

**8<sup>th</sup> GRADE STUDENTS**  
**IMPORTANT TECH END OF THE SCHOOL YEAR INFORMATION**

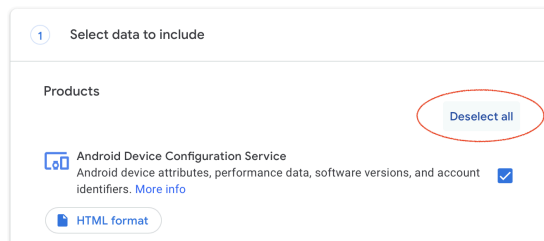
- 1) ACTION ITEM #1: Tuesday, May 28th will be the last day to use your chromebook. Please bring your chromebook, charger cord, and case to TMS to be turned in on Wednesday, May 29th. If you do not have your charger cord, please bring a check made payable to Thomas Middle School or cash for \$30 to cover the replacement cost of a charger cord.

2) ACTION ITEM #2: **CREATE A BACKUP USING GOOGLE TAKEOUT**

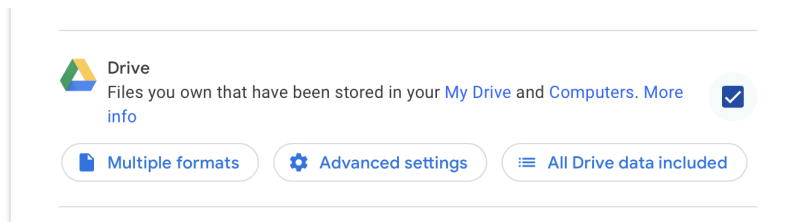
*Google Takeout exports your data from your Google account to a zip file that can be stored on your computer, external hard drive or USB Flash Drive. This should be done at home, not school. This must be completed by June 15th.*

**To create a backup using Google Takeout, follow these steps:**

1. Go to <http://www.google.com/takeout>
2. Sign-in using your District 25 account information.
3. Select data to include by choosing the Google products to include in your archive and configure the settings for each product. You can click the deselect all button first to remove all the other items.



Most users will just choose Drive to archive. This archive will only be accessible to you.



4. Click NEXT STEP
5. Leave the file type and delivery method to the defaults
6. Click CREATE ARCHIVE (usually the defaults should be fine)

CREATE A NEW EXPORT

☒ Select data to include

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

☐ Export every 2 months for 1 year  
6 exports

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

7. After it is done processing, you will receive an email with directions to download.

NOTE:

- Takeout will not include items from 'Shared with me' or from shared drives