

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.

- 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.