

Students: Transfer/Download Your Google School Content

Student Google Drive Files cannot be recovered after graduation or after a student leaves the district.



School G Suite accounts are closed when students are no longer enrolled. This means that once you graduate or leave the district, you will no longer have access to your files and resources in G Suite unless you take them with you. This process must be completed before graduation or leaving Elwood Community School Corporation.

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

1. 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](#)
2. While you are logged into your Elwood Community School Corporation Google account, [click here](#) and complete the following steps:
 - a. Select the content you'd like to transfer
 - b. Choose 'send download link via e-mail', one-time archive, .zip file, and the 2GB options, then click 'Create Archive'
 - c. When the archiving finishes, visit your Elwood school email and retrieve the data from the link sent to you by Google Takeout
 - d. Download the data directly to your device
 - e. Sign **out** of your Elwood school account, then sign **into** your personal account, and upload the data to your personal account
 - f. [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.