



***Preparing Leaders, Achievers, Believers!***



Find yourself without WiFi? Here's how you can stay connected with your classes during virtual learning.

**Step 1:** Park near any free WiFi spot close to your home. McDonald's offers free WiFi, as well as the following Daviess County fire stations:

St. Joseph Volunteer Fire Department

Stanley Volunteer Fire Department

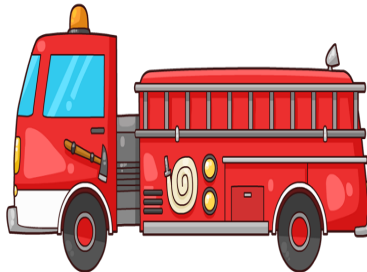
Masonville Volunteer Fire Department

Utica Volunteer Fire Department

Knottsville Volunteer Fire Department

Moseleyville Volunteer Fire Department

Yelvington Volunteer Fire Department

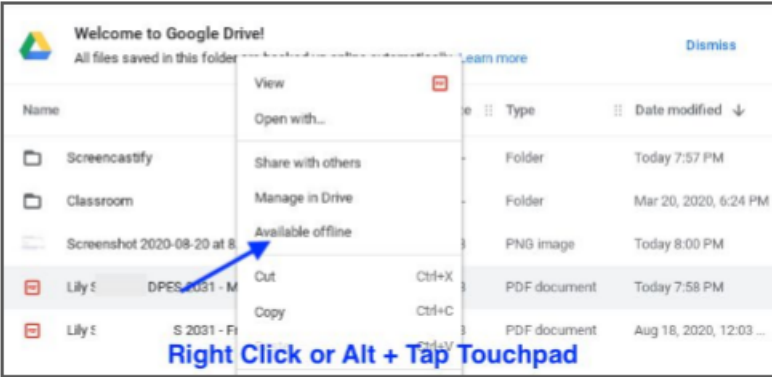


**Step 2:** Access your Google classroom

**Step 3:** Open any PDF's from your assignments, click three dots in the top right-hand corner, choose to open in new window, and click the download icon. While you have this PDF assignment open in Google classroom, and if it is one you need to complete rather than just read, click add or create, then Google Doc. You will use this Doc later offline to complete your assignment. If assigned a Google Doc or Slide as an assignment, simply open the one with your name to ensure it will be in your Google drive later.

**Step 4:** Open videos from your assignment that your teacher has added for you to view. Click to Download. You will need to go ahead and watch any YouTube videos while on WiFi.

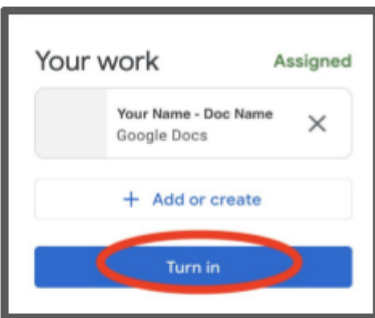
**Step 5:** Open Files on your device and find the latest downloads from your Google drive folder. Right click, then click "available offline" to access them later without WiFi.



**Step 6:** Take pictures or screenshots of any directions given on your assignments and follow the same directions in Step 4 to make them available offline. Use Control F5 to take a screenshot.

**Step 7:** Once you have returned home to no WiFi, go to Files on your device. Open Google Drive Folder then locate and click on any files needed to complete the assignments. You may need to view both the PDF and the Google Doc in order to complete the assignment. Make sure to finish all the assignments that are due.

**Step 8:** Return to the WiFi hotspot location the next day and connect. Open the Google Classroom Classwork tab and be sure to turn in any assignments you completed the day before. They will all sync in Google Drive once you return to WiFi.



**Step 9:** Complete all steps to complete the new days assignment.

There will be some assignments you will need to complete while near the WiFi spot.

You can often take screenshots of an assignment such as Google forms and add a document of your answers to a Google classroom assignment as described in step 3

If an assignment is a type of Google file, like Slides, or Sheets you will not need to Download anything. You will find them in the classwork folder of your Google Drive.