

Hello,

As the end of your senior year nears, you will want to start cleaning up your H-drive, Google Drive, Google Email, and iPad. You will be erasing your iPad on 6/1 (even if you bought it), and your H-drive, Google Drive, and Google Email will be deleted on July 30<sup>th</sup>. Here are our suggestions for backing up and saving your data.

- 1) Consider getting a jump drive of at least 15 gigs. This will give you somewhere to put all your information.
- 2) Consider getting a personal google account and/or apple ID. This will give you another place for some of your current data, and help you to continue working as usual.
- 3) Back up your iPad before 6/1. There will not be time to back up any of your data on the day of collection.
- 4) Take time to do this process. Here is a suggested timeline.
  - a. Day One: Backup your H-drive and iPad to your Google Drive
  - b. Day Two: Create an Archive of your Google Drive
  - c. Day Three: Download your Archive to a jump drive or your personal computer or to your new personal Google Drive. (For every 2 Gigs of data you have, the process could take 20 minutes – 2 hours depending on internet connection)

Attached are directions on how to do each of these steps. Again, once the deadline hits, your files, photos, videos and other data will not be available.

## **Backing up your iPad to Google Drive**

- 1) Backing up Photos and Videos to Google Drive**
  - a. Go to your Google Drive App.
  - b. Click the + in the upper right.
  - c. Click “Upload Photos or Videos”.
  - d. Select your Camera Roll.
  - e. Select the photos and videos to be uploaded.
  - f. Click the check.
  
- 2) Backing up Notability to Google Drive**
  - a. Go to Notability.
  - b. Click the Settings button (the circle at the bottom).
  - c. Click Auto-Backup.
  - d. Click Google Drive.
  - e. Select all the Notebooks to be backed up.



### 3) Check other programs to see the best way to back them up to Google Drive

## Archiving your School H-Drive

- 1) On a computer at school, go to [Google.com](http://Google.com) and be sure you are signed in to your District 211 Google Account.
- 2) Go to [drive.google.com](http://drive.google.com)
- 3) Go to
  - o New
  - o Folder Upload
  - o Select the folders and files you want to upload
  - o Hit okay

## Archiving your Google Drive to a Computer or Jump Drive

Video Tutorial: <https://youtu.be/0vJs0b0bwqk>

Direct Link to Google Takeout: <https://www.google.com/settings/takeout>

Download FAQ: <https://support.google.com/accounts/answer/3024190?hl=en>

Simplified Instructions:

1. From a Computer (You CAN use the iPad to get the archive created - But you will need a computer to download the archive) be sure you are logged into your District Google Account
2. Go to Google Takeout - You can do that by going to the link below (1) or Go there through your account options (2)
  1. <https://www.google.com/settings/takeout>
  2. Getting there through your account
    1. Launch your browser of choice (Safari/Chrome/etc)
    2. Go to [Google.com](http://Google.com) and be sure you are signed in to your District 211 Google Account
    3. Use a Google Search for Google Takeout
      1. Click/tap on the response that is titled "Google Takeout" - Under the title it says Google . Settings . takeout
      2. On your iPad it should be the second card returned in the search
3. Select the data to include in the archive (by default all are selected)
  1. To select or de-select move the sliders next to the services - A Green Check means it will be included in the archive.
  2. Be sure to select Drive at the minimum (be default Google Takeout archives Drive files in Microsoft Office file topes)
  3. If you click/tap on the "down arrow" next to the check box you can see other options available

4. Scroll to the bottom and click/tap "NEXT"
5. Under Delivery Method be sure "Send Download Link via email" is chosen
6. Click/Tap "Create Archive" - This will start the Archive Process
7. You will receive an email on your District email once the archive has been created
8. From a computer open your District 211 email
  1. Goto [Google.com](http://Google.com) - Click "Sign in" in the upper right corner
  2. Username: lastname+4digits@students.d211.org
  3. Password: your nine digit ID#
  4. Click mail
  5. Open the Archive Email and click on the link to be able to download and save your archive to a location you want (computer, USB, etc.)

The download will be in a .zip file. All of the files from the services you chose to archive will be in the .zip file. To open on a Mac, simply double click the .zip file and it will expand into a folder containing all of the files. To open on a PC, double click the .zip file and chose expand in the upper left corner of the Window.

## **Creating a New Google Account**

**To create a Google account:**

1. Go to [www.google.com](http://www.google.com). ...
2. Click Create an account. ...
3. The sign up form will appear. ...
4. Review Google's Terms of Service and Privacy Policy, click the check box, then click Next step. ...
5. The Create your profile page will appear. ...
6. Your account will be created, and the Google welcome page will appear.

**As always, if you have any questions, please stop by the technology office in Room 143 for help!**

**Mrs. Ordonez**