

# Single Domain Migration

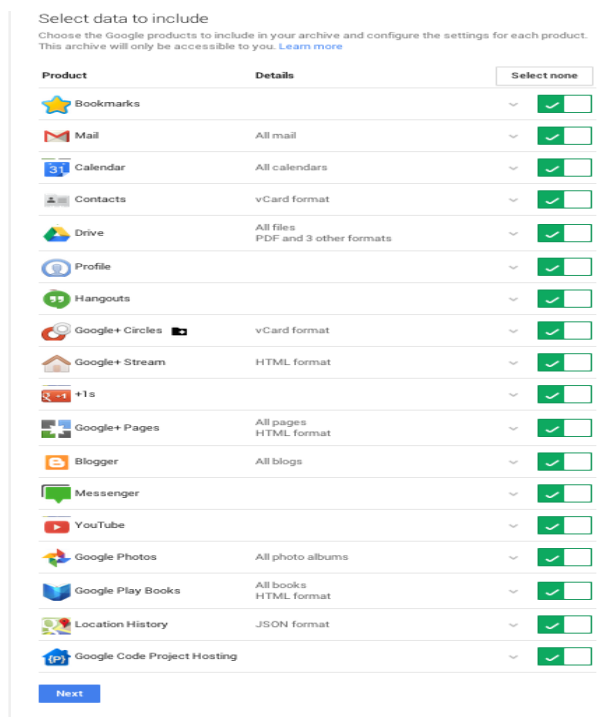
## Procedures for Backing up Students' Google Drive

### Option 1

Google Takeout [Recommended for Student-Owned devices]

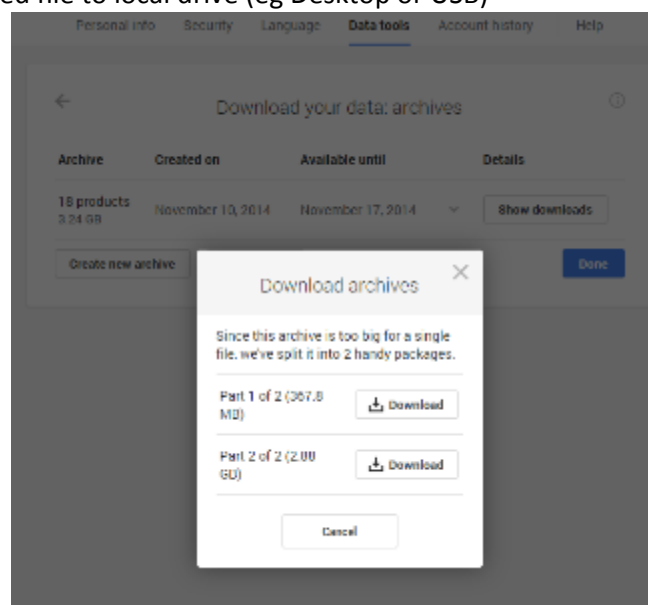
**Step 1:** Student logs into their Google account and browse to <https://www.google.com/settings/takeout>

**Step 2:** Student selects products to be backed up



**Step 3:** Student notified by email that archive has been completed

**Step 4:** Student accesses archived files at <https://www.google.com/settings/takeout> and download archived file to local drive (eg Desktop or USB)

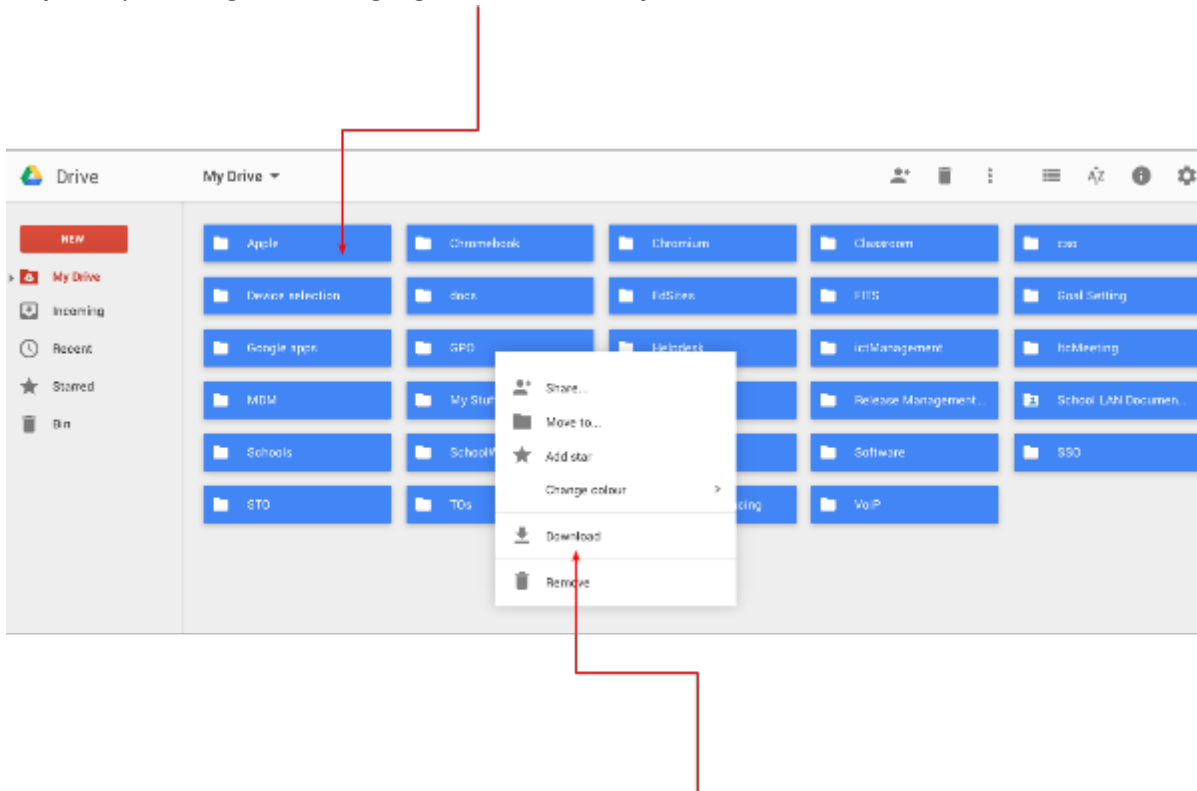


**Step 5:** Student uploads archived folder to new Google Drive

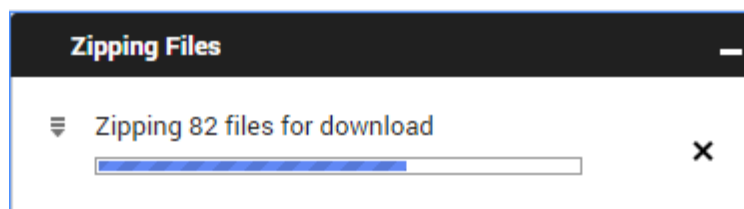
## Option 2

Zip and download entire drive [Recommended for School-owned, shared devices]

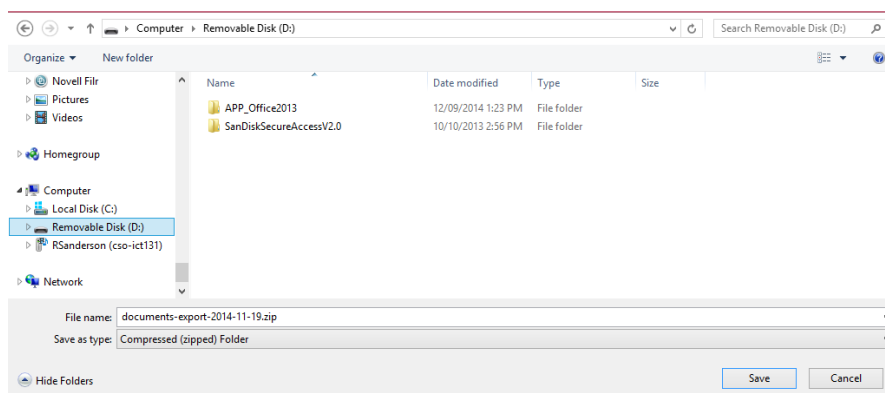
Step 1: Open Google drive. Highlight all folders in *My Drive*

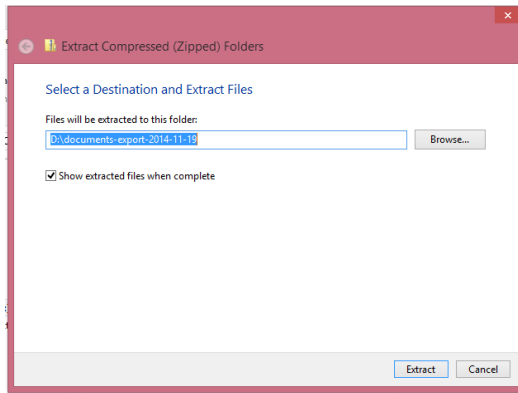


Step 2: Right click on highlighted area and choose *Download*

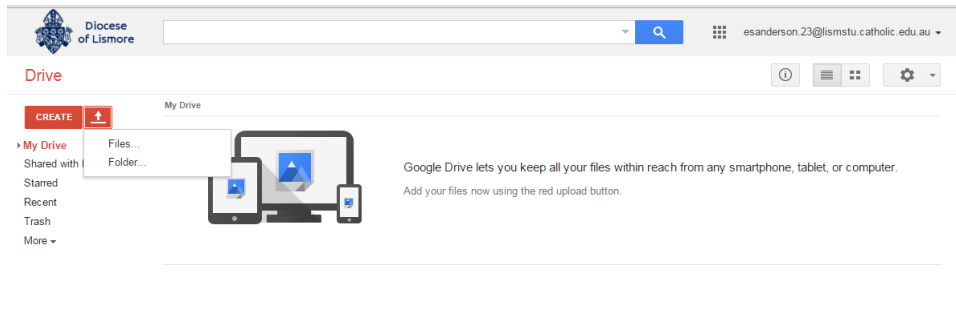


Step 3: Choose to download to external (USB) drive (or Desktop if the device is not shared.) A class could use a shared USB drive if required. Each download would need to be named for the student on a shared drive. When download is complete, extract the zipped folder to the same location

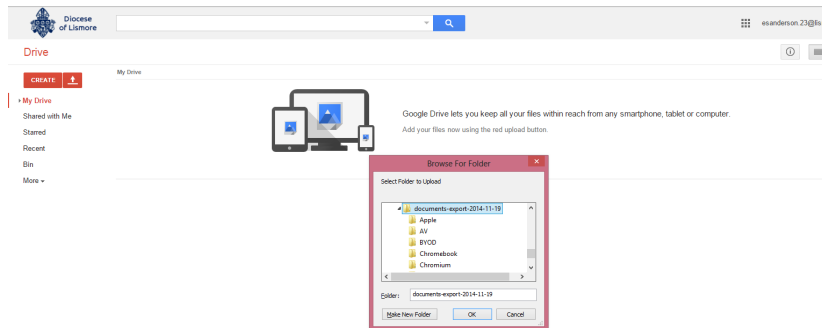




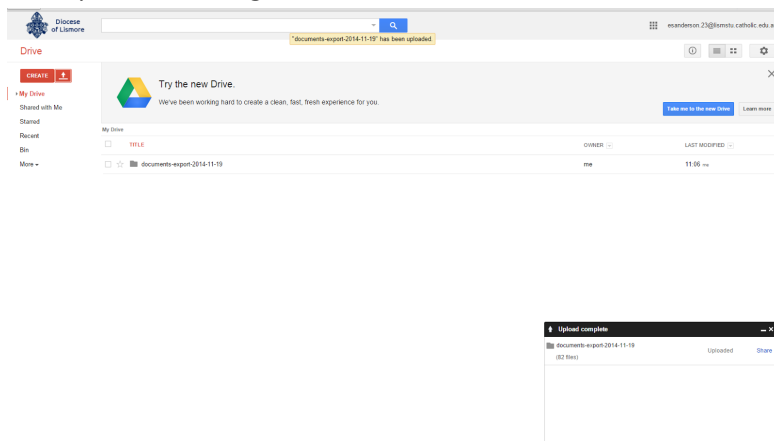
**Step 4:** Open Google Drive using new account. Choose **Upload >Folder**



**Step 5:** Browse to the extracted folder on the USB drive



**Step 6:** Once the upload is completed, the migrated folders and files will be available in the uploaded folder.



**NB: Shared files and folders and Google Forms will not be migrated in this process. Files shared with the students will need to be downloaded from *Incoming* folders/files or ownership of these folders/files will need to be transferred. Folders/files shared by the student will need to be reshared when the migration process is completed.**