Google Takeout FAQ

Old Account = School Account = The account containing files you are wanting to transfer *from*.
New Account = Personal Account = The account where you want to transfer documents *to*.

We recommend using Google Takeout to download your files from your old school account, then re-uploading them into your new personal Google account as outlined below.

Q: Why can't I just transfer ownership of the Google Doc?
A: One cannot transfer ownership of Google Doc files from one domain to another (for instance an @elwood.k12.in.us account will neither share with nor transfer ownership to a @gmail.com account)

Q: Why can't I just share my document from my old account with my new account?
A: Because the file will be deleted when the old account is closed.

Also, please note that **Google Takeout only downloads files that you have created**, not documents shared with you.

To avoid duplicate copies of the same file, we ask that each document owner transfers only the files where they are the owner.

Q: What do I do after I have my data archived?
A: Upload Files to Google Drive as shown below

Upload Files to Google Drive

Follow these steps for existing files that you want to share, or have accessible, in Google Drive. These steps apply to files you are moving from your old account, as well as any other files you have saved on your computer.

1. Login into Google using your new account.
2. In the top-right of your screen, click the App launcher icon ⊞ and then select the Drive icon.
3. Click **Settings** (gear in top-right), **Settings** again, and check the option to convert the uploaded files.

Convert uploads   ☑ Convert uploaded files to Google Docs editor format

    Why Change this Setting? This allows the greatest flexibility and power of the collaboration tools within Google. However, after you upload files, you might check to see if the formatting of the documents have been altered. If you have files that you want to ensure stay intact for formatting purposes, uncheck the above option and re-upload the files.

4. Click the red **NEW** button and select **File Upload** or **Folder Upload**.

TIP: If using Chrome, you can upload files and folders by simply dragging into the browser window when Drive is opened.

5. To start a new document or upload an existing document, click on the folder where you want the document to live (if applicable) and click **New**.

Q: How do I keep my Google Forms?
A: Transfer Google Forms with the instructions below

Transferring Google Forms

NOTE: This process does not transfer Google Forms in a useable format. To transfer a form, complete the following steps:

1. Login to Google using your old account.
2. Open the spreadsheet with the form results and share the spreadsheet with your new account.
3. Logout and back into Google using your new account.
4. Under *Shared with Me*, locate the spreadsheet that you shared above.
5. Right-click on the spreadsheet and select "Make a copy."
6. This will both create a copy of the spreadsheet and the form. Please note that when doing this the summary of results feature gets "reset" to zero responses.
7. Go to the form and select the option to "view live form." Copy the address of this link.
8. Notify anyone that you wish to complete the form of the new address copied in the previous step.