

Checklist



Western Technology Department

These items do not transfer and will require you to complete steps to manually ensure that no data is lost.

Browser & Personal Data

- ☐ [Browser Bookmarks/Extensions/History](#)
- ☐ [Google Chrome Passwords](#)
- ☐ [Google Keep Notes](#)

Content & Documents

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Educational Tools

- ☐ [Google Classroom Data](#)

Media & Storage

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YouTube Assets

- ☐ [YouTube Brand Accounts](#)
- ☐ [YouTube Channels](#)
- ☐ [YouTube History & Settings](#)

Browser Bookmarks/Extensions/History



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Google Chrome - Bookmarks

Before June 20th: Export Bookmarks from Chrome

1. On your computer, open Chrome.
2. At the top right, select More  > Bookmarks and lists > Bookmark Manager.
3. At the top, select More  > Export Bookmarks.

Chrome allows you to export your bookmarks as an HTML file. Save this file in a location such as Google Drive or a USB Drive. You will need this file to import your bookmarks into your new account.

Google Chrome - History

Google Chrome history is not migrated. If you frequently reference your history for items, save these sites in a Google Doc or a Google Chrome Bookmark.

Chrome Passwords



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Google Chrome - Passwords

The exported document is highly sensitive, so please ensure it is always kept secure.

DO NOT save this document into Google Drive, as the ISD and Western security systems will flag it and automatically delete it. **DO NOT** store this password document on your district-issued device.

You can re-import this file into Google Chrome if necessary. To ensure its safety, store it securely on a personal device or a secure thumb drive until it is time to reimport it.

Instructions

1. At the top right, select Profile  > Passwords .

If you can't find the Passwords icon, at the top right, select More  >

Passwords and autofill > Google Password Manager.

2. Show, edit, delete, or export a password:

Show:

- Under "Passwords," select the password.
- On the right of your password, select Show password .

Edit:

- Under "Passwords," select the password.
- Select Edit.
- Edit your password.
- Select Save.

Delete:

- Under "Passwords," select the password.
- Select Delete.

Export:

- On the left, select Settings.
- On the right of "Export Passwords," select Download file.

Google Keep Notes



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Google Keep (Notes)

Google Keep notes are not migrated, but you can easily export them to a Google Doc. If you are using Google Keep, please follow the steps below, linked to this page.

[Link to Google Keep.](#)

1. Select all your notes. To select all your notes, press Ctrl+A on Windows or ⌘+A (Command+A) on Mac.
2. Click the three vertical dots that will appear at the top right of the app.
3. Select Copy to Google Docs, and all the notes will be copied to a new Google Docs file.

Your notes will be migrated with your account. However, if you want them in Google Keep, you will need to recreate them manually once you have access to your new account.

Curriculum Documents



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Curriculum Documents

All curriculum-related documents should be stored in Google Drive for your building or department. If you own these documents and they reside in your own Google Drive, they must be migrated to the shared drive by the end of the school year.

Please reference the **Google Migration PD 25** slide shared with staff during the week of May 5th. If you need this file, please visit the Migration page on the website.

Google Forms



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Google Forms

If you are utilizing Google Forms, the best way to handle them is to move them to a **NEW** Curriculum shared drive. Follow the steps provided during the technology department's professional development (PD) training.

If you do not have a **NEW** Curriculum shared drive or have Google Forms that are not Curriculum-related, please contact Cody Gillaspie to set this up.

Google Sites



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Google Sites

[Link to Google Sites.](#)

If you have any Google Sites published at the above link and require them to be migrated, please contact Cody Gillaspie directly to set up a meeting.

Calendars



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Google Clendar

Google Calendar events may not be migrated during the process. If you have recurring events, please take note of their dates and times so you can recreate them once you regain access to your account. Additionally, any existing Google Meet links generated through your account may need to be recreated.

eMail Signatures



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Your email signatures are not migrated, if you need to save anything from the signature please do so. The district will send out more information regarding email signatures in the future.

Google Chat & Chat History



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Google Chat & History

Google Chats, along with the chat history, are not migrated. You will need to recreate any chat groups you have previously created.

Google Contacts



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Google Contacts

To add your contacts to another email account, first download them as a CSV or vCard file.

1. Go to [Google Contacts](#).
2. Select one of the following:
 - A single contact:* Check the box next to the contact name.
 - Multiple contacts:* Check the boxes next to all the contacts you want to export.
 - All contacts:* Check the box next to any contact and in the top left, click Selection Actions > All.
3. At the top right, click More actions ⋮ > Export.
4. To back up your contacts, select Google CSV.

Google Classroom Data



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Google Classroom

If you are using Google Classroom, please reach out to Cody Gillaspie.

Google Photos



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Google Photos

If you have photos saved in Google Photos under your WSDPanthers account, you'll need to export them before your account access changes. The quickest way to do this is by using **Google Takeout**.

Steps:

1. Go to [Google Takeout](#).
2. Select **Google Photos**.
3. Follow the prompts to export and download your photos.

YouTube



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YouTube Data

If you manage a YouTube channel for your building, classroom, or other (district-related) purpose, it might require a manual migration. Please contact Cody Gillaspie to arrange a time for account evaluation and any necessary adjustments.

Google Takeout



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Google Takeout

Google Takeout is a powerful tool for exporting data from your Google Account. However, not all exported data can be easily imported into a new Google Account.

Recommendations:

- It's a good idea to use Google Takeout to export everything you use and keep a backup in a safe location, such as an external USB drive. Avoid storing your backup on a District device or in Google Drive.
- **Important:** If you upload everything from your Google Takeout archive to your account, you may create duplicate files. The best practice is to keep your Takeout archive safe and only restore individual items as needed.