



## Working Offline on a Chromebook

Do you have internet access at home? If not, you will need to set up your chromebook to work offline. This way you can work on assignments off line and then sync at school. You must follow these steps while online at school.

1. Sign into your chromebook at school.
2. Sign into the Lightspeed Filter (login.pasoschools.org)
3. Go to [drive.google.com/drive/settings](https://drive.google.com/drive/settings).
4. Check the box next to "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline." Allow a few minutes for this setting to be ready. You should only have to do this one time.

The screenshot shows the Google Drive interface. At the top right, there are icons for grid view, information, and settings. The settings icon is highlighted with a red box. A dropdown menu is open, showing options: Settings (highlighted with a red box), Download Drive, Keyboard shortcuts, and Help. Below the menu, the 'Offline' section is visible. It contains a checkbox that is checked, with the text 'Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline'. Below this text is a link that says 'Not recommended on public or shared computers. [Learn more](#)'.