Making a Back-up Copy of your Google Apps Files (Secondary Students)

Go to <u>http://www.brevardschools.org</u> and click on the Student Portal Tab . Then click on the Google Apps for Education link.					
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<u>Google Apps for Education</u>					
Secondary students (including graduating Seniors) should click on the Share Domain Login.					
Welcome to the Brevard Google Apps Resource Center. This site has been put together by the Integrators in Brevard.					
Share Domain - L	OG-IN to your E	Brevard Google	account	\sim	
-Use the same login a	and password you	use to get into yo	ur co	ř b	
Who should use the	Share Domain?		🌜 Second	dary Students 🦴	
-Secondary Te	achers		ی)	Teachers /	
-Secondary Stu	Idents		~ ~)	
-All other Brev	ard Staff member	5		\wedge	
-Elementary Teachers who want to share with others outside of learn comain (exportents)					
	Enter your Us	ser ID and Passw	word and click Lo	og In.	
A	uthentication Rec	luired			
The server 9721x-adfs.brevardschools.org:443 requires a					
	username and pa	assword.			
	User Name	: frey.matthew@	brevardschools.or		
	Password:	******			
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Click in the checkbox in front of the word TITLE to select ALL documents.					
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Click on the More button.					
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TITLE					
Choose Download from the list of options.					
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Choose the format for each of the document types you will download. I recommend leaving the Other file types category "As is". This is especially important if you have video or audio files in this folder.					
Selected items All items					
Choose how you want to download each kind of file: Change all formats to: <u>MS Office</u> - <u>Open Office</u> - <u>PDF</u>					
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recommend waiting for the job to finish before closing the window.					
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	Close				
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