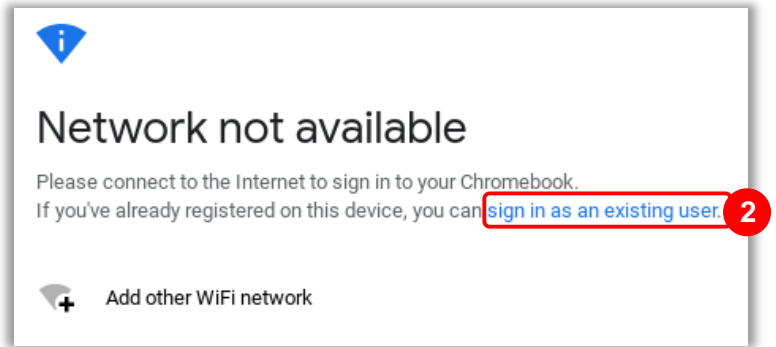


Completing Assignments Offline

Offline Log-in Instructions:

- (1) Before logging in offline, you will need to login at least once with internet
- (2) Click on “Sign in as an existing user”
- (3) Enter you school issued email and password

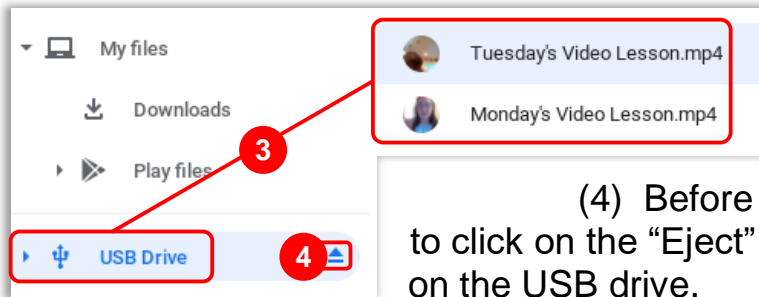


Using a USB Flash Drive:

- (1) Plug the USB Drive into the side of your Chromebook into the USB



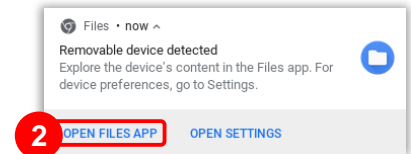
- (2) Open the Files app by clicking on the “circle” icon then click on “Files”



- (3) To access the USB Drive, click on “USB Drive” Double click on the file you would like to access to open that file

- (4) Before unplugging the USB drive, be sure to click on the “Eject” icon, or you may lose the files stored on the USB drive.

- (5) You can also access the “USB Drive” folder by clicking “Open Files App” after plugging in the USB Drive



Completing an Assignment:

- (1) Open the file and complete it as usual
- (2) When you are done close the window; your assignment will be saved automatically