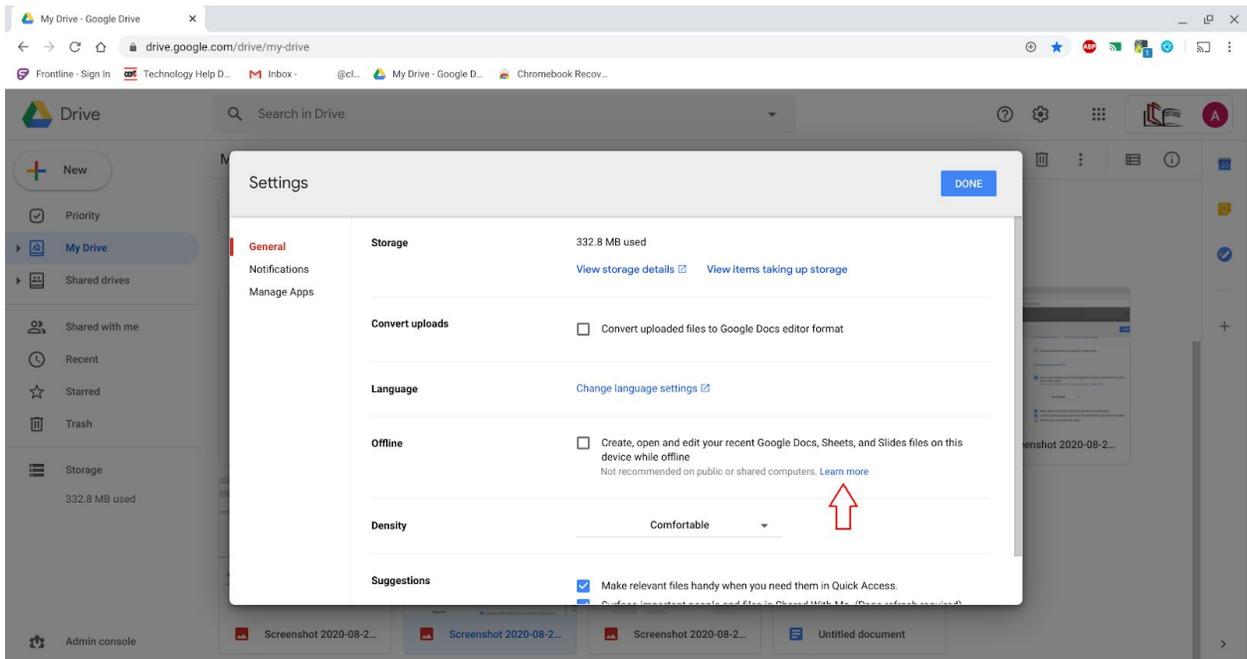
Step 1: Open Google Drive.
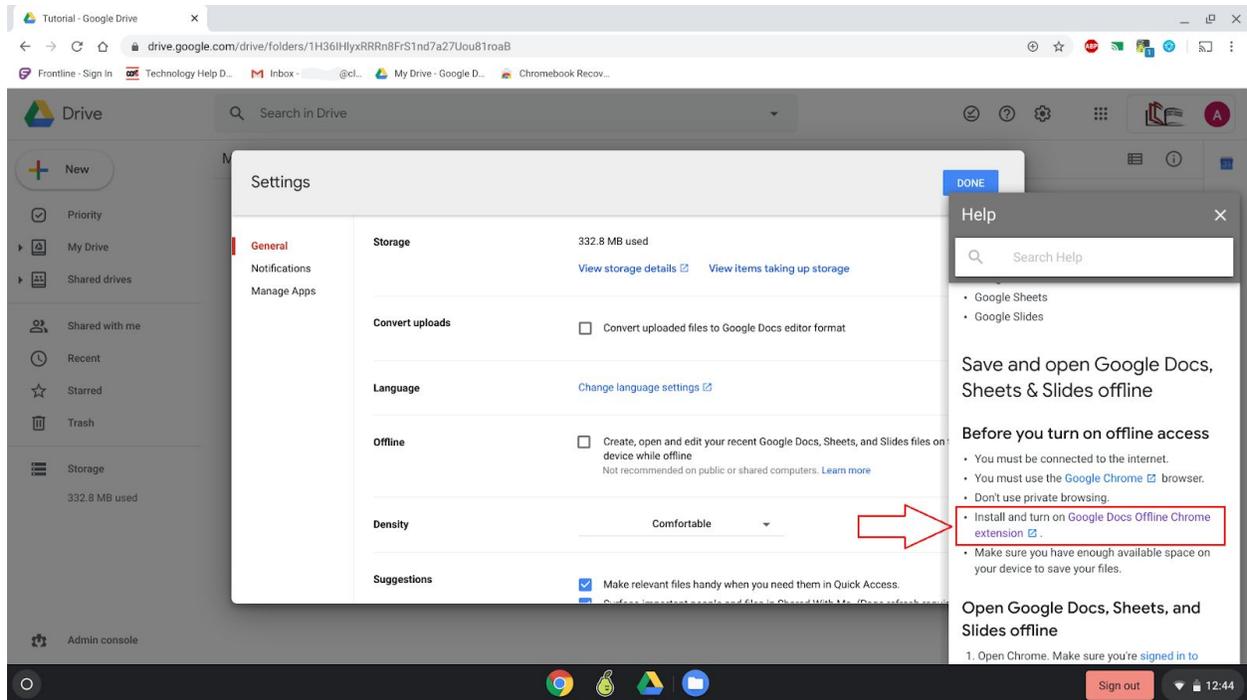

Step 2: Open the settings dropdown menu.

Step 3: Click on Settings.

## Step 4: Under the "Offline Mode" description, click the blue text that says "Learn More".

**Step 5: Scroll down to "Before you turn on Offline Access".
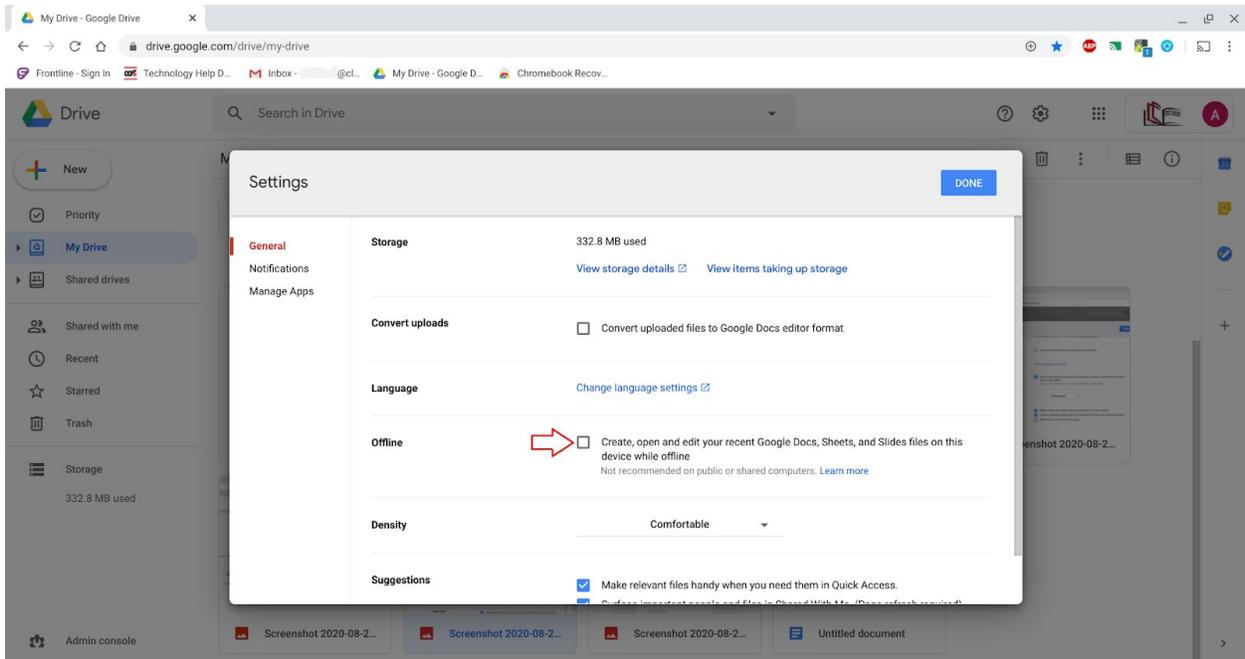Once there, click "Google Docs Offline Chrome Extension".**

**Step 6: Click "Add Extension to Chrome" (on Chromebooks that already have
this extension installed it will only say "Remove from Chrome"... don't click that!)**
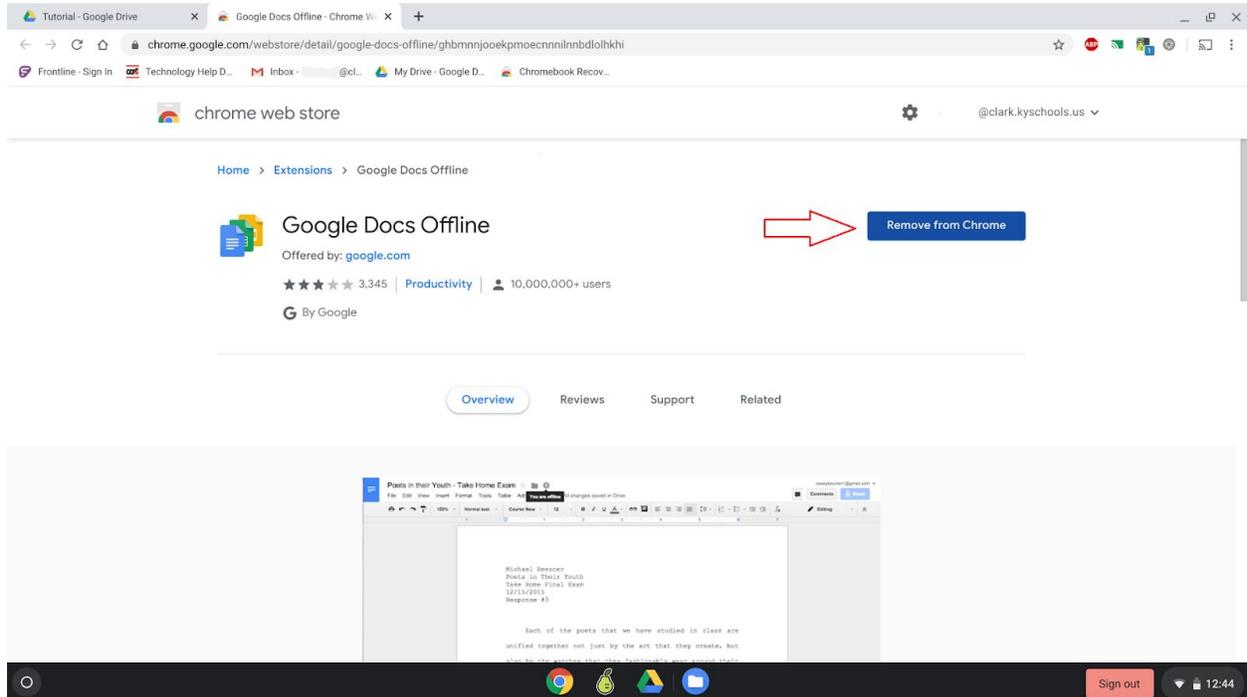
Step 7: Close the tab you are in.
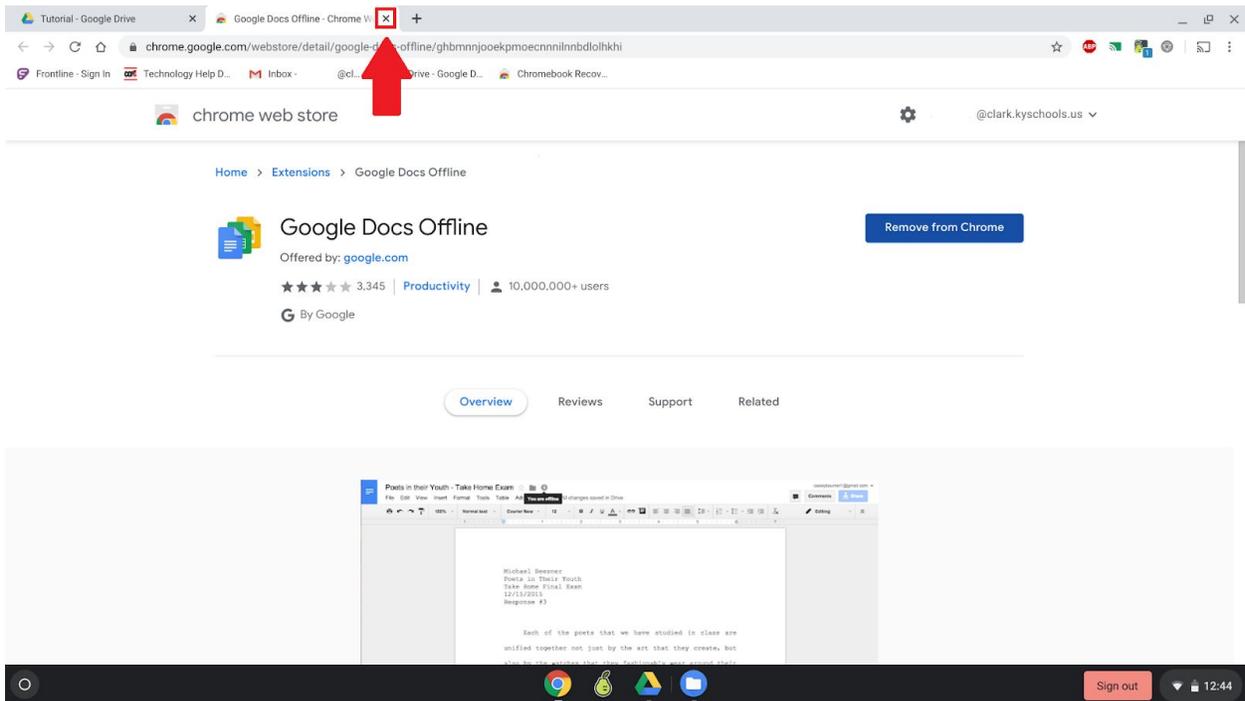
Step 8: Enable offline mode by checking the box.

Complete!

This will <u>NOT</u> automatically download all files from Google Drive. Each file that needs to be downloaded for offline use has to be selected individually and made "Available Offline".
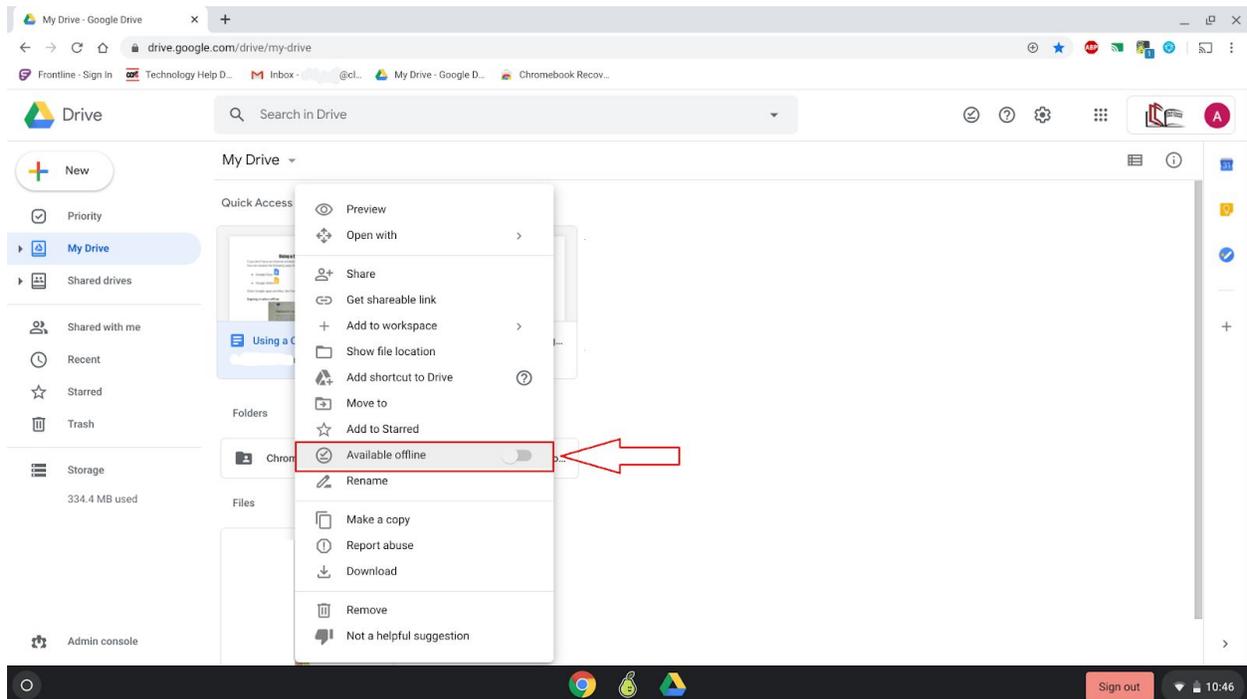
This can only be done by…

For Chromebooks **with** physical mouse buttons:
Right click each document that is needed for offline use and select "Available Offline".

For Chromebooks **without** a Physical mouse Button:
Use two fingers on the touchpad to click on the document (this simulates a right click), then select "Available Offline".

After "Available Offline" has been selected, a pop up will display in the lower left hand corner saying "Setting up offline".
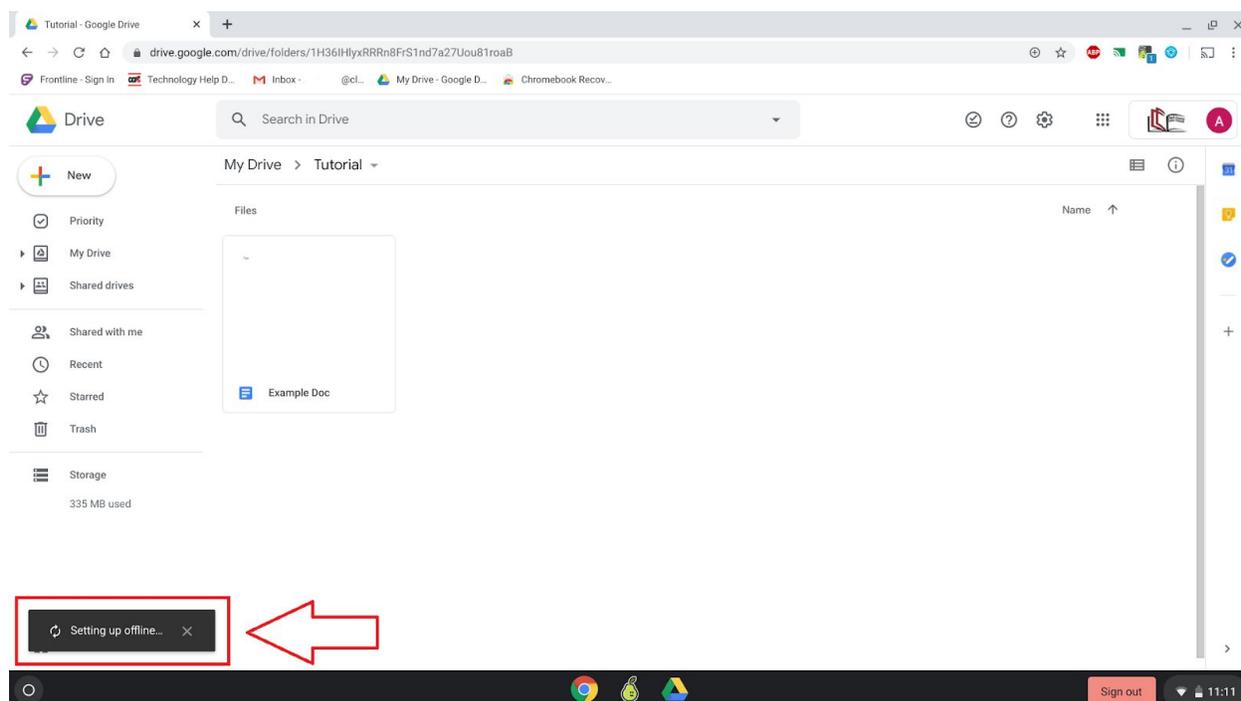
Sync times will vary depending on the amount of documents needing to be downloaded for offline use as well as the number of students currently attempting to access the network.
In our tests this syncing could take anywhere from 3 to 10 minutes depending on the number of documents.
As soon as the "Setting up offline" pop up disappears, the student will be able to shut down the Chromebook like normal.

Have a great start to the year!