



Chromebook: Working Offline (Students)

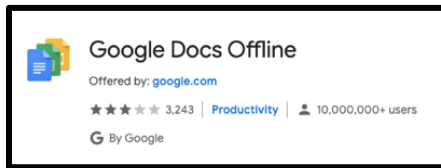
Working Offline

Chromebooks can be used when you are not connected to the Internet.

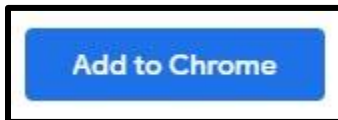
Adding Google Docs Offline Extension

It is possible to work on Google Docs, Sheets, or Slides when you are away from Wi-Fi. However, you must add specific settings to your Chromebook in order to work offline. This process requires an internet connection.

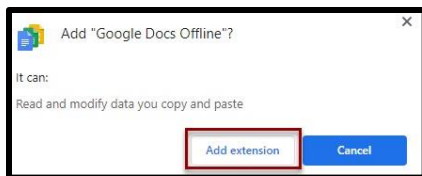
1. Download the extension from this web page:
[Google Docs Offline Extension](https://tinyurl.com/j8xmxs8)
<https://tinyurl.com/j8xmxs8>



2. Click **Add to Chrome**.
Note: The **Remove from Chrome** message means the extension is already installed.



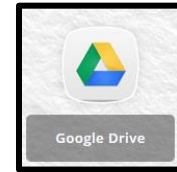
3. Click **Add extension** in the pop-up window.



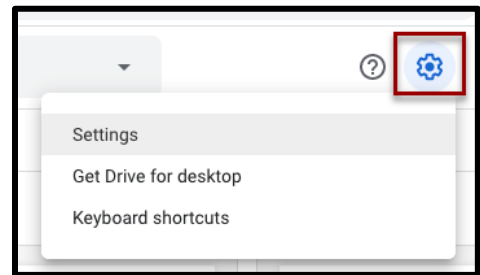
Google Drive Settings

1. Navigate to the **My FWISD Apps Portal**.
<https://www.fwisd.org/myfwisd>
2. Click **Sign in with Microsoft**.

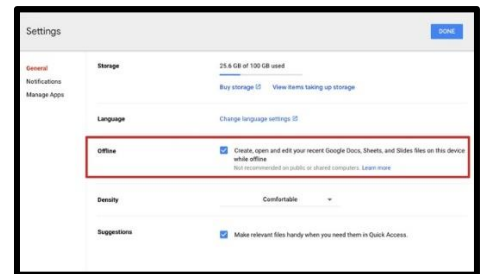
3. Click the Google Drive app located in the **My FWISD Apps Portal** window.



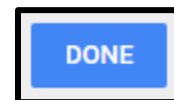
4. Click on **Google Drive settings**.



5. Check the box labeled **Offline** if not already checked.



6. Click **Done**.



7. Find and open the file you would like to work on or start a new Google Doc.
8. Work on your file. Any changes will sync to Google Drive the next time your Chromebook connects to the Internet.