

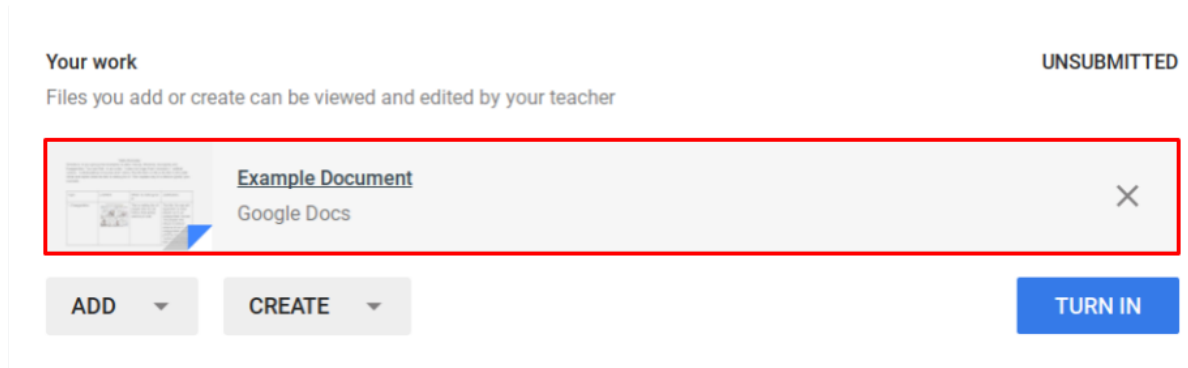
Using Google Classroom Offline

Prepared by Chromeland Support

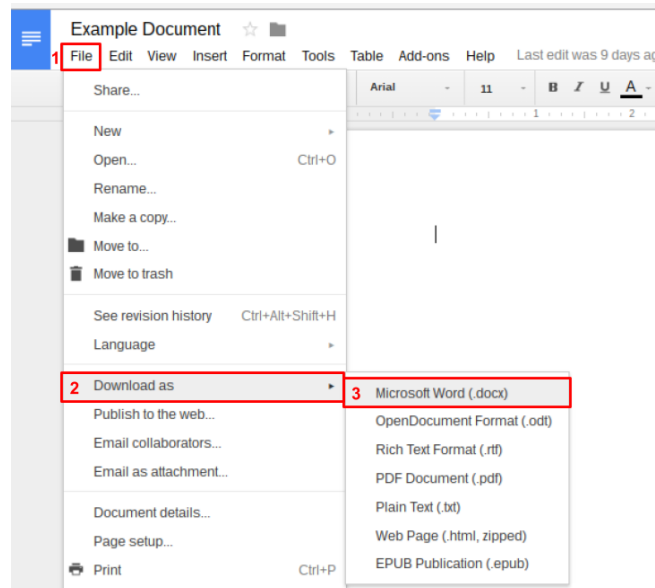
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Saving the document to your device

1. Open the document from classroom with Google Docs while an internet connection is established.



2. Access the file menu and download the document as Microsoft Word (.docx).



Accessing the document offline

1. You can access the download from the browser by pressing Ctrl+J or through the chromebook files, which can be found in the all apps section of the launcher (circle located on the shelf).



2. After opening the document you can edit it and the document will automatically save on the device's hard drive.

Uploading the document once connection is in place

1. Go to www.classroom.google.com, access the assignment, and navigate to the ADD drop down menu.



2. You can then attach the document to the classroom assignment and turn it in.

