


Working Offline


If you aren't connected to the internet, you can still create, view, and edit files via **Google Drive** in the following applications:

- Google Docs
- Google Sheets
- Google Slides
- ***Please note*** you are not accessing the assignments from the **Google Classroom**; you are accessing through **Google Drive**

First, turn on offline access:

- You should always make your current work available offline while you are at school and are connected to the internet.
- You must use the [Google Chrome](#) browser.
- Don't use private browsing.
- Install and turn on [Google Docs Offline Chrome extension](#). (may already be enabled)
- Open [Google Drive](#).
- At the top right, click the Settings icon 
- Click Settings.
- Check the Offline setting box
- This will make all RECENT documents available offline


Make specific files available offline

- The steps above only cover recent files.
- Open any Google document, spreadsheet, or slide
- On the right side of the title, click  or "See Document Status"
- Select Turn on
- **OR** Click File
- Select "Make Available Offline"

To find your offline assignments

- Open your Classroom folder.
- Find the Class and open that folder.
- Any teacher created [Docs](#), [Sheets](#), or [Slides](#) will be inside the folder.

Check if a document is ready for offline use

1. On your computer, open a file in [Docs](#), [Sheets](#), or [Slides](#).
2. Click  "See document status" .

Tip: If your document is not ready to edit offline, an explanation will appear.