

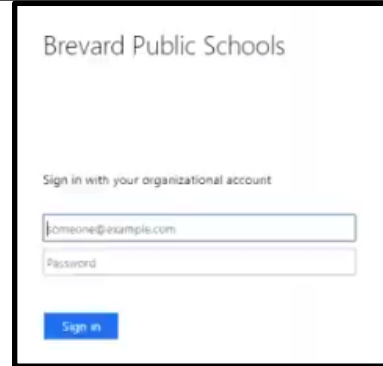
Directions for **6th grade students** and **students leaving BPS** that want to keep their Google Docs.

Do this prior to end of this school year.

1. Sign into Classlink Launchpad. Make sure to use the Sign in with SAML option.

On the next screen, you will have to sign in with your Brevard Public Schools ID & Password.

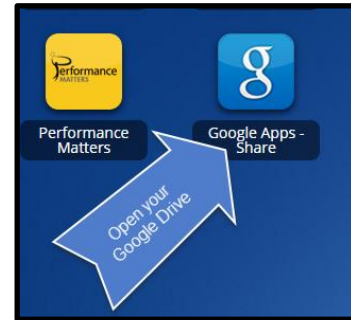
For more information, please refer to this video about logging into Launchpad: <https://youtu.be/D-Hj2AbYn3Y>



2. Choose the Google Apps Domain for which you wish to archive documents.

Elementary: Google Apps - Learn
Secondary: Google Apps - Share

The example screenshot to the right shows the Share icon.

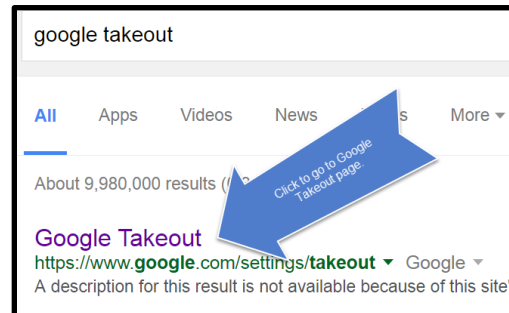


3. Once you are logged into your Google Drive, you will need to **open a NEW TAB** in your chrome browser.

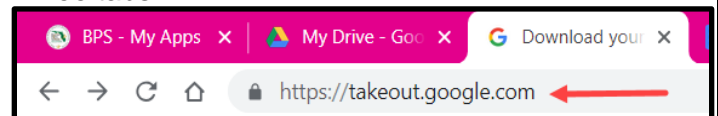
In the new tab, type and search for Google Takeout.

You will have three tabs: BPS - My Apps, My Drive, and Google Takeout.

Search for Takeout and Click on it as shown.



Three tabs!



4. You will see a list of Google products associated with your account. By default, all products are checked.

A. Choose the services you want to archive and download.

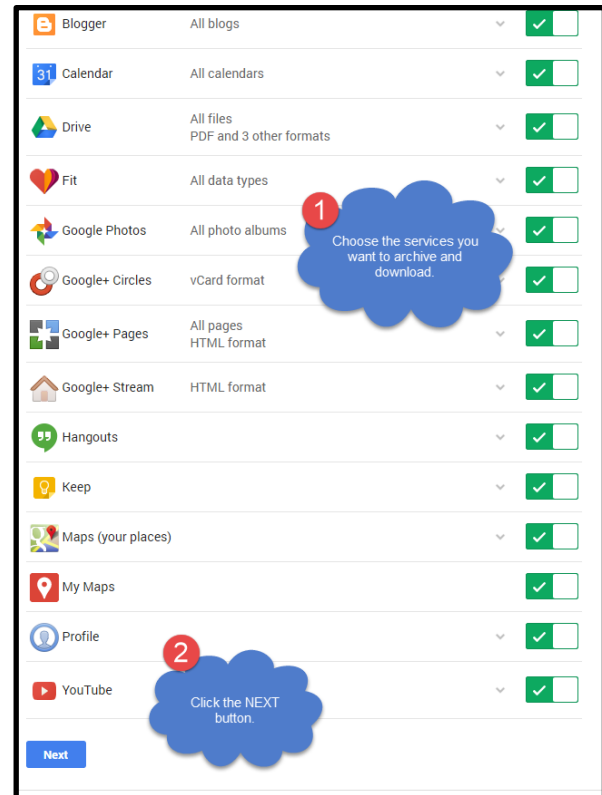
You can uncheck or check at will.

B. Click the Next button.

NOTE:

You can even make multiple archives if you wish to break this up into chunks.

Personal Google accounts only come with 15GB of free storage. Please pay attention to file size.

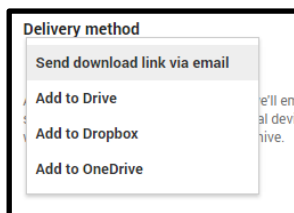


5. Now choose the File type and Delivery Method.

.ZIP is the recommended default.

Leaving the Delivery Method at the default of **Send download link via email** will also give you the option to download once the archiving process has completed.

You can choose from several different delivery methods. To see what the options are for each method, just select from the dropdown list and read the information below it until you find the option best for you.



NOTE: Archives are only viewable/downloadable for a limited time, so make sure to complete the process in a timely manner.

