



Google Drive Backup For Seniors



At the end of the year, graduating seniors will lose access to their school Google accounts, including your school email and Google Drive.

In order to ensure that you are able to access all of the files in Google Drive, Seniors can now use Google Takeout on your CPS Chromebooks to backup their Google Drives!

Seniors will have until **Friday, June 6th** to do this.

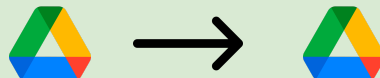
This process also works on any personal computers students may have.

2 Ways to Backup Your Drive

[Option 1](#): Google Takeout: Download/Export files as a compressed ZIP archive



[Option 2](#): Share & Copy: Share editing access with your personal Google Account and then make copies of individual documents



Instructions on the next page

Option 1: Google Takeout, Creating a ZIP Archive

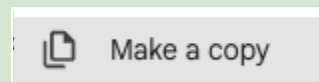
Step 1: Navigate to <https://takeout.google.com> from the account you wish to export data

Step 2: Choose the Google services you wish to include (i.e. Google Drive, Calendar, etc.). NOTE: It is suggested that you “Deselect All” and only choose the services you need.

Step 3: Choose the File Type, destination and frequency. Since this option works well for backing up data, you can set this to run every 2 months for a year or just once.

Step 4: Click “Create Export” and the .zip file(s) will be sent to the email you provided within about 24 hours. Depending on the amount of content you are exporting, this may arrive in one or multiple .zip files.

Option 2: Copying Individual Files



Step 1: Navigate to your school Google Drive, drive.google.com

Step 2: Put all documents you want to keep in a new folder to stay organized.

Step 3: Share that folder with your personal Google account and give yourself editing access.

Step 4: Open your personal Google account and find the newly shared folder. Open the folder and individually “Make a copy” of each document one by one.

*Unfortunately, you cannot make copies of folders. This is time consuming, but it is the only way to keep files within Google Drive.