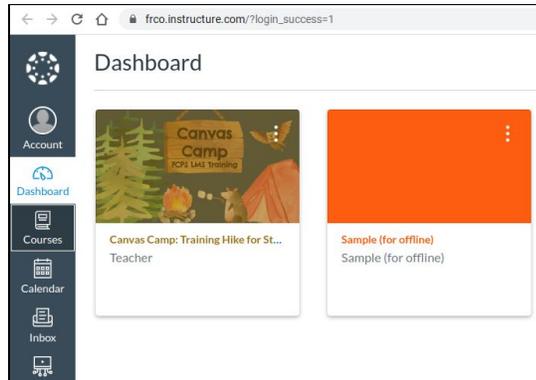


# Downloading of ACPS Canvas Modules for Offline Students: Directions for HTML export to Chromebook

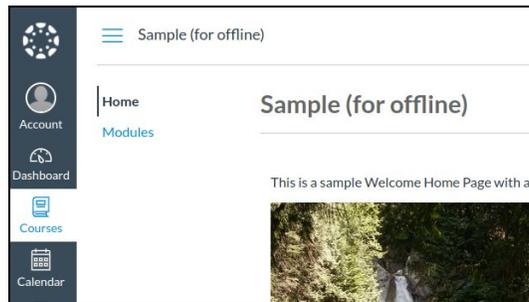
Drive up to any school location and Access WIFI

1. From the Canvas Dashboard find the Course that needs downloading and click on it. (Elementary students will be directed by the teacher if they are downloading from the Homeroom course or each subject area course) Elementary and Secondary students will have to follow these steps to download each subject (Math, English, Science, SS/History, Electives).

From the Dashboard, Click on the course card



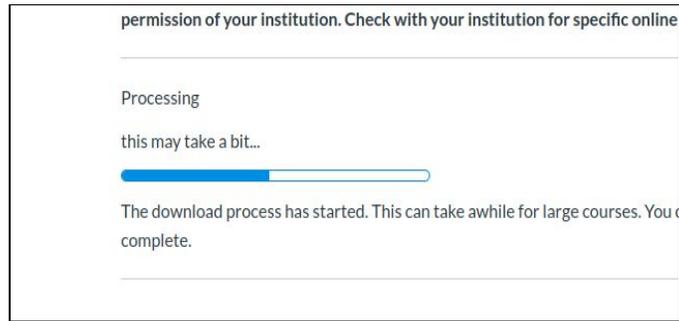
2. Click, **Modules**.



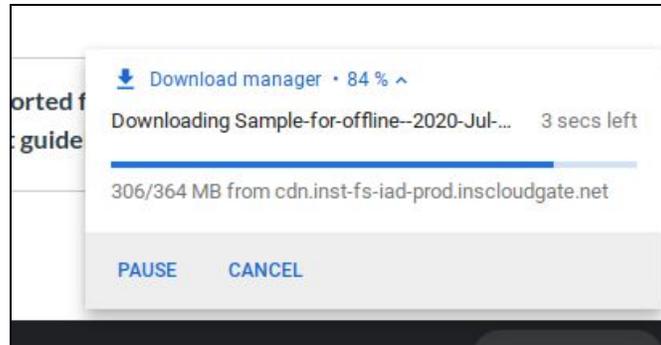
3. Click on the **Export Course Content** button towards the top right of the screen.



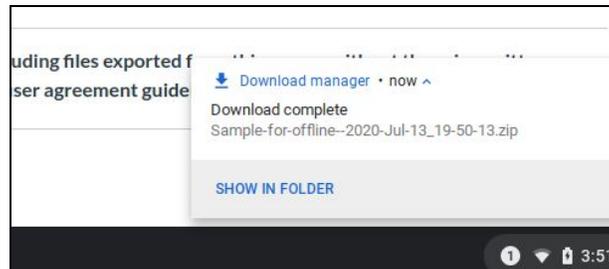
4. Wait for the File to 'process.' This could go quickly or take several minutes depending on module size.



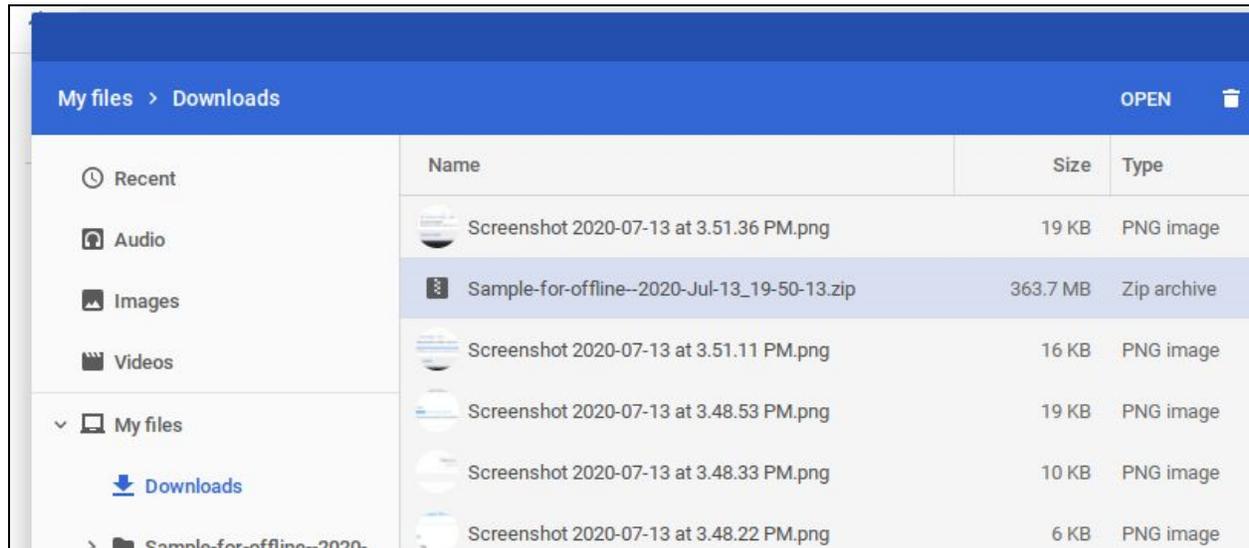
5. Then a Zip file should begin downloading. This will save a Zip file of the course module(s) under Downloads on the Chromebook's hard drive.



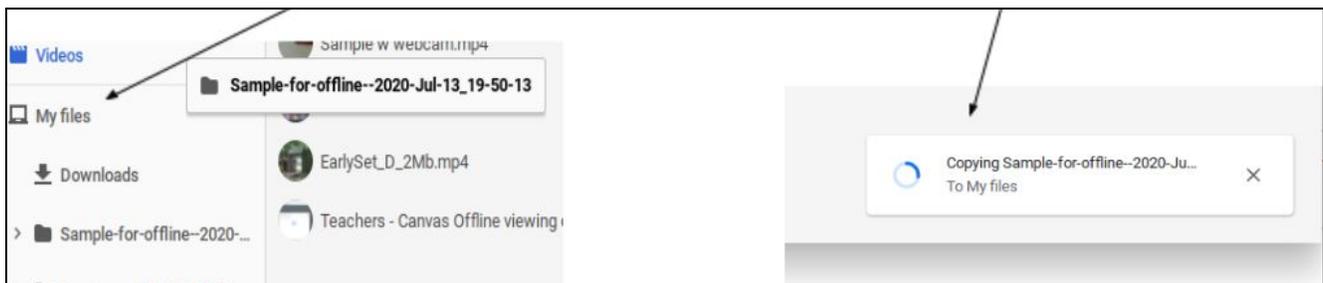
6. Once the Download finishes click [Show in Folder](#). Or, click on Downloads.



Within My Files under Downloads you should see your Zip file for your Course with a **Zip icon**.

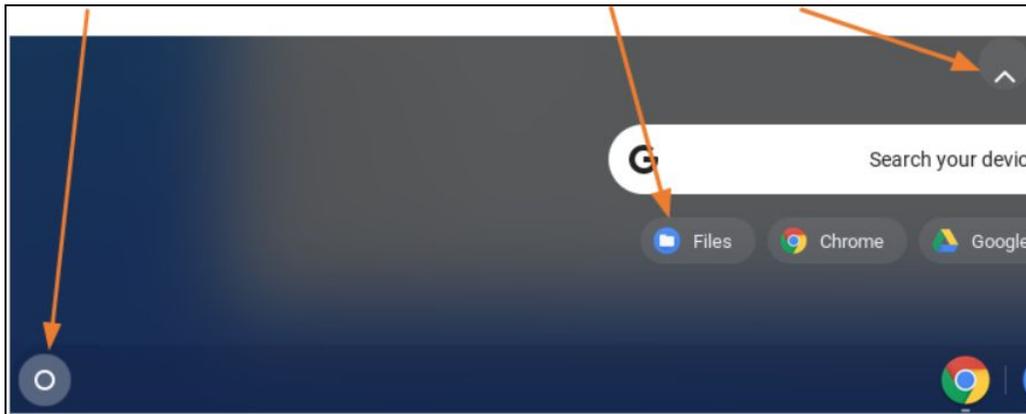


7. Double click on the zip file icon to “unzip” the file. Drag the folder (with no zipper icon) to my files.
8. Click on that file and drag & drop it under My Files on the left. This will ‘make a copy’, which may take a few minutes, and extract the contents of the Zip file outside of your Downloads folder so the course can be viewed.

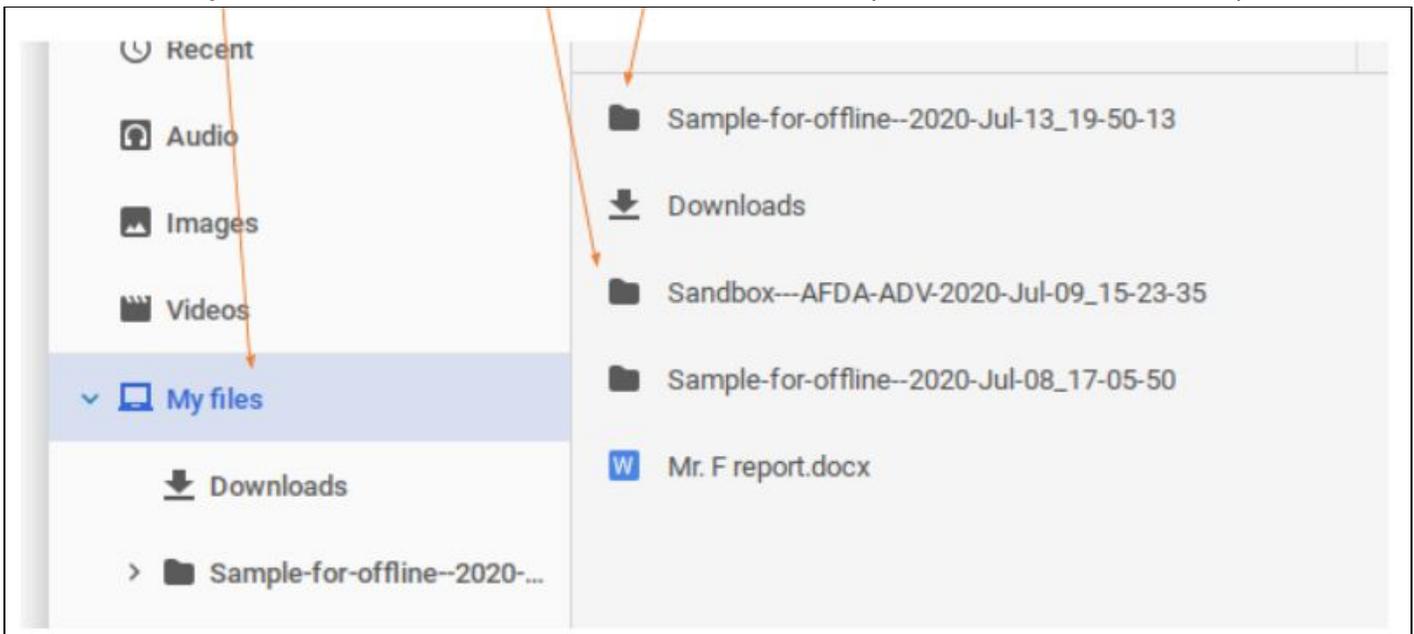


9. *If drag & drop does not work to ‘make a copy’ as shown above, right click (2 finger click on Chromebook touchpad) on the zip file and choose copy, then click on My Files and right click ‘paste’ and that should start the ‘make a copy’.*

10. **When at home or offline, to view the contents of the downloaded Course Modules**, sign into the Chromebook under the same student account that did the download, then Navigate to the My Files area. Click on the Launcher / Start Menu circle at the bottom left corner, then click on Files icon (hit up arrow if it’s not visible to find it).



11. Within **My Files**, Double click on the File folder for the course you want to view (NOT the Zip folder).



12. You can see a folder labeled 'viewer' and an 'index.html' file. Double click on the 'index.html' to open the Course for offline viewing.

