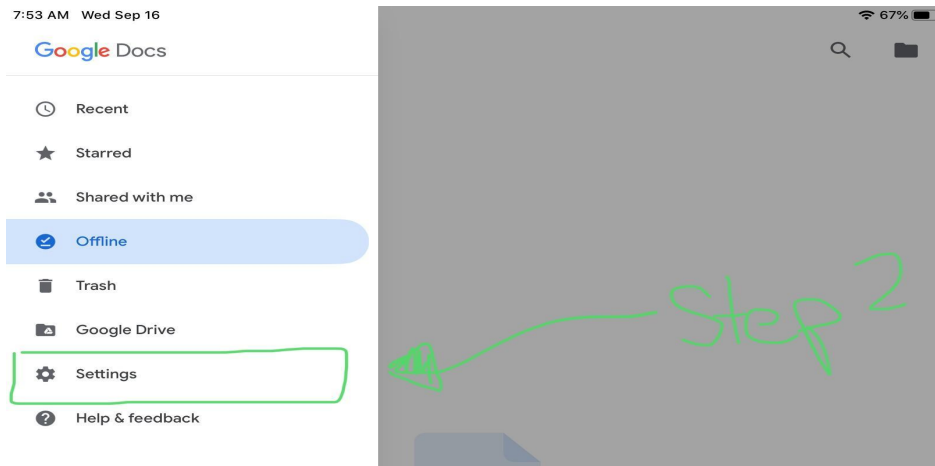


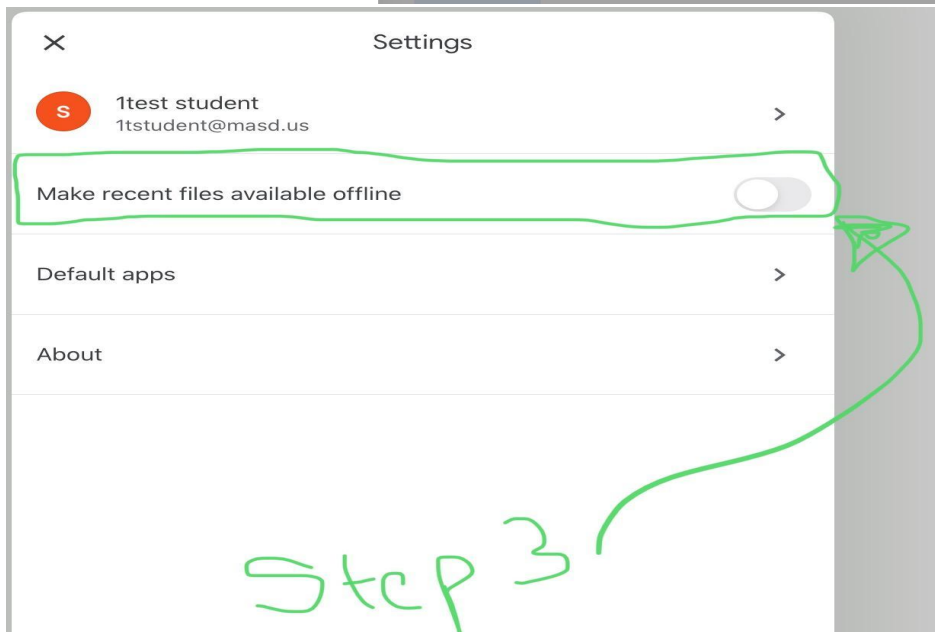
iPad Google Docs, Sheets, and Slides Offline Checklist:
Step 0: Open Docs, Slides, or Sheets app on the iPad:



Step 1: Click on the hamburger or 3 lines on the top left when the app is opened.

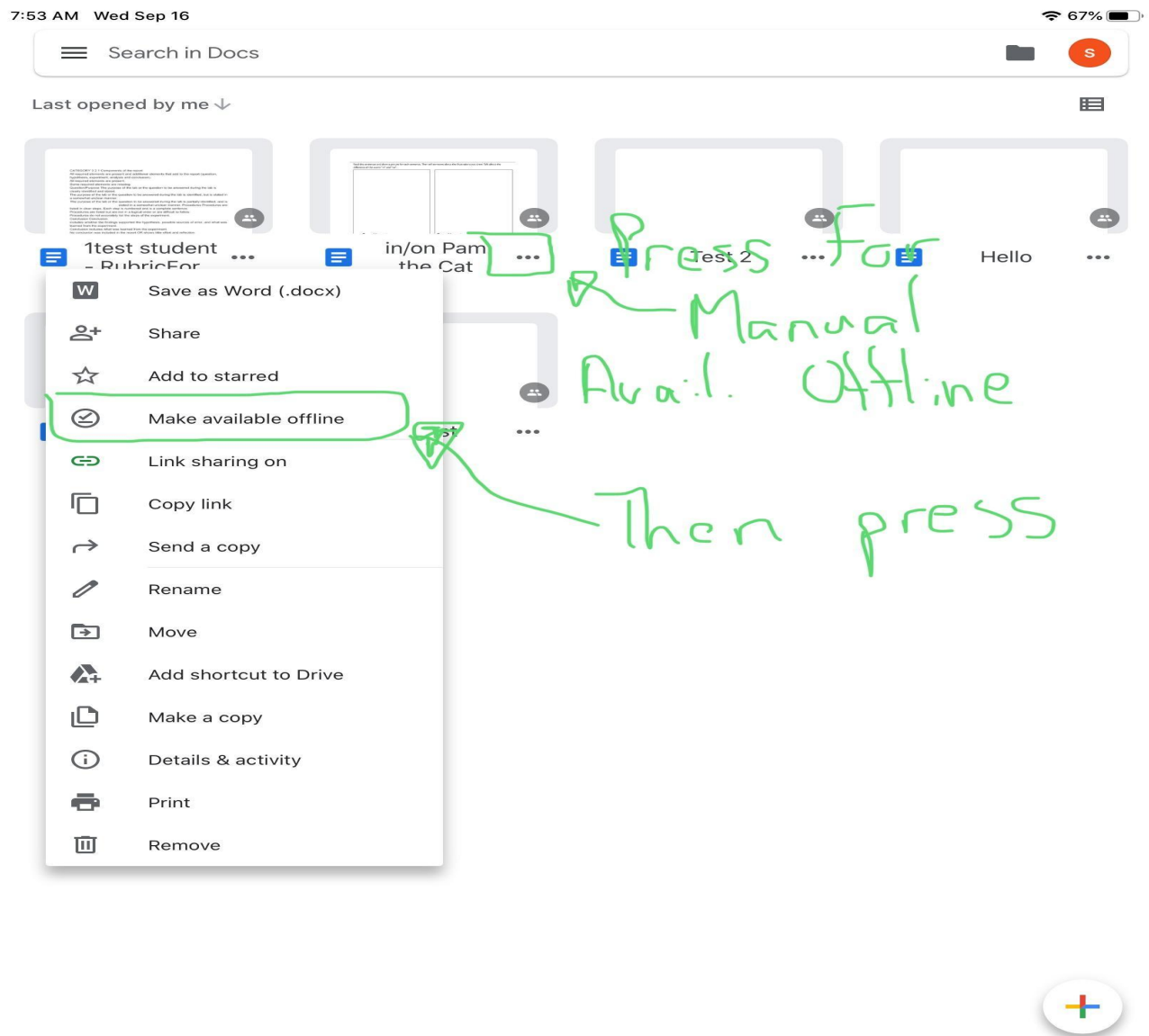


Step 2: Click on the Settings option.



Step 3: Make sure the slider is turned on for "Make Recent Files Available Offline". The time frame in which this encompasses I could not find any accurate numbers besides that if a student is given a copy from an assignment it will be recent and anything opened within the last week will also be a recent file.

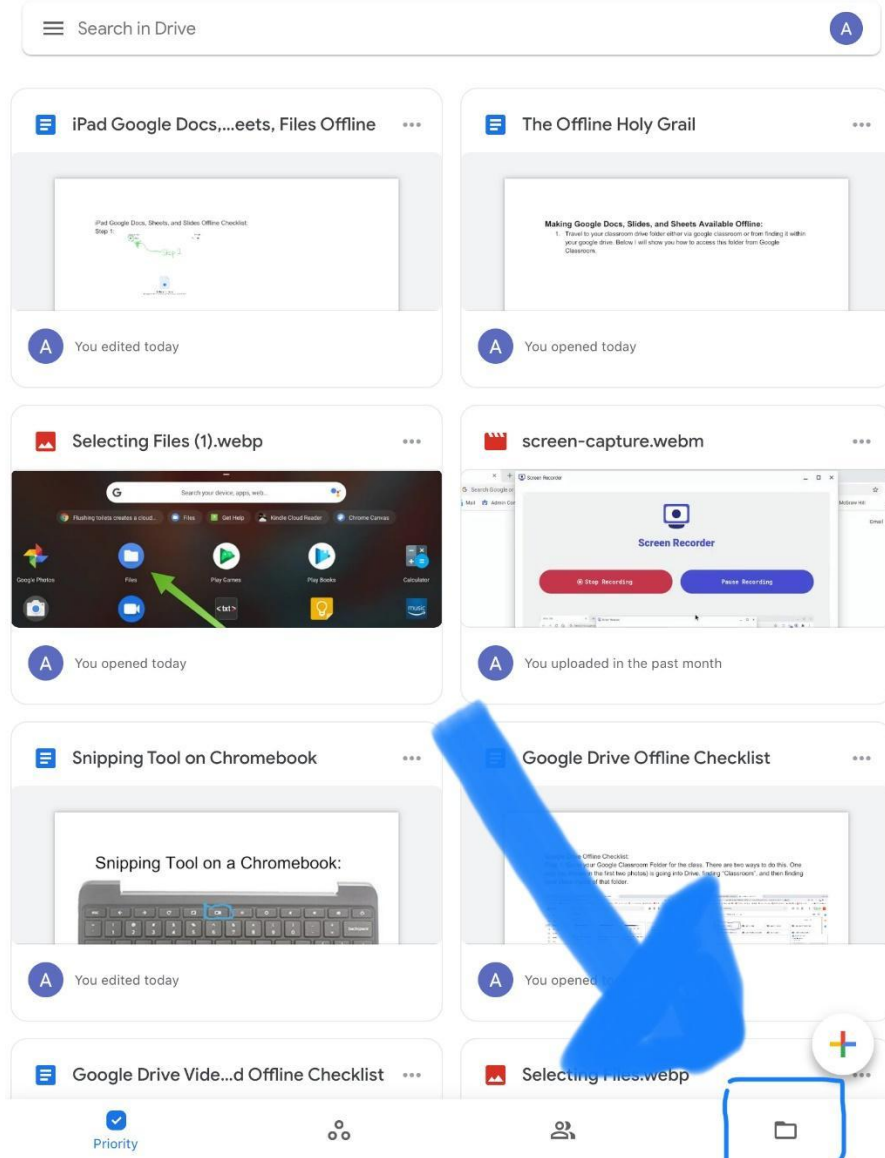
Manually Make Files Available Offline: Press the 3 dots on a file in Google Docs, Sheets, Slides, or Drive and select “Make Available Offline”



The Final Option which some teachers are doing is they are posting all of the Google Classroom Assignments PDFs, Docs, Slides, Sheets for 2-3 weeks making a copy for each student on each assignment and then going in to the students drive app and making all of these files available offline so they only have to repeat this process once every two weeks. Pictures below will show the easiest way to do this on an iPad.

7:51 PM Tue Sep 29

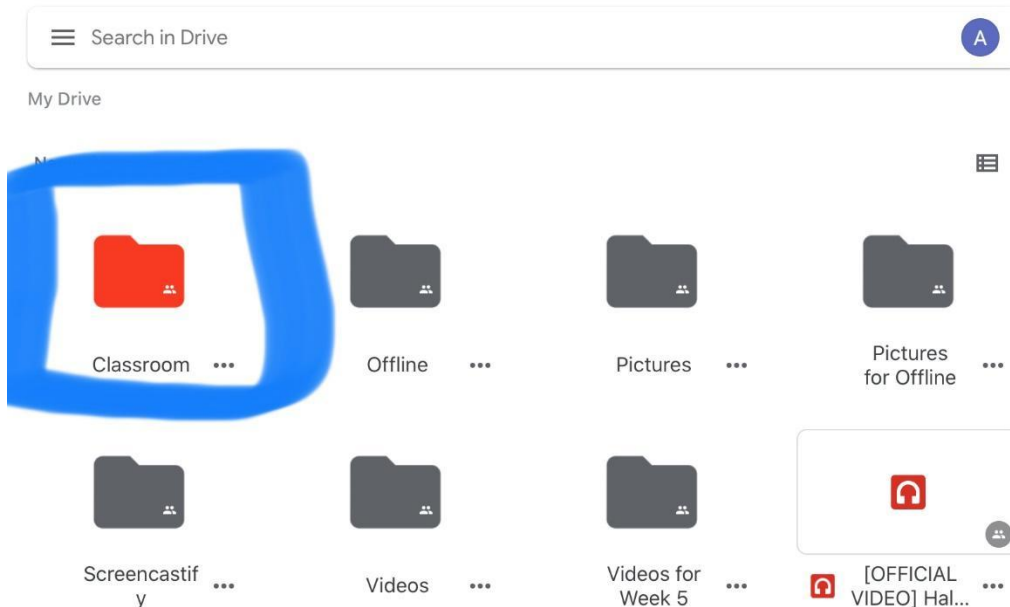
83%



Step 1: Open the Drive application on the iPad and select the little folder at the bottom right side of the screen.

7:52 PM Tue Sep 29

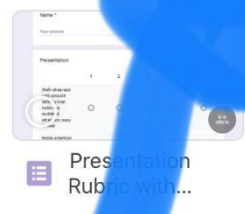
82%



7:53 PM Tue Sep 29

✕ 3 items

Name ↑

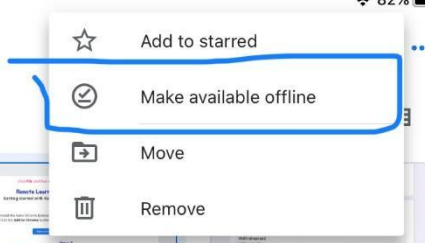
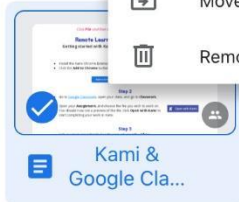
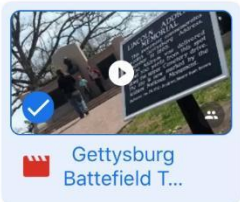


Step 3: Hold Down on one of the files this will highlight it with a check box, then you can select the other files you would like to make available offline and click the three dots at the top right.

7:54 PM Tue Sep 29

✕ 3 items

Name ↑

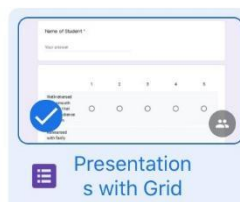
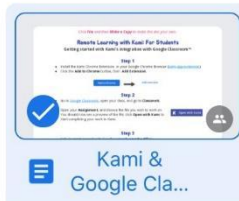


Step 4: You will select "Make Available Offline" which will make the selected files available offline. If you would like to select everything inside of the folder refer to the next picture.

7:54 PM Tue Sep 29

✕ 5 items

Name ↑



Selecting Everything: You will hold down on one of the files and then select the box with the dots around it and this will select all of the files inside of their classroom folder, then follow step 3 and 4 again to make them available offline!!