

CBM: Heather O. Dennis: hdennis@gcsd.k12.sc.us

Completed BEFORE students leave with the chromebook OR if you can get TEMPORARY WIFI TO DOWNLOAD ASSIGNMENTS to work on until you can reconnect to WIFI:

Moving Assignments/Files to use Offline:

Repeat the Instructions for each Teacher's eLearning assignment.

1. Go to Google Classroom
2. OPEN the eLearning DOC/ASSIGNMENT
3. Click on the GRAY folder that appears to the right of the name of the Doc/Assignment
4. Click MY DRIVE and it will highlight in BLUE
5. Click MOVE
6. OPEN a NEW TAB
7. Go to your GOOGLE DRIVE to make sure the DOC/ASSIGNMENT is there.

For Student Reference at Home:

Accessing Files/DOCS/Assignments without WIFI and Turning In Assignments

1. On eLearning Day, Sign into your chromebook just like you would at school.
lastnamefirstnamemi@live.gcsd.k12.sc.us
G@#####
2. In the bottom LEFT CORNER, Click on the ROUND LAUNCHER ICON.
3. CLICK ON FILES
4. CLICK ON GOOGLE DRIVE
5. ALL DOCS/ASSIGNMENTS WILL APPEAR AND YOU CAN CLICK ON THEM TO BEGIN WORKING.
6. Once assignments are completed, they are automatically saved.
7. When you **return to school** and connect to WIFI, go back to the assignment in Google Classroom.
*******You can also connect to WIFI at a public place or a family member's WIFI to turn in assignments.**
 - OPEN the Assignment to check your work
 - Go back and click the TURN IN button to submit your assignments.