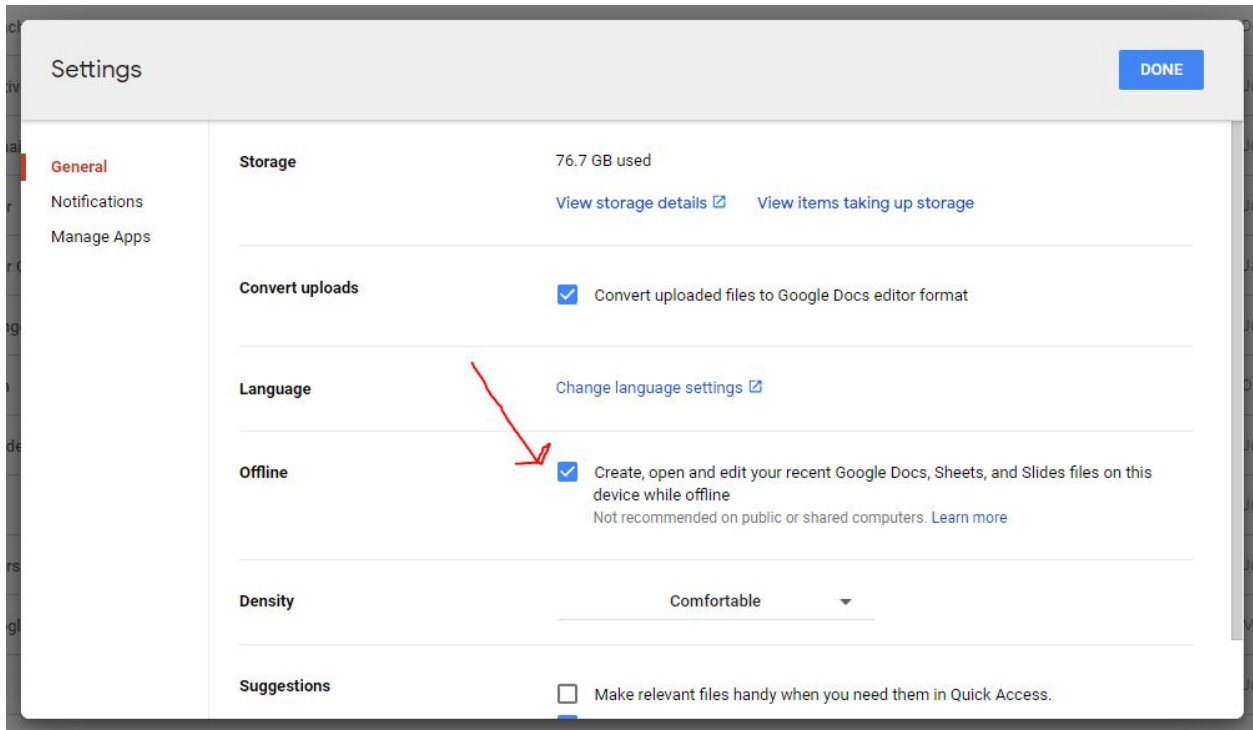


## How Students Can Work Offline on a CCBOE Managed Chromebook

[Link to Video Demonstration](#)

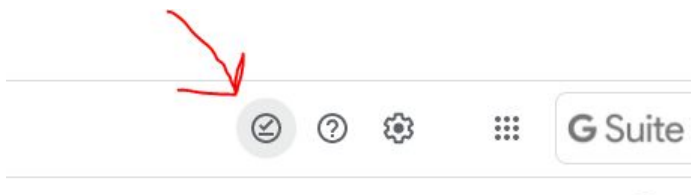
1. Students go to [drive.google.com/drive/settings](https://drive.google.com/drive/settings) and check the box next to "Create, open, and edit your recent Google Docs, Sheets, and Slides files on this device while offline."



2. Students need the [Google Docs Offline Chrome extension](#). We have "Allowed" this extension and students are prompted to install it when they choose the checkbox in the previous step.

3. Students go to [drive.google.com](https://drive.google.com), right click on the Docs, Sheets, or Slides file they want to save offline and turn on "Available offline." OR with the Doc, Sheet, or Slide file open they can choose "make available offline" from the File Menu.

4. Students can preview offline files by clicking on Offline preview at the top right of their Google Drive.



**5. Last and very important - Students need to have signed into the Chromebook at least one time while connected to the internet.**