

## **Student Exit Procedures**

Once the Seniors have graduated or a student has decided to leave the district, their FJUHS D Google accounts will be suspended. All suspended accounts will then be deleted at a later date. In order to plan for this, students should follow the steps listed below.

Students who are leaving the district should **update the contact information** with any websites or other agencies where they used their FJUHS D email address, this will help reduce the likelihood of missed emails (i.e., **College Board for AP exams**).

If a senior will be taking any College Board exams during the summer, they should update their email address with College Board before the end of the school year.

There are 2 methods students can use to take their documents when leaving our district.

**Option 1: Google Takeout** - Google Takeout allows students to copy specific types of documents and emails from their Google account and export them into a zip file or email file format. This process will copy the files from their school account.

**Option 2: Account Transfer** (Use after May 26th) - Account Transfer, this process will allow a student to transfer their Google email and drive files to an existing Google account outside our domain. This process will **move** all documents to the new account. This means all the student files and emails will no longer be in their school account after the process is complete. This option is best done at the very end of the school year or early summer.

## Google Takeout Method

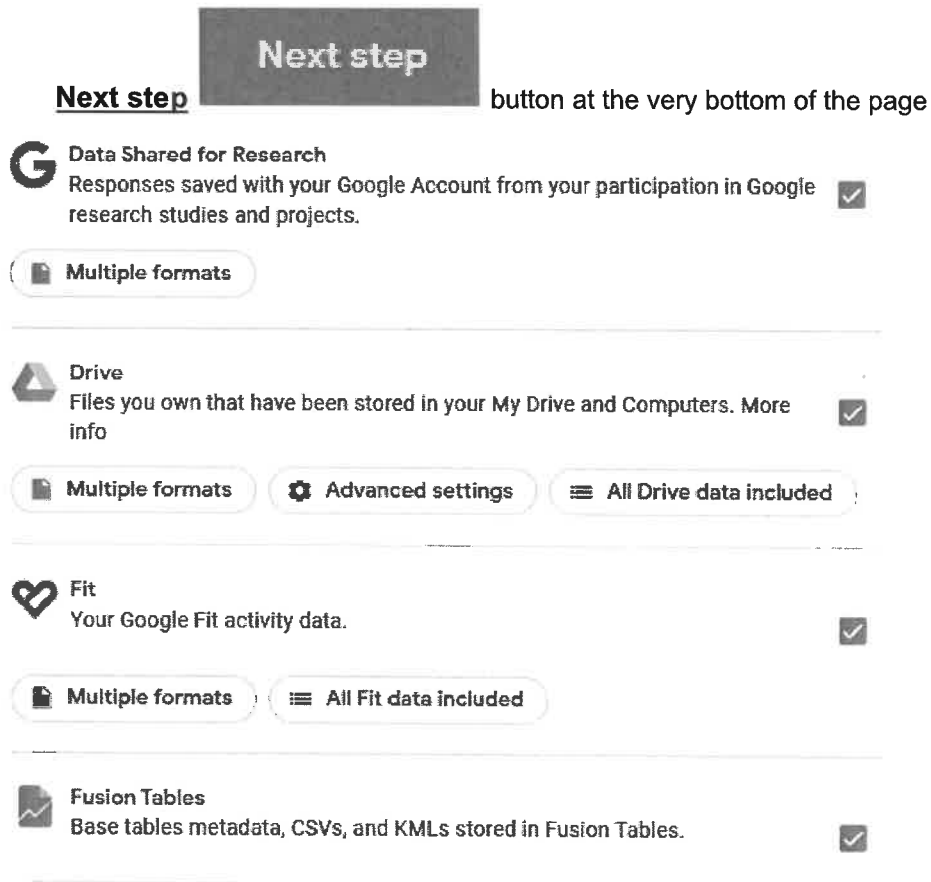
1) Open up chrome browser

2) Go to this website:

<https://takeout.google.com/settings/takeout>

3) Sign on with your school google account

4) Make sure to select all the stuff you want saved from your school google account and click on



5) On the next page, click on the blue **Create export** button  located at the bottom.

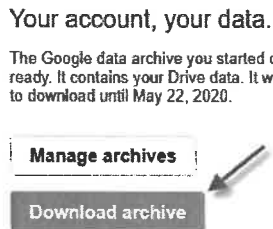
The archive process might take anywhere from 10 minutes up to a few hours depending on how much stuff you have in your google drive.

6) You'll get 2 emails sent to your school account. The first one will say your archive of google data has been requested and the second will say **Your Google data archive is ready.**

**The second email is the one you need to watch for.**

7) Open the second email stating that your Google data archive is ready **from your personal computer.** For this step, do not use your chromebook, instead use a personal windows or mac computer

Log into your school email from your personal computer and open the second email and click on **Download archive** in the email that was sent to you. It will look like this:



8) You will be asked to sign into your school account one more time.

9) Click on "Download"

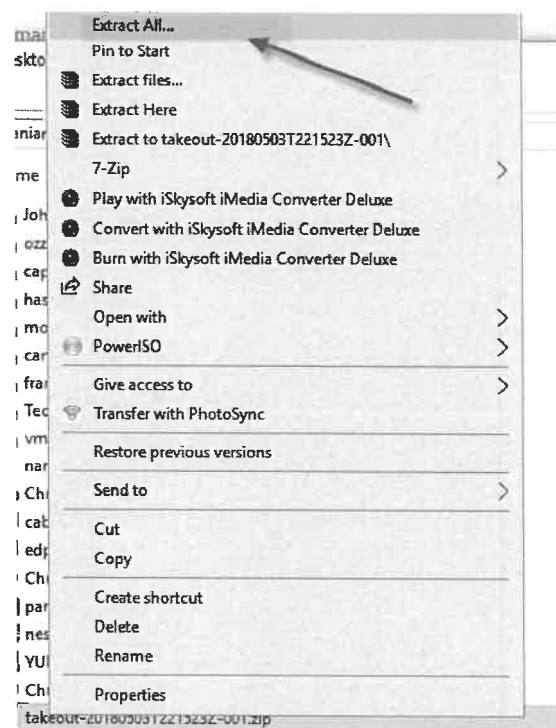


10) Save your zip file to your personal computer

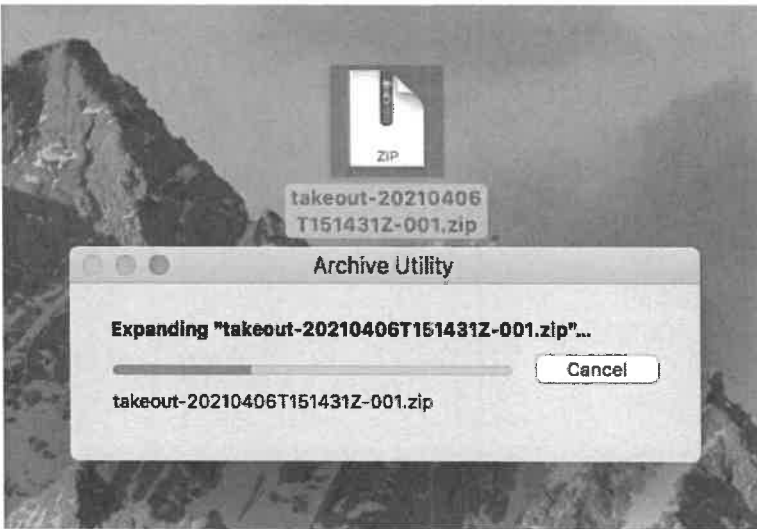
11) Once the file downloads **you will need to unzip** (extract) it.

For a windows computer do the following below: For a Mac skip down to step 11a

On a window computer the file will look like a zipper. To unzip the file **right click on it** and select **Extract All...** then click **Extract**



11a) If you have a Mac computer, double click on the zipped file and it will automatically unzip (expand) the file



12) After the unzipping is finished, you will see a new folder with all your files in it. Congratulations, you have successfully saved all your school files!! 🎉

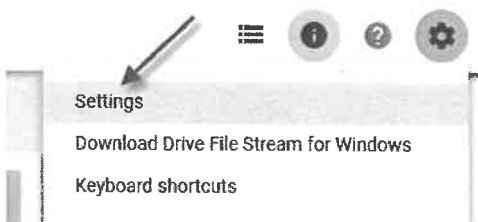
**Please note: At this point if you prefer to copy your google drive files to an external hard drive you can do so by copying and pasting to your usb drive. Or if you prefer you can upload your files to your personal gmail account (see instructions below)**

**Optional Steps-Uploading your school google drive files to your personal google account.**  
**Please make sure you have enough space in your personal google drive before following these steps below.**

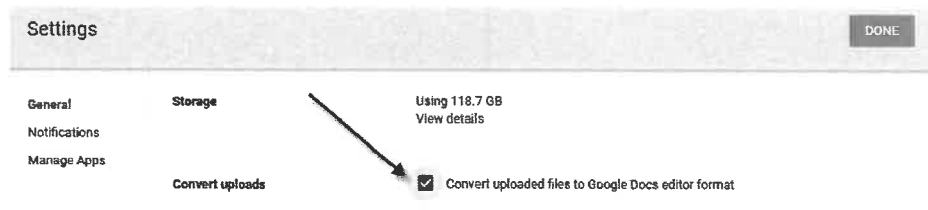
- 1) On your personal computer login with your personal gmail account.
- 2) Go to your google drive
- 3) Click on the gear icon on the top right hand side



- 4) click on Settings



- 5) Put a checkmark by "Convert uploaded files to Google Docs editor format"



6) Click on Done



7) Now it's time to upload the extracted (unzipped) folder into your personal google drive account. Click on **New** then click on **Folder Upload**



8) Select your **extracted** folder and click on **Upload** and your upload will begin.



9) Click on Upload again if you get this message

This will upload all files from "Takeout". Only do this if you trust the site.



This may take 5-20 minutes or longer

10) After your upload finishes open some of your files and make sure you are not missing anything

## Transfer files from District account to Personal

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The following are instructions for transferring files between Google accounts. They are from the the Google article <https://support.google.com/accounts/answer/6386856>

## To Copy content from your school account to another account

If you're using a Google Account through your school, you can copy and transfer your files to another Google Account. This process lets you:

- Backup your files from time to time
- Keep important files when you graduate, switch schools, or leave for another reason

### What you can copy

You can copy and transfer these kinds of files from your school account to another Google Account:

- Email in Gmail (not contacts, chats, or tasks)
- Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)
- Documents in My Drive
- Documents in your "Shared with me" folder (unless, to restrict sharing, the document owner turns off downloads and copies for commenters and viewers)

The original files stay in your school account. Any changes you make to the copied files don't affect the originals.

### My Drive files that aren't copied

A file in My Drive won't be copied if either of the following are true:

- You're a viewer, not an editor or owner
- The owner has turned off download, print, and copy options for commenters and viewers

When the copy process is done, you'll be notified by email about any files in My Drive that weren't copied.

**Copy & transfer your files - Use this option at the very end of the school year.**

Each time you copy files from your school account, a new set of copies is created in your Google Account.

### **Create an account**

If you haven't already, create a Google Account. Your new email address will be your username@gmail.com.

### **Prepare your files**

To copy content that other people have shared with you, add those files to My Drive.

You can review files in your "Shared with me" folder.

### **Start the copy process (If the students choose transfer, their district Google Drive will be empty)**

1. On your school account (myaccount.google.com) go to **Transfer your content**.
2. Enter the email address of the Google Account where you want to copy your content.
3. Select Get code.
4. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select Get confirmation code. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose Verify.
6. Choose the content you'd like to copy, then select Start transfer.

### **Details about the copy process**

The copy process usually happens within a few hours, but it can take up to a week. Copied files might appear in batches on your Google Account during the copy process. When your files are finished copying, you'll get an email at your Gmail address.