

Staff: Transfer/Download Your Google School Content

Staff Google Drive Files cannot be recovered after staff leaves the district.



School Google accounts are closed when staff is no longer employed. This means that once you leave the district, you will no longer have access to your files and resources in Google unless you take them with you. This process must be completed before leaving ECSC.

ESSENTIAL: No staff member may take/transfer or otherwise use student data, or documents that contain student data, for any reason. Your request to have Google Takeout turned on for your account is your complicit consent to comply with this policy.

Follow these instructions to transfer your Google Drive files and information:

1. Let the Building Principal know you'd like to retain some of your data. **After having obtained their permission**, please send an e-mail to the onsite technicians with your building principal visibly copied on it indicating you have been approved. The building principal may need time to reach out to us and/or the Superintendent so do this ahead of time.
2. Have or create a personal Google account.
 - a. If needed, [click here](#) to create a Google account ([instructions](#))
 - b. Having trouble? Visit the [Google Help Center](#)
3. While you are logged into your Elwood Community School Corporation Google account, [click here](#) and complete the following steps:
4. Select the content you'd like to transfer
5. Choose 'send download link via e-mail', one-time archive, .zip file, and the 2GB options, then click '**Create Archive**'
6. When the archiving finishes, visit your Elwood school email and retrieve the data from the link sent to you by Google Takeout



7. Download the data directly to your device
8. Sign **out** of your Elwood school account, then sign **into** your personal account, and upload the data to your personal account
9. [Click here](#) for help

Please Note: A personal Google account has 15 gigabytes of storage while school accounts have unlimited storage. If the documents from your school account will exceed this amount, you will need to [download the documents](#) separately or create multiple personal accounts.

Finally, any and all personal accounts that have been signed up for with your school e-mail address will need to be updated to your personal e-mail address to ensure you don't miss any communications from doctors, insurances companies, etc. Questions about how to update your personal e-mail address into your personal accounts will go to each individual doctor/health/official office in question.