

Google Drive Migration Step-by-Step Instructions

Overview of the Steps

Step 1: Upload all locally stored files to Google Drive. (This means Photos/Videos, Book Creator, Explain Everything, Notability, Pages, Keynote, Numbers, Notes, GarageBand, iMovie, Paper...)

Step 2: Identify the files in Google Drive that you want to keep, create a folder for those files, and move the files into that folder.

Step 3: Move the files you want to keep to somewhere outside your MVSD Google Drive account.

Option 1: Share the folder with a personal Google account, then make copies of the files in the folder, then move the copied files from the folder.

Option 2: Download the folder to your personal laptop or desktop.

Option 3: Create an archive of your MVSD Google Drive account, then send it from your MVSD Gmail to your personal email account and download the archive to your personal laptop or desktop.

Detailed Instructions

Step 1: Upload all locally stored files to Google Drive.

- Typically the “sharrow” allows you to export a file from within an app to Google Drive.
- Watch the video at mvschools.org/onetoone (click “1:1 Program Support” on the left) to see examples of how to upload several specific locally stored files.

Step 2: Identify the files in Google Drive that you want to keep, create a folder for those files, and move the files into that folder.

- Open Google Drive and tap the blue plus-sign in the lower right corner.
- Tap Folder.
- Title the folder and tap Create.
- In the upper right corner, tap the three dots.
- If you want to add all of your files to the folder, tap Select all.
- If you only want to add some files to the folder, tap Select, then tap the items you want to add.
- When all the items you want to add are selected, tap the folder at the bottom of screen with the arrow in it.
- Navigate to the folder you created by tapping My Drive, then the folder you created.
- Tap Move Here to move the files, then confirm you want to move them by tapping Move.

Step 3: Move the files you want to keep to somewhere outside your MVSD Google Drive account.

Option 1: Share the folder with a personal Google account, then make copies of the files in the folder, then move the copied files from the folder.

- A. Locate the folder in your Google Drive, then tap the three dots to the right of the folder.
- B. Tap Add people, and enter your personal Google account information, then tap the paper airplane icon in the right corner of the dialog box.
- C. You will be asked to confirm that you want to share outside of MVSD. Tap Share to confirm.

Next you will sign in to your personal account, locate the folder in Shared with me, and move it to My Drive.

- D. On an iPad, tap the three bars in the right corner to switch to your personal account.
- E. Tap your account information at the top.
- F. If you've logged in with your personal account before, tap your personal account to switch from your MVSD account.
- G. If you need to add your personal account, tap Manage accounts, then tap Add account, and enter your account information.
- H. Tap the three bars again, then tap Shared with me.
- I. Find the folder you shared from your MVSD account, tap the three dots next to the file information, then tap Add to My Drive. Now you can find the folder in My Drive instead of Shared with me.

Next you'll need to sign in to your personal account through an Internet browser on a desktop or laptop, and make copies of the files so your personal account "owns" them.

- J. Once you're signed in, locate the folder in your Drive.
- K. Double-click the folder to open it and view the contents.
- L. Select the items you want to copy. If you want to copy all of the items, click on the first item, then hold down the Shift key, and click the last item.
- M. Click the three dots in the upper right, then select Make a copy. A copy of each file will be generated, and your personal account will be the owner of those files.
- N. Select the copied files, click the three dots in the upper right, and select Move to...
- O. Click the arrow to the left of the folder name to navigate back to My Drive, then click Move Here. Click OK to confirm that your MVSD Google account will no longer have access to the copied files. You can now remove the folder containing the original files from your drive.

Option 2: Download the folder to your personal laptop or desktop.

- A. Sign in to your MVSD Google account through an Internet browser on a desktop or laptop.
- B. Navigate to the folder you created that contains the files you wish to save.

- C. Right-click on that folder, then select Download. This creates a .zip file that contains all the files in the folder.
- D. Your browser may give you a dialog box asking you to Save the .zip file. You will see the downloaded file appear wherever downloads are stored on your computer.
- E. If it does not unzip automatically, find and double-click the .zip file, it will decompress into the folder and files that you shared from your MVSD account. Move it to a place on your computer (such as the Documents folder) that you can easily access.

Option 3: Create an archive of your MVSD Google Drive account, then send it from your MVSD Gmail to your personal email account and download the archive to your personal laptop or desktop.

- A. In an Internet browser (on an iPad or a laptop/desktop), go to takeout.google.com/settings/takeout
- B. Either log into your MVSD Google account, or confirm that you're signed in to your MVSD account by checking the upper right corner for your account information.
- C. Click Select none to deselect all of the options to include in the archive, then click the slider for Drive to select Drive.
- D. Click Next at the bottom of the window.
- E. Check that the file type is .zip and the Delivery method is Send download link via email.
- F. Click Create archive.
- G. When you receive the link to the archive in your email, download the file to a desktop or laptop.