

To work on assignments offline (without internet service):

- ❓ Sign on to your Chromebook using your tboe.net user name and password.




- ❓ Open your google drive and click on the project you need to work on
- ❓ Once you have the doc, sheet, or slide open: make the changes or complete your work

Here are some important things to know when you're offline:


- Use the Chrome browser or a [Chrome device](#). You can't work offline with other browsers.
- More than one person can use Drive offline on the same computer, but each person will need to [log in with a different Chrome profile](#).

Important: Only turn on offline access on personal computers or computers that you use regularly. Turning on offline access on public or shared computers can put your data at risk, because others may be able to view your synced files.

Google Drive

1. On a Chrome browser, go to drive.google.com.
2. In the top right, click the Settings icon .
3. Choose **Settings**.
4. Check the box next to "Sync Google Docs, Sheets, Slides and Drawings files to this computer so that you can edit offline." To disable offline access, uncheck the box.

Doc, Sheets, and Slides homescreens

1. On a Chrome browser, open the Docs, Sheets, or Slides [homescreen](#).
2. On the left, click the Menu icon .
3. Choose **Settings**.
4. Click **Turn on**. To disable offline access, click **Turn off**.

Your files and folders will automatically be synced so that they'll be available without an Internet connection.