

Hello,

We highly recommend purchasing your iPad, and you can still purchase through MySchoolBucks. If you have purchased your iPad, you will be given information in a separate email on making it yours and removing the school rights on May 24th at noon.

If you have not purchased your iPad, the return date is **THURSDAY, MAY 16th** during graduation rehearsal. On this day, staff members will be available to collect devices as part of your graduation rehearsal process. Please do not turn in your device if you need it for finals or summer school. Instead, turn in your device to the technology department once your last day of class is completed.

You will want to start cleaning up your Google Drive, Google Email, and iPad. If you purchased your iPad, your iPad will be erased on May 24th at noon unless you have not fully graduated or completed your coursework. If you did purchase your iPad, you will have control of it once it is erased. For all students, your H-drive, Google Drive, OneDrive, Schoology and Google Email will be unavailable starting August 30th and deleted on September 30th.

Here are our suggestions for backing up and saving your data.

- 1) Consider getting a jump drive of at least 15 gigs. This will give you somewhere to put all your information.
- 2) Consider getting a personal google account. This will give you another place for some of your current data, and help you to continue working as usual.
- 3) Get a personal Apple ID (if you don't already have one) if you are purchasing your iPad. If you restore from backup, you will still have restrictions, so you should NOT restore from backup.
- 3) Back up your iPad before 5/24. Once the iPad is erased, you cannot recover the information.
- 4) Take time to do this process. Here is a suggested timeline.
 - a. Day One: Backup your Email, H-drive, and iPad to your Google Drive
 - b. Day Two: Create an Archive of your Google Drive
 - c. Day Three: Download your Archive to a jump drive or your personal computer or to your new personal Google Drive. (For every 2 Gigs of data you have, the process could take 20 minutes – 2 hours depending on internet connection)

Again, once the deadline hits, your files, photos, videos and other data will not be available.

Backing up your iPad to Google Drive

DO NOT plan to restore your iPad!

It will cause all the restrictions be put back in place! You must set up the iPad as “new” and then download pictures or data you want from Google or apps.

1) Backing up Photos and Videos to Google Drive

- a. Go to your Google Drive App.
- b. Click the + in the lower right.
- c. Click “Upload”
- d. Click “Photos or Videos”.
- e. Select the photos and videos to be uploaded.

- f. Click "Upload".

2) Backing up Notability to Google Drive

- a. Go to Notability.
- b. Click the Settings button (the circle at the bottom).
- c. Click Auto-Backup.
- d. Click Google Drive.
- e. Choose the Destination and Format
- f. Select all the Notebooks to be backed up.

3) Check other programs to see the best way to back them up to Google Drive

Archiving your Google Drive to a Computer or Jump Drive or Transferring it to Another Account

Video Tutorial: <https://youtu.be/BS2YwTGbJ6s>

Direct Link to Control Your Content: takeout.google.com

Download FAQ: <https://support.google.com/accounts/answer/3024190?hl=en>

Simplified Instructions:

1. From a Computer (You CAN use the iPad to get the archive created - But you will need a computer to download the archive) be sure you are logged into your District Google Account
2. Go to Google Account : Control your content - You can do that by going to the link below (1) or Go there through your account options (2)
 1. takeout.google.com
 2. Decide if you just want to download your content as an archive or transfer it to a different account.

Archiving your data

1. Select the data to include in the archive (by default all are selected)
 - a) To select or de-select move the sliders next to the services - A Check means it will be included in the archive.
 - b) Be sure to select Drive at the minimum (by default Google Takeout archives Drive files in Microsoft Office file types)
 - c) If you click/tap on the "more info" next to the check box you can see other options available
2. Scroll to the bottom and click/tap "NEXT STEP"
3. Under Delivery Method be sure "Send Download Link via email" is chosen
4. Click "Export Once"
5. Click/Tap "Create Export" - This will start the Archive Process
6. You will receive an email on your District email once the archive has been created

7. From a computer open your District 211 email
 - a) Go to [Google.com](https://www.google.com) - Click "Sign in" in the upper right corner
 - b) Username: lastname+4digits@students.d211.org
 - c) Password: your nine digit ID#
 - d) Click mail
 - e) Open the Archive Email and click on the link to be able to download and save your archive to a location you want (computer, USB, etc.)

The download will be in a .zip file. All of the files from the services you chose to archive will be in the .zip file. To open on a Mac, simply double click the .zip file and it will expand into a folder containing all of the files. To open on a PC, double click the .zip file and chose expand in the upper left corner of the Window.

Transferring your data

1. On your school account, go to <https://myaccount.google.com/privacy#takeout> and "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 School email 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**.

Creating a New Google Account

To create a Google account:

1. Go to www.google.com.
2. Click Create an account.
3. The sign up form will appear.
4. Review Google's Terms of Service and Privacy Policy, click the check box, then click Next step.
5. The Create your profile page will appear.
6. Your account will be created, and the Google welcome page will appear.

As always, if you have any questions, please email the Technology Help Desk for help at HEHShelpdesk@d211.org.

Stay Well!

**Mrs. Ordonez
Technology Department Chair**