

Seniors End of Year Checklist

Chromebooks

Follow these steps to ensure your Chromebook is prepared to return or use during exams. Please return your **device** and **charger** at the same time.

- [Student Exam/Return Chromebook Prep](#)
- [Clearing your Destiny Account \(Books & Chromebooks\)](#)

Chromebook Return Days:

- If you are exempt from exams, Chromebooks and chargers should be returned to the Media Center on **Senior Day, 6/4** from 7:00-2:15.
- If you are taking exams, return your Chromebook and charger to the table outside the Media Center **immediately after your last exam**.

Book Returns

Plan to return all library materials on or before 6/1. If you have any concerns about this please see Mrs. Norris or Mrs. McAuley for assistance.

Google Accounts

Saving your WCPSS Google content involves 3 parts:

1. Save Items Shared with Me ([Instructions, page 1](#))

- Items that appear under **Shared with me** in your Google Drive must first be saved to your WCPSS Google Drive in order to become part of the export file.

- **IMPORTANT:** Folders will not be saved. You must open each folder and select the individual documents inside each folder.
- DO NOT use the Add to My Drive button. This only makes a shortcut to the original document and keeps the original owner. It does not make a copy of the document.

2. Export Google content ([Instructions, page 2](#))

- The Google Takeout tool allows you to download Google content at one time.
- Sites must be exported separately. They are not included in the Google Takeout export.
- **IMPORTANT:** Once content is downloaded, the downloaded versions will not continue to update when the items are updated in Google Drive.

3. Migrate Google Sites

- **NOTE:** Google sites cannot be exported using the Google Takeout tool.
- Migrate New Google Sites ([Instructions](#))