

Working offline with Google Drive on chromebook

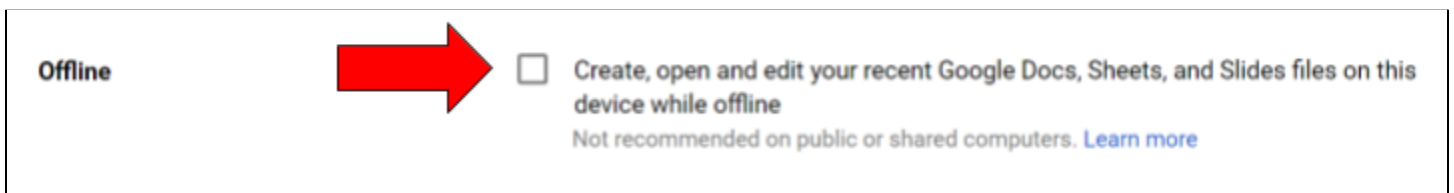
*****Google classroom will have its own folder inside your Google Drive.*****

1. Log into the Chromebook using your @wcsdms.com credentials.
2. Go to Google Drive.

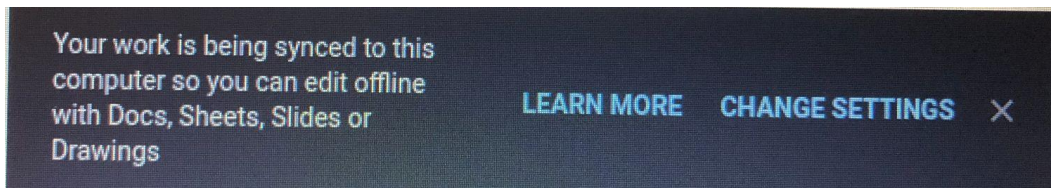
3. Click on settings



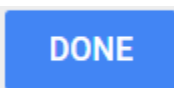
4. Check to see that the offline check box is checked



Once checked you will see the pop-up below.



5. On the settings tab click done.



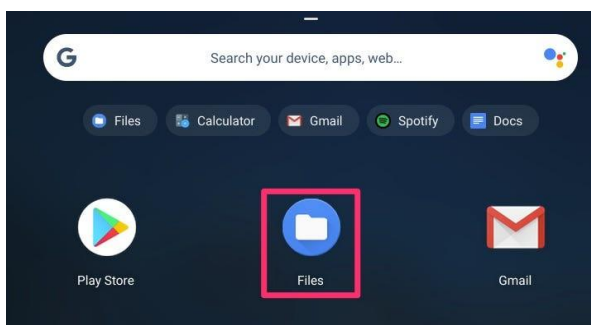
6. Give the Chromebook time to sync with your files while still connected to Wi-Fi.
The time it takes to sync Google Drive is dependent on the number of files in your Google Drive. This can take from a few seconds to several minutes.

Accessing your Google Files Offline

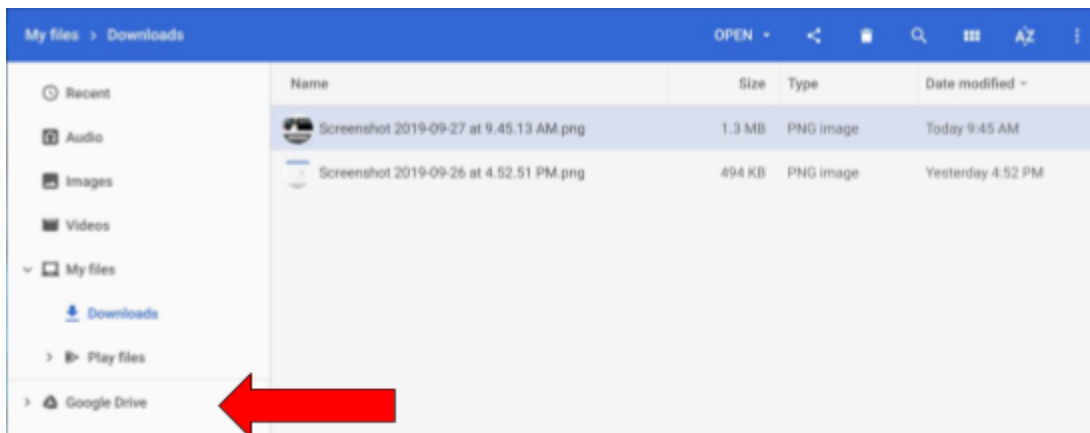
1. Log in to your Chromebook using your @wcsdms.com credentials.
2. Click on the circle on the bottom left side of the screen



3. Click the up arrow or Files if you see the icon
4. Click on files



5. From the left menu click Google Drive



6. Select a file to be worked on

*****Google classroom will have its own folder inside your Google Drive.*****

The Classroom folder is where the work from the different teachers will appear.

7. The Chromebook will need to be taken to a location to sync to submit work.
This will happen automatically when the Chromebook has an internet connection and is logged in using the @wcsdms.com credentials.