



Seniors - This is important!

Save your school documents before you leave!

Sometime during the summer after graduation (probably July 31), Seniors will lose login privileges to ALL Jeffco Systems. That includes Campus, Computer Files, Schoology, Google Apps, etc.

Here are some things you should do:

Files (documents, videos, etc.):

Save any important files that you may someday want from your **Jeffco Google Drive**. If you have saved any files on a desktop or laptop, you should also check your **"H Drive"** on school computers.

"H" Drive

To Upload Files (or whole folders) from your H Drive to your **PERSONAL** Google Drive: Log in to a school desktop computer (not chromebook) and open the folder labeled with your student ID number.

You can also get remote access to your school server files by following [these directions](#).

Then login to a personal Google Drive (**Drive NOT just Docs**) account.

Then just drag and drop and files you want to save from the computer to Google Drive - or in Google go to "New" and choose "'File Upload" or "Folder Upload." For more information, visit the [Google Support](#) page.

Jeffco Google Drive

If you only have a few files in your Jeffco Google Drive that you want to save, then the fastest option is to open the document (or video or whatever) and share it with your personal google account. AND THEN - make a copy (in your personal account) so it is no longer associated with your jeffco account. If it is a video file (or any other "non-Google" file), download it and then re-upload it into your personal google account).

If you want to save **EVERYTHING** Google, you can use a tool called "Google Takeout" that puts all of your google stuff into a .zip file that you can then put on a flashdrive (or reupload into personal google). Warning - it can be glitchy! [Directions for Google Takeout](#).

Contact Brooks, Baughman or Benson (before the end of the year) if you have questions.

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