



Using Takeout to Download or Transfer Your Data from Google Drive

District Google accounts will be suspended for students and staff who are leaving the San Diego Unified School District. However, you can download your data from your district Google drive through a service called Takeout.

In a few easy steps, you can create an archived zip file that can be uploaded to another Google account or copied to an external storage device, such as a flash drive.

Note: Only the data that you are the owner of will be backed up. If someone has shared a file or folder with you, then you must create your own copy of it before archiving. Alternatively, you can request that the owner share the file or folder with you again to your non-district Google account.

Please read through this entire document before attempting the procedure.

Links to document sections:

[Google Takeout for Staff](#)

[Google Takeout for Students](#)

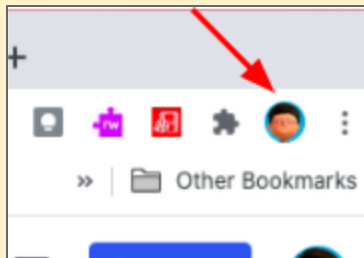
[Considerations](#)

GOOGLE TAKEOUT FOR STAFF

Step 1

Sign in to your district Google account.

Click on your icon in the upper right corner of your browser window.

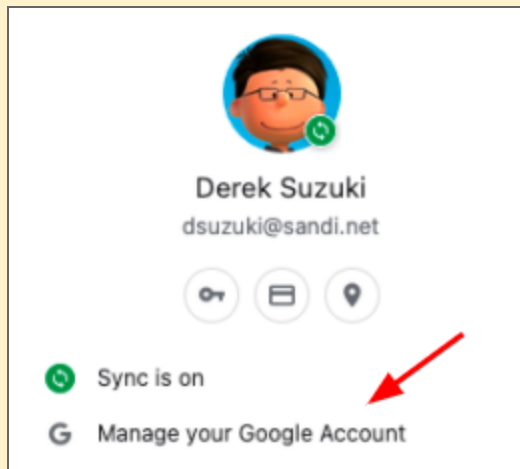




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Step 2

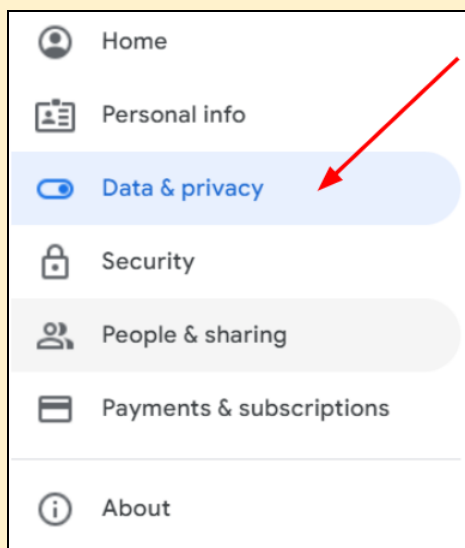
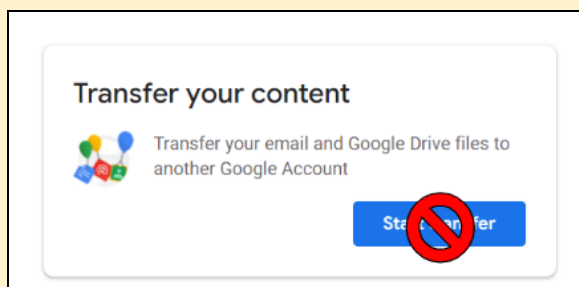
In the window that appears, click on **Manage Your Google Account**.



Step 3

In the next window, there is a window that says **TRANSFER YOUR CONTENT** - **DO NOT** CLICK THE BLUE BUTTON YET.

Instead, use the **left navigation column** to select **Data & privacy**.





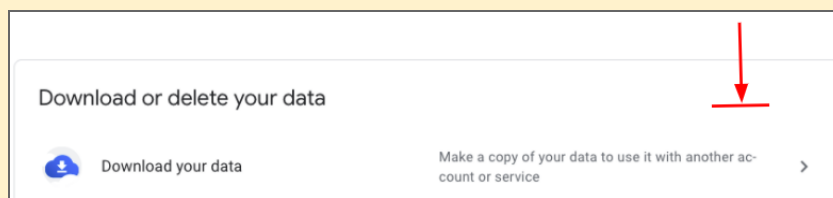
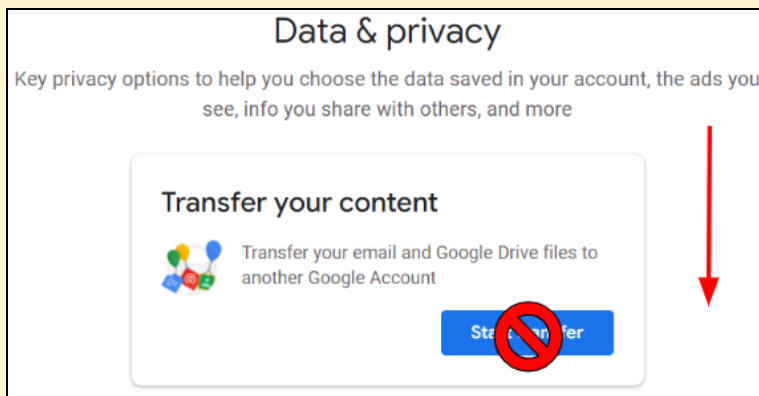
Using Takeout to Download or Transfer Your Data from Google Drive

Step 4

In the next window, **DO NOT** select START TRANSFER unless you are sure that you have enough storage space in a personal Google Account to transfer your data.

Instead, scroll down until you see **Download or delete your data**.

Click on the **Download your data** bar.



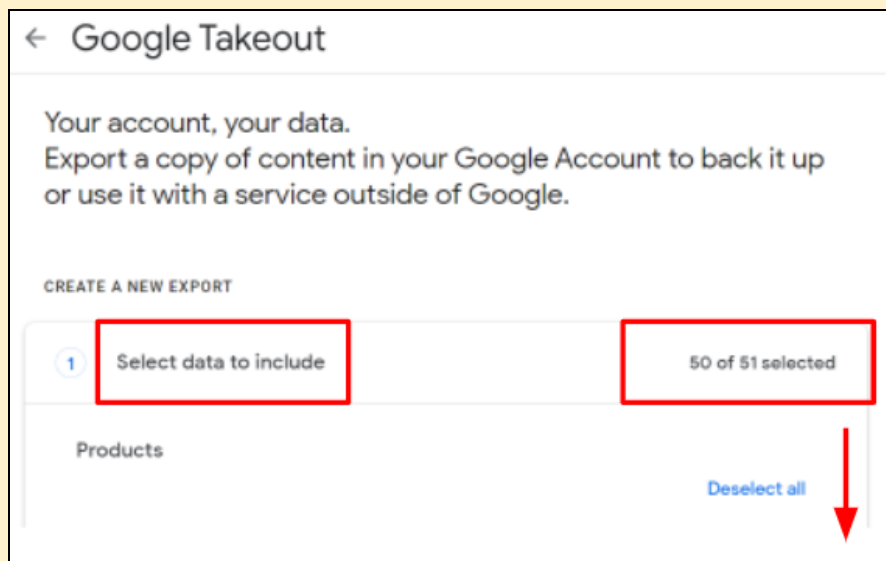
Step 5

In the new window, you will see **CREATE A NEW EXPORT**

SELECT DATA TO INCLUDE

At this step, you will be selecting the items you want to export. By default, almost all items are selected. We recommend that you keep this setting.

For more information on this section click [HERE](#).
(see: "Select data to include in your download archive")





Using Takeout to Download or Transfer Your Data from Google Drive

Scroll down until you see the **Next step** button and click it.

on YouTube and YouTube Music [More info](#)

Step 6

CHOOSE FILE TYPE, FREQUENCY & DESTINATION

Next, select the delivery method and frequency - we recommend the default settings - “**Send download link via email**” & “**Export once**”

Further down, select the file type, we recommend the default settings - “**.zip**” & “**2 GB**”

For more information on this section click [HERE](#).
(see: *Customize your archive format*)
Click on the **Create export** button when ready.

2 Choose file type, frequency & destination

Delivery method

Send download link via email ▼

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency

☒ Export once

1 export

File type & size

.zip ▼

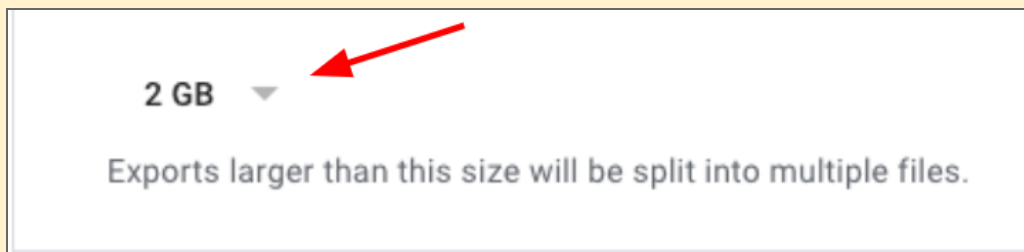
Zip files can be opened on almost any computer.



Using Takeout to Download or Transfer Your Data from Google Drive

Step 7

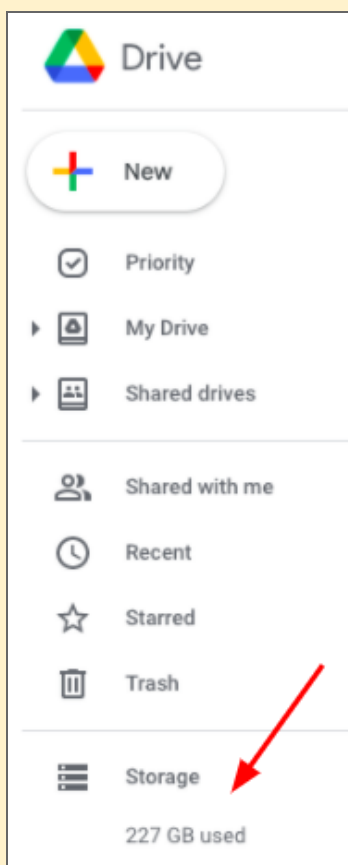
Before selecting the size of your file (the default is set to 2 GB), you can check your Google Drive to see how large your files will be.



Step 8

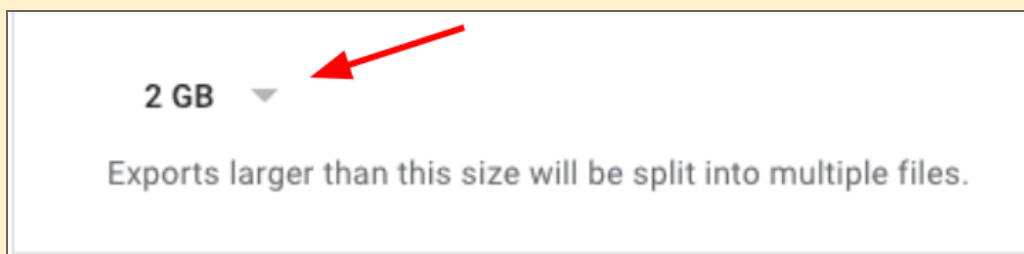
When you open your Google Drive, you can find the amount of data that you are using in your drive under the left navigation column.

In this example you can see that this account is using 227 GB.



Step 9

If the default setting for 2 GB is selected in Takeout, it will create multiple download links - probably a large number of links.





Using Takeout to Download or Transfer Your Data from Google Drive

You can select a larger file size by clicking on the pull down menu next to "2 GB" and select a larger size:

Step 10

After selecting data size, click on the **Create export** button.

For more information on this section click [HERE](#).
(see: *Customize your archive format*)

Click on the **Create export** button when ready.

Step 11

A message appears indicating that Google is creating the file and will email you when it's complete.

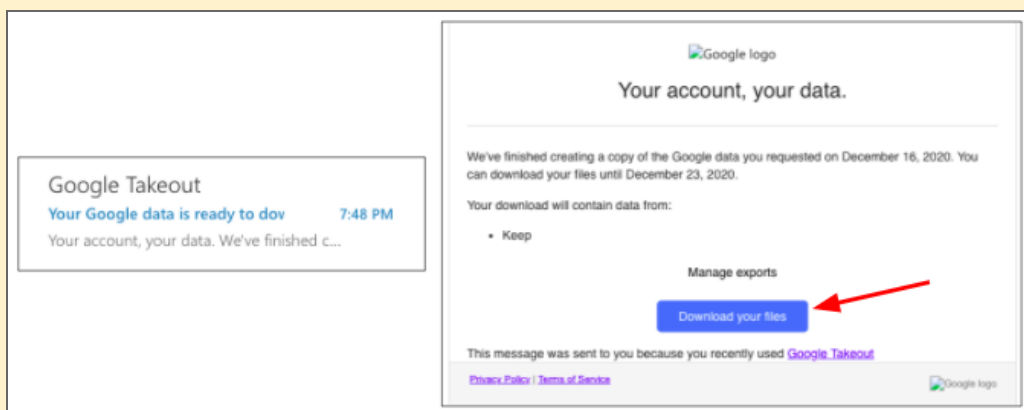
If you are a **student**, you will not receive an email confirmation. Please skip down to the blue section of this job aid to view the process.



Using Takeout to Download or Transfer Your Data from Google Drive

Step 12

The email will be sent to your district Outlook account. After opening the email, there will be a download button that will allow you to get the file onto your computer.



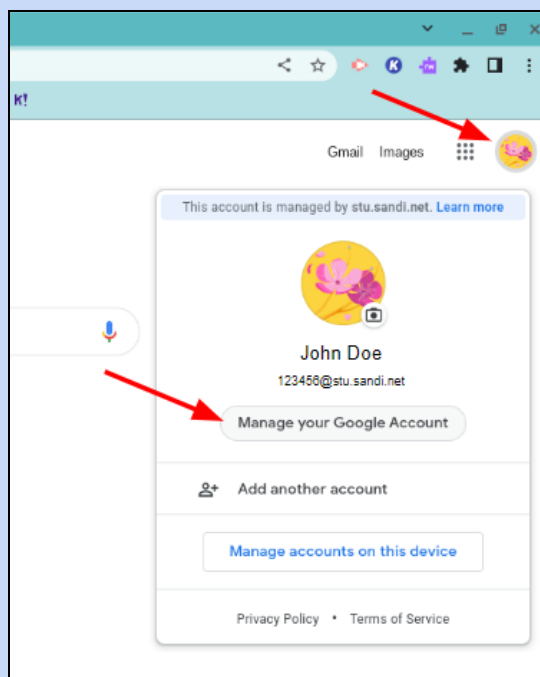
GOOGLE TAKEOUT FOR STUDENTS

Step 1

Sign in to your district Google account (this example uses a student Chromebook).

Click on your icon in the upper right corner of your browser window.

Click on **Manage Your Google Account**.



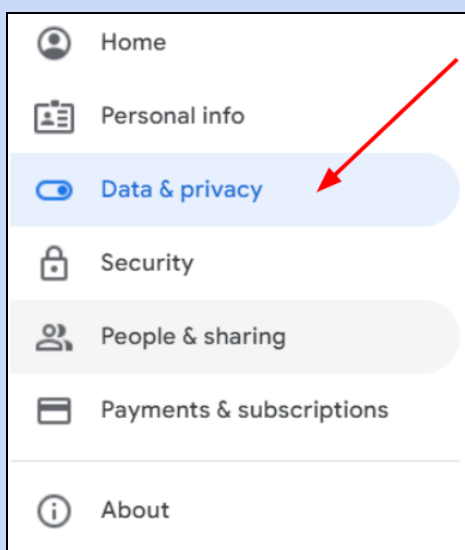
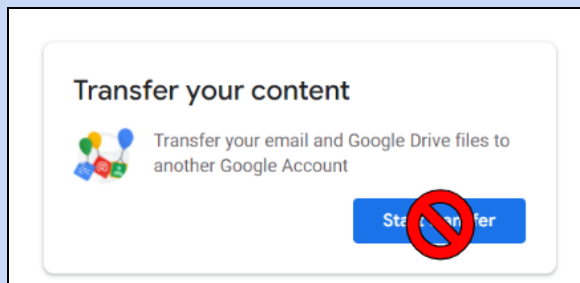


Using Takeout to Download or Transfer Your Data from Google Drive

Step 2

In the next window, there is a window that says **TRANSFER YOUR CONTENT** - **DO NOT** CLICK THE BLUE BUTTON YET.

Instead, use the **left navigation column** to select **Data & privacy**.

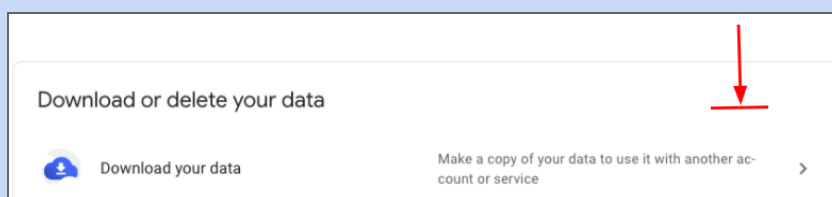
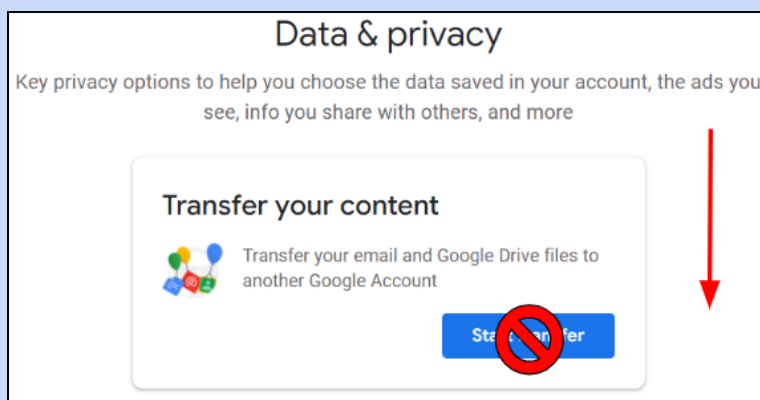


Step 3

In the next window, again **DO NOT** select **START TRANSFER** unless you are sure that you have enough storage space in a personal Google Account to transfer your data.

Instead, scroll down until you see **Download or delete your data**.

Click on the **Download your data** bar.





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Step 4

In the new window, you will see **CREATE A NEW EXPORT**

SELECT DATA TO INCLUDE

At this step, you will be selecting the items you want to export. By default, almost all items are selected. We recommend that you keep this setting.

For more information on this section click [HERE](#).
(see: "Select data to include in your download archive")

Scroll down until you see the **Next step** button and click it.

← Google Takeout

Your account, your data.
Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT

1 Select data to include

50 of 51 selected

Products

Deselect all

on YouTube and YouTube Music [More info](#)

Multiple formats

All YouTube data included

Next step



Using Takeout to Download or Transfer Your Data from Google Drive

Step 5

CHOOSE FILE TYPE, FREQUENCY & DESTINATION

Next, select the delivery method and frequency - we recommend the default settings - **“Send download link via email”** & **“Export once”**

Further down, select the file type, we recommend the default settings - **“.zip”** & **“2 GB”**

For more information on this section click [HERE](#).
(see: *Customize your archive format*)
Click on the **Create export** button when ready.

2

Choose file type, frequency & destination

Delivery method

Send download link via email ▼

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency

☒ Export once

1 export

← Google Takeout

2

Choose file type, frequency & destination

File type & size

.zip ▼

Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

Create export



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Step 6

Your export file will be created.

Step 7

After the export process has completed, you will receive a notification that your download is ready. Click on the **DOWNLOAD** button when ready.

If you had to leave your computer during the export process, you can access the **DOWNLOAD YOUR DATA** screen again to find the download button (*repeat steps 1-3 above*)

If your data file is ready, you will see an option to download your file.

Export	Created on	Available until	Details
46 products 775.9 MB	May 24, 2022	May 31, 2022	Download

Create new export

OR



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	<p>YOUR EXPORTS</p> <p>Your latest export</p> <p>42 products on May 19, 2021</p> <p>Download Manage exports</p>																				
<p>Step 8</p> <p>If you are using your student Chromebook, you will find the takeout download in FILES>DOWNLOADS</p>	<p>Recent My files > Downloads OPEN</p> <p>Create a shortcut for your files Right-click a file, and select 'Pin to shelf' for quick access to your files in shelf. Dismiss</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size</th> <th>Type</th> <th>Date modified</th> </tr> </thead> <tbody> <tr> <td>Screenshot 2022-05-24 2:44:02 PM.png</td> <td>161 KB</td> <td>PNG image</td> <td>Today 2:44 PM</td> </tr> <tr> <td>takeout-20220524T213406Z-001.zip</td> <td>775.9 MB</td> <td>Zip archive</td> <td>Today 2:43 PM</td> </tr> <tr> <td>Screenshot 2022-05-24 2:41:51 PM.png</td> <td>143 KB</td> <td>PNG image</td> <td>Today 2:41 PM</td> </tr> <tr> <td>Screenshot 2022-05-24 2:28:31 PM - Display 2.p...</td> <td>3.6 MB</td> <td>PNG image</td> <td>Today 2:28 PM</td> </tr> </tbody> </table>	Name	Size	Type	Date modified	Screenshot 2022-05-24 2:44:02 PM.png	161 KB	PNG image	Today 2:44 PM	takeout-20220524T213406Z-001.zip	775.9 MB	Zip archive	Today 2:43 PM	Screenshot 2022-05-24 2:41:51 PM.png	143 KB	PNG image	Today 2:41 PM	Screenshot 2022-05-24 2:28:31 PM - Display 2.p...	3.6 MB	PNG image	Today 2:28 PM
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Considerations

Please plan ahead to complete this process. Depending on how large your Google Drive files are, it may take some time for Google to create your download link(s).

If you predict to have a number of large files, like the example above, please consider your data storage options ahead of time. Portable storage devices like flash/thumb drives are one option, however for larger sizes you may need to consider an external hard drive to store your data.

If you are planning to upload your drive data into a personal Google Drive account, be aware of the data size limit for free accounts. Currently a personal Google Drive account has 15GB of free storage - larger storage options will require a fee.

After downloading your .zip files from your district Google account, you can upload the files into a new/personal Google Drive. In order to do this, you will need to “unzip” your files (most computers will be able to unzip files) first. Google Drive will not be able to restore your folders and files if the downloads stay “zipped”. Once the folders/files have been unzipped, you can upload them into your new/personal Google drive. For more support with this process, please watch this short video: <https://www.youtube.com/watch?v=SXIDraWYfcM>