



Wrightstown Community School District

"Quality Education for Every Student"

Data Preservation for Seniors

Congratulations! You are about to graduate. You've completed a lot of work. You may want to take some of that work with you. Please note that your account will be deleted at the end of August of the year that you graduate. You must transfer/download any data that you want prior to **August 1st** of your graduation year.

**Please be aware that we provide unlimited storage through Google. Personal accounts are limited. If you have more data than will transfer, you will need to decide what you want to transfer or download the data using the Takeout process.*

Transcripts

Since you will probably need access to your transcripts after you graduate, you should reset your email address through [Parchment](#) and SAT. If you leave your email address as wrightstown.k12.wi.us, you will lose the ability to download your transcripts.

Google Data

There are two ways to take all of your Google data with you:

- Transfer - *transfers most things to a personal Google account
- Takeout - downloads your information

Note: when you do this it actually *COPIES* the files into your personal account - three things about this:

- all sharing is broken in these new copies that are made
- original documents are still shared with the same people as before (if shared)
- ownership of original documents stays with Dearborn Public Schools; ownership of copies are with your personal account

Transfer

Process:

Make sure that you have a personal Gmail account. Make sure that you can access this personal account.

1. Sign into your Wrightstown Google account.
2. Go to <https://takeout.google.com/transfer?pli=1>
3. Follow the prompts.

What you can copy

You can copy and transfer these kinds of files from your school account to another Google Account:

Email in [Gmail](#) (not contacts, chats, or tasks)

Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)

Documents in [My Drive](#)

The original files stay in your school account. Any changes you make to the copied files don't affect the originals.

Create an account

If you haven't already, [create a Google Account](#). Your new email address will be your username@gmail.com.

Prepare your files

To copy content that other people have shared with you, [add those files to My Drive](#).

Start the copy process

1. On your school account, go to [Transfer your content](#).
2. Enter the email address of the Google Account where you want to copy your content.
3. Select **Get code**.
4. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select **Get confirmation code**. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose **Verify**.
6. Choose the content you'd like to copy, then select **Start transfer**.

Details about the copy process

The copy process usually happens within a few hours, but it can take up to a week. Copied files might appear in batches on your Google Account during the copy process. When your files are finished copying, you'll get an email at your Gmail address.

Download files that aren't copied

To save your content from other Google products, you can [download your data](#).

For example, you can download your Gmail contacts, your YouTube videos, and your photo albums in Google Photos.

Takeout

If you do NOT wish to create a personal Google account, you can download all of your data as well.

Email—Users can download all Gmail messages to another mail client, such as Microsoft® Outlook® or Mozilla®Thunderbird®.

Contacts—Users can export their contacts as a CSV or vCard file to import into another email account.

1. Go to [Google Contacts](#).
2. To select contacts, check the boxes that appear next to their names.
3. Click **More** > **Export**.
4. To backup your contacts, select **Google CSV**.
5. To save your file, click **Export**.

Calendar—Users can export events from a single calendar, or from all calendars in their My Calendars list. For details, see [Export your calendar](#).

Drive—Users can save their Google Drive documents, spreadsheets, presentations and drawings to a computer or Android device in various file formats. For details, see [Download a file](#).

All other Google products—See the in-product help for the product.