

# Graduating? Retiring? Moving?

You don't have to leave your Google files behind! Here's what you need to know:



Shortly after you leave BCSD, your BCSD Google Account will be **permanently** disabled.

ALL of your Google Docs (and anything else stored in your Google Drive) will then be inaccessible to you & *anyone you have shared them with*. BCSD's Tech Services team will not be able to recover these files for you.

Therefore, it is imperative that you do one of the following:

**Transfer ownership of your Google files to someone else in BCSD**

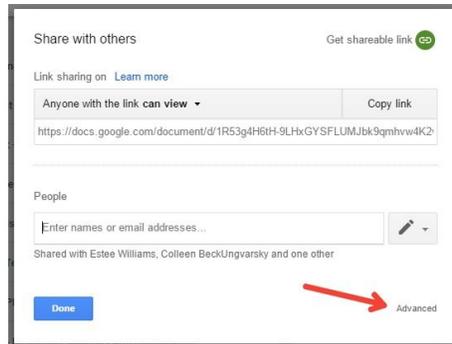
(This method must be done *file-by-file*, and doesn't allow you to transfer ownership to a personal @gmail account. Only recommended for retiring department heads & admin)

**Download a copy of your Google files**

(this is the fastest/easiest method, and what we most recommend for transferring teachers & graduating seniors)

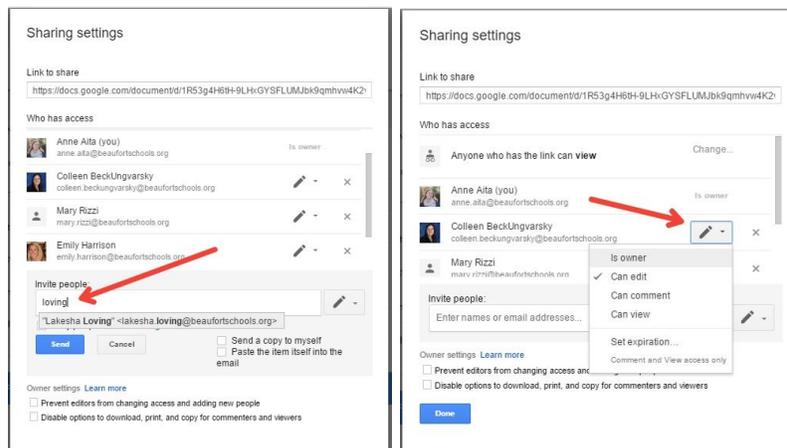
## Transfer ownership of a Google Drive file to someone else in BCSO

1. First, share the file to the appropriate person(s) by right-clicking on the file and clicking **share**, then **advanced**.

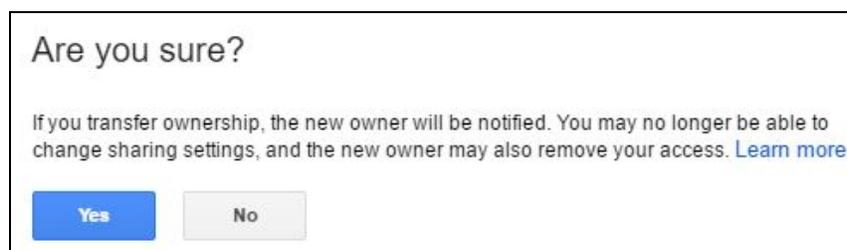


2. A file can have many *editors/viewers*, but only one *owner*. To add additional *editors/viewers*, use the **invite people** section to search for their name and invite them (in this step, you can grant them edit or view-only access.) Then, **pick ONE of these people to become the new owner**, using the icon next to their name.

Note: You can *only* transfer ownership within @beaufortschools.org accounts. Therefore, in this step it is imperative that you share the files/folders to a person's *official* @beaufortschools.org account.



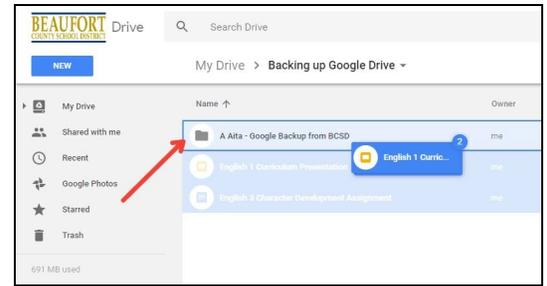
3. Finally, you will need to confirm that you, the original owner of the file, would like to transfer ownership to another member of our @beaufortschools.org domain.



## Download a copy of your Google files

1. Space on your portable hard drive may be an issue, so you'll want to think carefully about what to keep. Using the "New" button, create a new folder and move the files you wish to *keep* into this folder.

Note: To make this process faster, you can hold down the CTRL button on your keyboard to select & move multiple files at once. Selected files will be highlighted in blue.

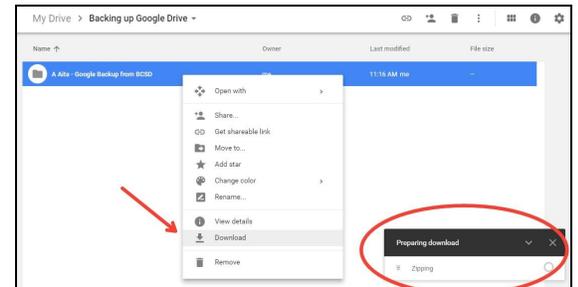


2. To download hard copies of everything in your "keep" folder to a flash drive or portable hard drive, right-click the folder and select **download**.

Google Drive will then prepare a "zipped" or compressed folder containing all of your selected files. This may take a while. You may save this

"zipped" folder to a personal computer or portable hard drive to take with you. To share the folder with someone else (like your former coworkers) just give them a copy on a portable flash drive.

Note: In the download process, your Google files will be converted to Microsoft files (for example, Google Docs will become Microsoft Word .docs, and Google Slides will become Microsoft Powerpoint .ppts).



3. Before you can upload the "zipped" folder to another Google Account, you'll need to right-click on it and select "Extract All" to unzip the folder. You can extract the files directly to your flash/hard drive, but we recommend extracting the files to a folder to keep them all together. When you're ready to upload the files/folder to a new Google Account, just click New > Folder Upload.

Note: Before uploading the folder to a new account, you can turn on the "Convert Uploaded files to Google Docs editor format" in your Google Drive settings. With this setting on, your files will be converted back to Google Docs, Google Sheets, etc. after upload.

