



How to move important school files to Google Drive

You're graduating! Don't lose any of your important information

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

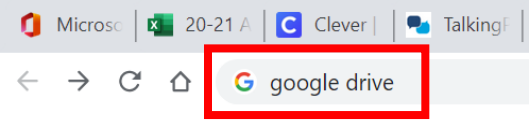
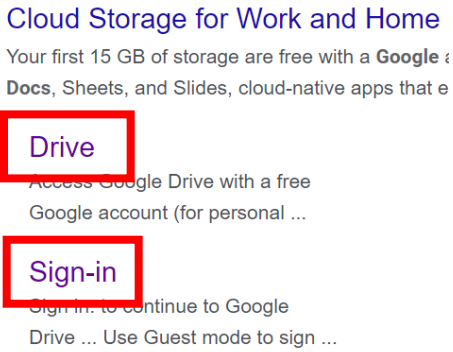
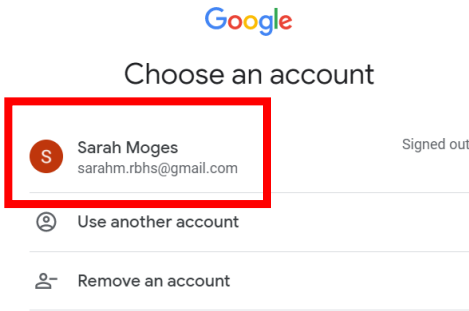
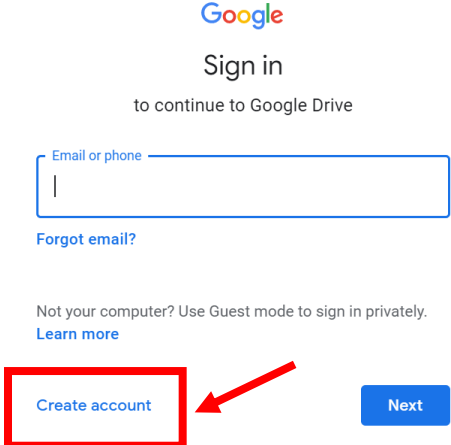
For questions and more information about this document, please contact the following

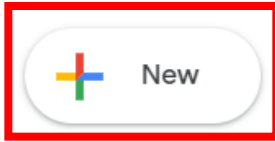
Sarah Moges
Rainier Beach Library
bmoges@seattleschools.org
or contact your teacher if you have any questions

This document will help you to move your files from SPS locations so you don't lose them after you graduate.

How to move important school files to Google Drive

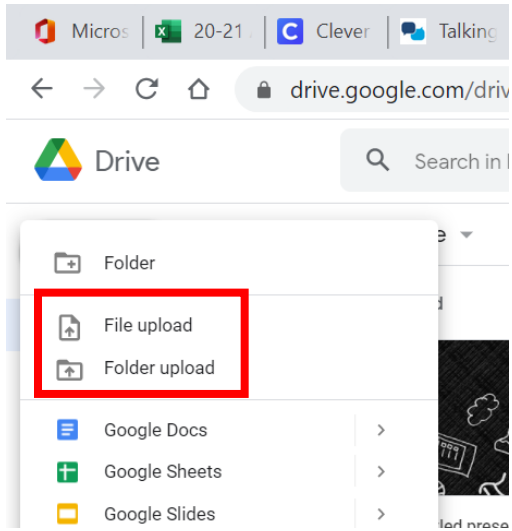
If you're a Senior or are leaving Seattle Public Schools, you'll want to move important files from your school account so you can access them later. **You should do it before turning in your laptop.** This is one way to do it.

	<p>Open your browser and type “google drive” into the address bar. Click Enter.</p>
	<p>Click on Drive or Sign-in (sometimes the link will say “To continue to Google Drive ...”). Click on the link that makes sense 😊.</p>
	<p>If you already have a Google account (for example, Gmail), log in to your account.</p>
	<p>If you don't have a Google account, you will have an option to create one. Come up with a professional-sounding username you can use for college and job applications, professional email, etc. (one idea is to use your school username). Once you've created your account, log in to it.</p>



- ▶ My Drive
- ▶ Computers
- Shared with me

You are now in your Google Drive! Click on the **+New** icon on the top left side of the screen.



Click on **File upload** to upload individual files from your school computer or school OneDrive **OR** click on **Folder upload** to upload folders. In the window that opens, **select where you want to upload files FROM** (for example, your OneDrive, Desktop, Documents), then **select which files or folders you want to upload** to your Google Drive. Follow the prompts and when you're finished, you'll have your school documents saved on your personal Google Drive so you can access them even after your school account is disabled!