

Thanks to Dagny Brown from Lord HS for this quick tip to access your student's documents while offline from the chrome devices.

Having trouble accessing your .docs offline?

Here are some simple steps to atone for this problem.

Save the desired file to your google docs.

- Go to your google drive and right-click the desired file and download.
- Once that is done you can click your file icon on your start bar and access it anytime you wish.
- A quick way to check if the process was successful is to click the YC icon on your start bar clicks CONNECTED TO CLASSROOM select the WIFI symbol on the right-hand bottom corner.
- Click it to disable the WIFI.
- Then click your FILES icon and access your documents.
- Make sure the file says .docx instead of .gdocx, the .gdocx means that it can only access online and nothing else as in the .docx means it can be both.