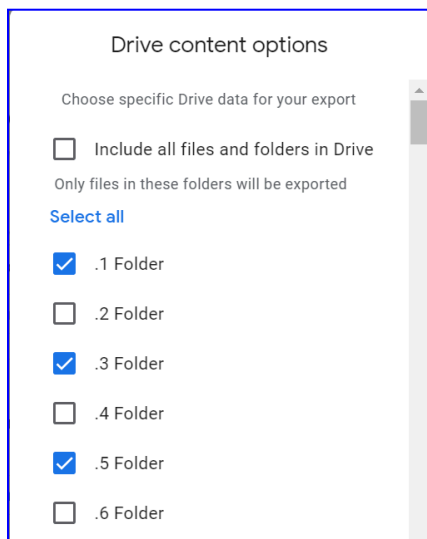
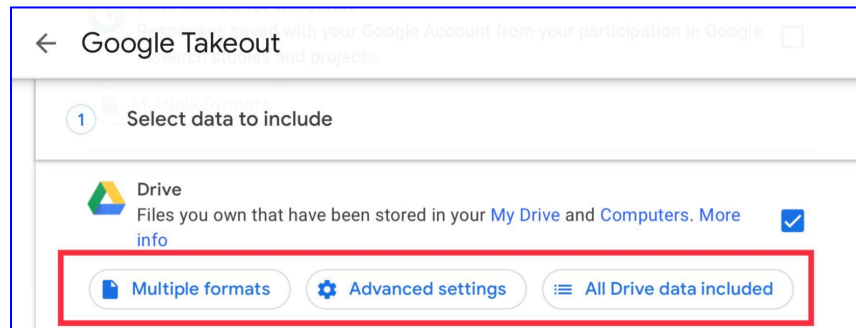


GOOGLE DRIVE TAKE OUT

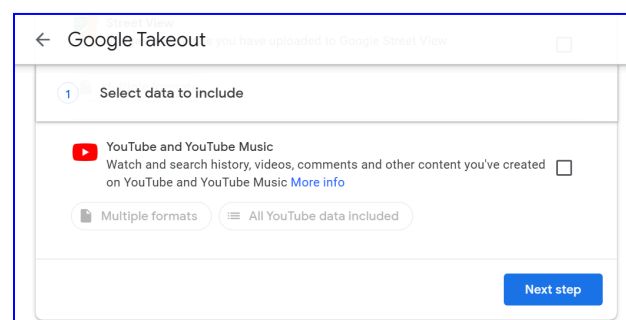
For high school students graduating and for staff leaving the district, you can save your personal documents from your district Google Drive in a few short easy steps. You can save to your own hard drive or to your own personal cloud account.

Follow these steps.

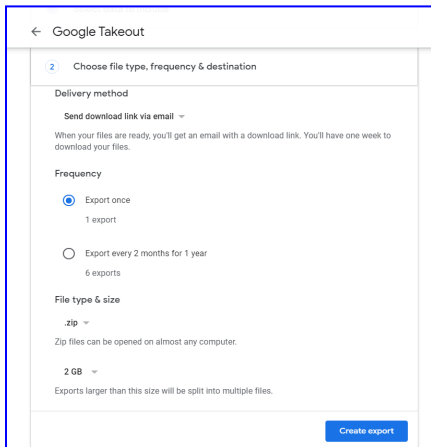
1. Go to takeout.google.com. Login with your district Google account.
2. Step 1 is to select which Google Data you'd like to save (most importantly, Google Drive).
3. Choose the data you'd like to transfer from Drive by selecting from the three options below the Drive. ([Can include photos](#)).



4. Select "All Drive Data Included" to select which folders you want to save. Ensure you are only exporting your personal files. Copyrighted files that are provided by the district should not be saved.



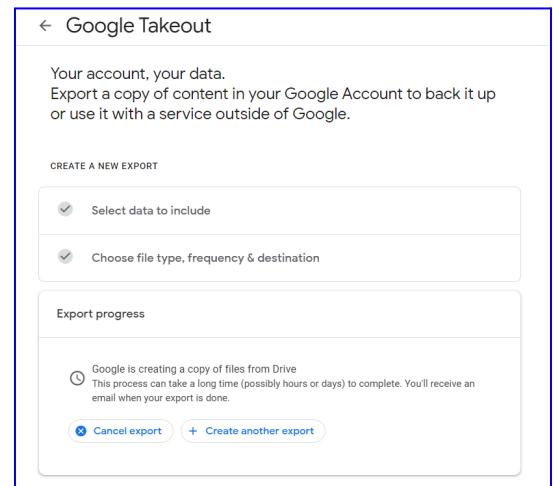
5. When you've selected all the data you'd like to save, scroll down and select "Next Step."



The screenshot shows the 'Google Takeout' interface at step 2, 'Choose file type, frequency & destination'. It includes sections for 'Delivery method' (Send download link via email), 'Frequency' (Export once, 1 export), and 'File type & size' (.zip, 2 GB). A 'Create export' button is at the bottom right.

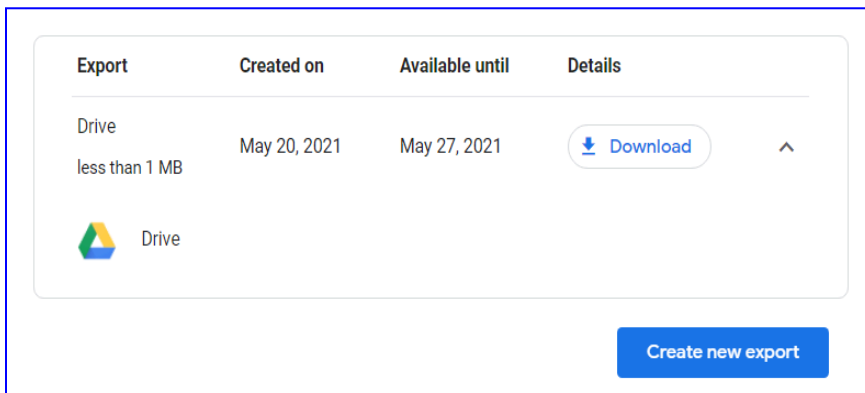
6. Choose the settings for your export. In this situation, the default settings are likely best. Select "Create Export."

7. Google will then create the export file. It may take quite some time, depending on the size of the files being exported. You will receive an email when the data is ready to be downloaded.



The screenshot shows the 'Google Takeout' interface at the 'Export progress' stage. It includes a 'CREATE A NEW EXPORT' section with two checked items: 'Select data to include' and 'Choose file type, frequency & destination'. Below, the 'Export progress' section shows a clock icon and text: 'Google is creating a copy of files from Drive. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.' At the bottom are 'Cancel export' and '+ Create another export' buttons.

8. When export is ready, you will be given the option to download. You will want to be on a personal computer or have a flash drive/external hard drive so you can save your files. Access these on your personal computer or save them to your personal Google account. You have **ONE WEEK to download these files.**



Export	Created on	Available until	Details
Drive less than 1 MB	May 20, 2021	May 27, 2021	Download ^

Drive

Create new export