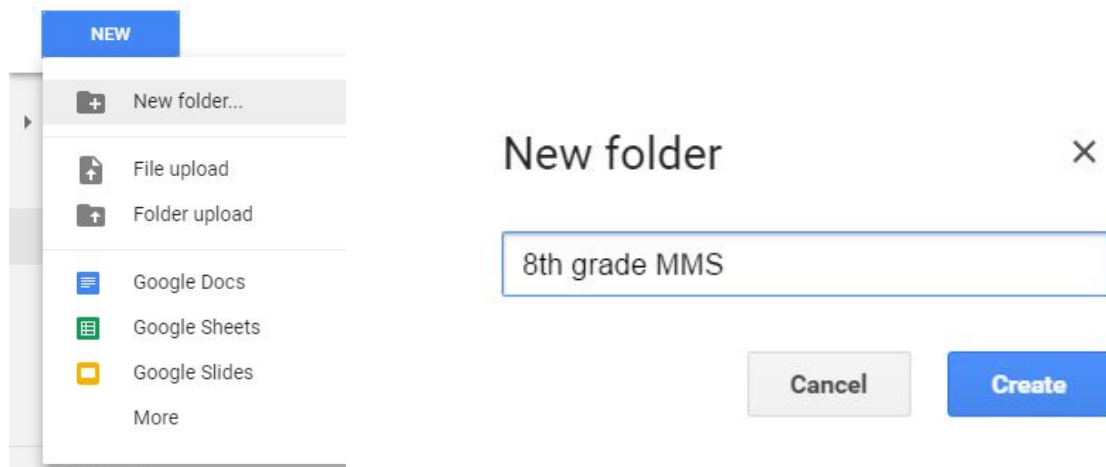


Transferring School Google Account files to a Personal Google Account

Your current GJUESD Google Drive account will be disabled on June 30. Follow the directions if you wish to keep your documents by transferring your files to your own, Google Drive Account OR you may download files to a home computer (directions on back). To watch this as a video, go to:

<http://bit.ly/8thgradeTakeout>

--Before we move all your files you need to make a folder and call it **8th grade MMS**. On Google Drive, click on **NEW, New Folder**. Name it **8th grade MMS** and click **Create**



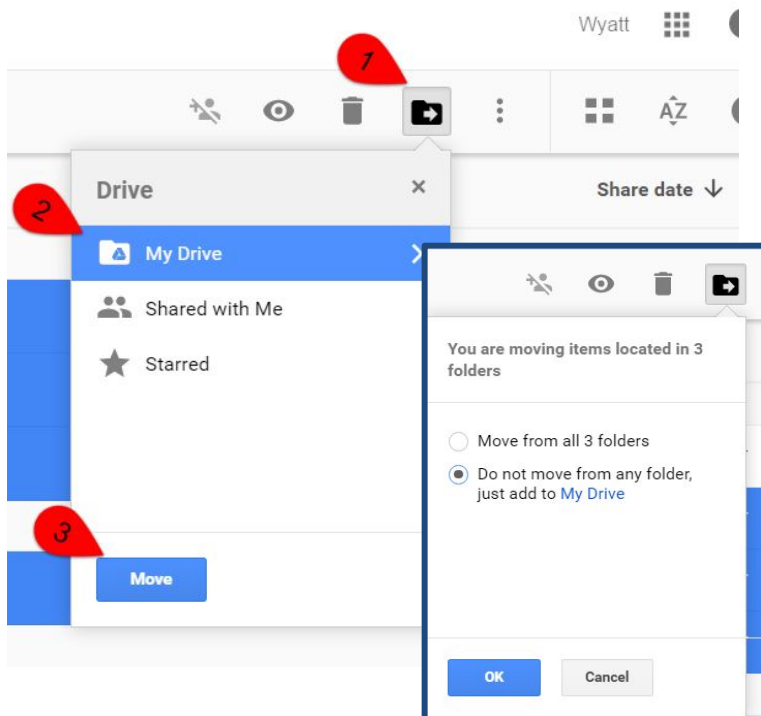
--We want to move any items that you would like to keep in the **Shared with Me**, to My Drive so that you can keep them.

Under My Drive, click on **Shared with Me**.

Click on only the files that you want to keep. (You may select them all by clicking Ctrl + A)

Click on the **folder with the arrow** (upper right corner), choose **My Drive**. Click on **Move**. This will add a copy to your Drive.

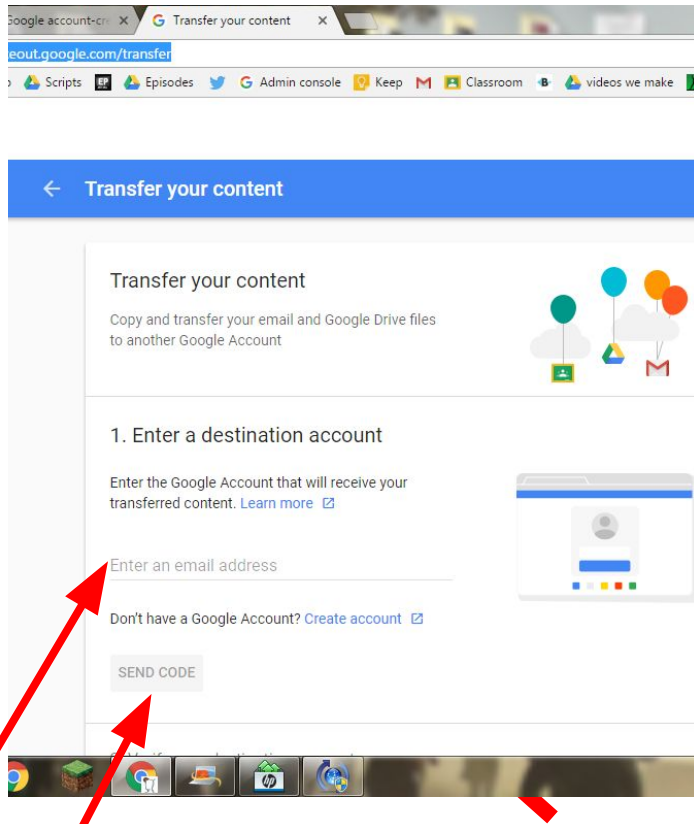
***If it asks you to move items located in a folder, choose, **Do not move from any folder, just add to My Drive, OK**



Now we are ready to add all of your files, to one folder, to make it easier to share with your personal account. Make sure you are on **My Drive**. You should see all your files and folders. You should see the new folder you made, **8th grade MMS**. Select all of your files/folders EXCEPT the new 8th grade folder. (select all by clicking Ctrl + A, then unselect the 8th grade MMS folder by holding the Ctrl button and clicking on that one folder). Drag one of the highlighted blue files, to the 8th grade MMS folder.

*** Make sure you have a personal Google account that you can share your documents with before you continue. It does not need to be a Gmail account. You can create the Google Account by using any email address.*** If you need to create a Google account, You can create one here:
<https://accounts.google.com/signup?service=mail>

Go to <http://takeout.google.com/transfer> to start the transfer process.



Enter the destination account email address. This is the personal Google account that you have created.

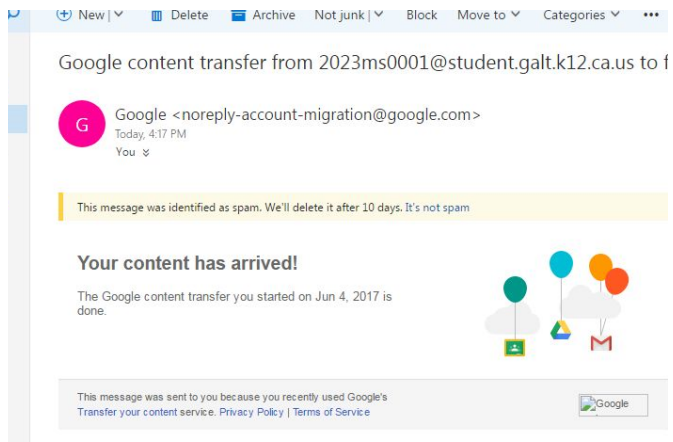
Click **Send Code**

Go to your personal email that is associated with the new personal Google Account. Check the Junk Mail folder for your confirmation message and code.

Click the link in the email to be taken to your code.

Copy the code.

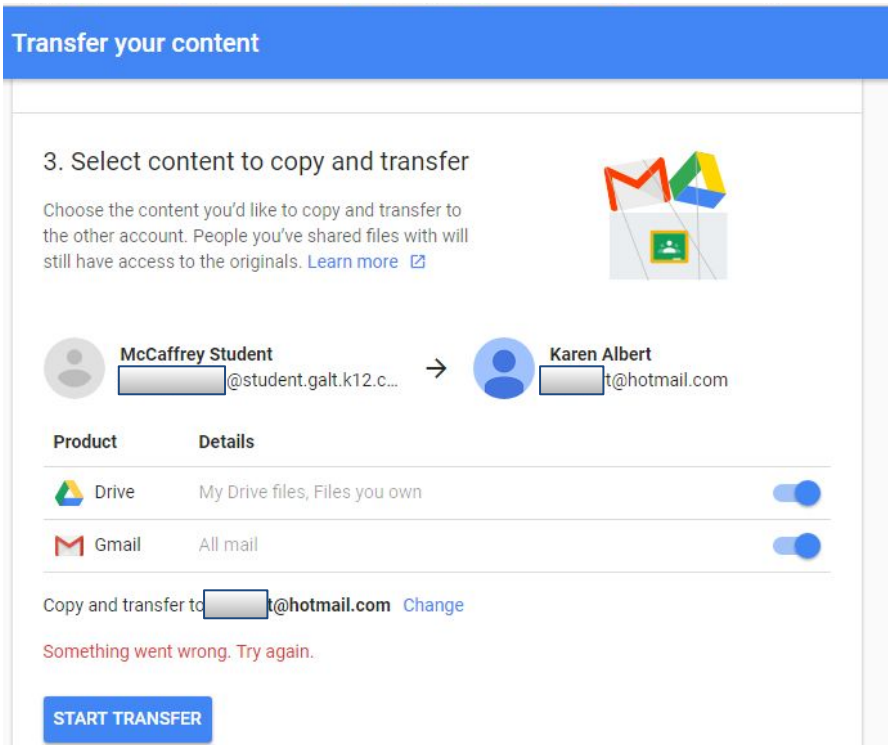
Click Continue. You will be directed back to the Takeout Transfer page.



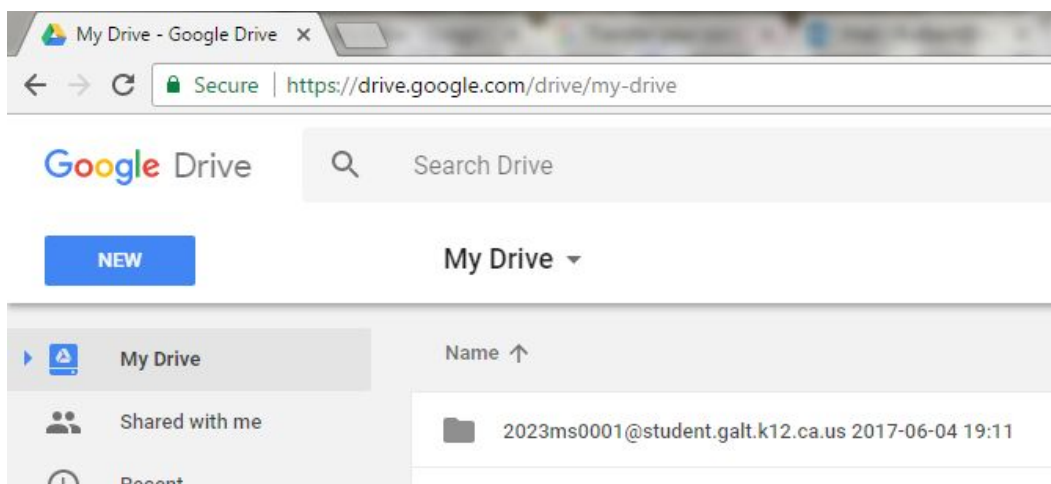
When you have pasted the code and are ready to transfer, you can select to transfer just the Drive files and/or Gmail files.

Choose **Start Transfer**

Don't worry if it says that something went wrong, try again. Most likely it really did work. I tried it three times to test the directions and it said that every time, even though it really worked.



Next, go to your personal email account associated with your new Google Drive account. Be patient. It may take up to 10-15 minutes to receive the email. It will most likely be in your Junk Email/Spam folder. The email will tell you that the Drive items have been transferred and are now available to you.



You can log into your new, personal Drive account and see your files in your **Drive**. They should appear in a folder that is labeled with your school Google Drive account name.

If you wish to download your files to your personal computer, instead of having a personal Google Account:

Copy/download files from your district account to your computer - <https://accounts.google.com>: You can download files from your district account to your home computer. By using this link, your child can login with their district username and password and download copies of their work to your home computer. By selecting this option, your child will have a copy of work created at school, but may not be able to view it or edit it without additional software (such as Microsoft Office) on your home computer.