

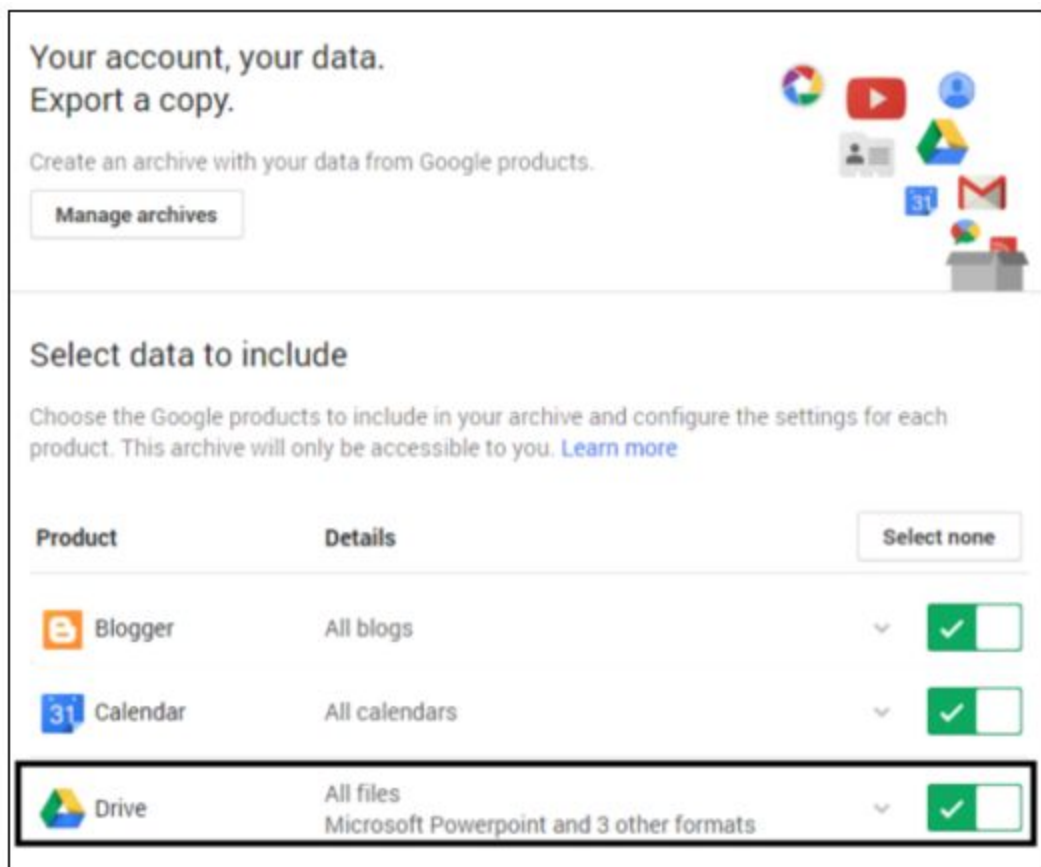
Seniors - Google Drive Export

End of Access to Google Accounts for Seniors

As you prepare to graduate from high school, you should be aware that all the data in your school Google account (Google Drive, Gmail, Sites, etc.) will be deleted each July 1, and you will no longer be able to access it.

If there are any important data that you wish to save, you can follow these steps:

1. Go to <https://www.google.com/takeout>
2. Select **Drive**, and any other services where you keep data, by placing a check next to them:






Your account, your data.
Export a copy.

Create an archive with your data from Google products.

[Manage archives](#)

Select data to include

Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. [Learn more](#)

Product	Details		Select none
 Blogger	All blogs	▼	<input checked="" type="checkbox"/>
 Calendar	All calendars	▼	<input checked="" type="checkbox"/>
 Drive	All files Microsoft Powerpoint and 3 other formats	▼	<input checked="" type="checkbox"/>

3. Click **Next**
4. Click **Create Archive**
5. You will receive an email with a link to a zip file with all your data — this will take some time!
6. Access your school Gmail from your personal device to download all your data.

Seniors - Google Drive Export

7. Your Google Docs will all be converted to Microsoft Office format, so you may see some formatting errors in your exported documents. Google Forms will be saved as web pages.

[Link to Video How To](#)

For questions, answers, and more information about Google Takeout, [visit this frequently asked questions page](#).

How to Transfer Google Sites

1. Login to your existing Oceanside School District Google Account and visit the Sites homepage.
2. For each Google Site you want to transfer, visit the homepage of each site and perform the following:
 - Click the **SHARE** button in the upper right hand corner of the site.
 - Share the site with your personal Google Account, making sure to select **Is Owner** when sharing.
 - Copy the web address of the site (found at the top of the Sharing and permissions window you're currently in).
 - Logout of your Bridgeport Google Account using the menu in the upper right hand corner of the window.
 - Login with your personal Google Account.
 - Paste the web address of the site into the location bar of your web browser.
 - Click the **MORE** actions drop-down in the upper right hand corner and select **Manage Site**.
 - Select **GENERAL** in the 'Site settings' section.
 - Click the **COPY this Site** link next to 'Site Actions'.
 - Enter a new site name, and click **Copy site**.

[Link to Video How To](#)

Seniors - Google Drive Export

Google Apps Data Migration

Below are instructions on how to take your Oceanside School Google Docs (including presentations, spreadsheets, and documents) with you when you no longer have an account through oceansideschools.org.

<p>1. Login into your Oceanside Google Apps account with your Oceanside Schools username and network password.</p> <p>Next, launch Google Drive (Apps launcher, Drive)</p>	
<p>2. Choose the files you want to export. <i>Select one or more files and then click "Download" from the "More Actions" button.</i></p>	
<p>3. Convert and Download <i>Choose the type of format (i.e MS Word, Excel, Open Office, JPEG, etc) you want for your exported files.</i></p>	
<p>4 Click "Download" to save your file <i>You will receive a zip file to download with all your content.</i></p>	
<p>5. Check your files and unzip <i>To Decompress (unzip) files or folders: On Macs, double-click the file or folder On PCs, right-click the file and select "Extract All"</i></p>	

Seniors - Google Drive Export

6. You can then upload your files to another Gmail account.

Here are some additional options for storing files:

Online storage websites (i.e. Dropbox, Google Drive)

USB flash drive

**Download and transfer files to a home computer*

*Remember: You have unlimited space on your school Google account but NOT unlimited space on your home computer or personal Google account.