

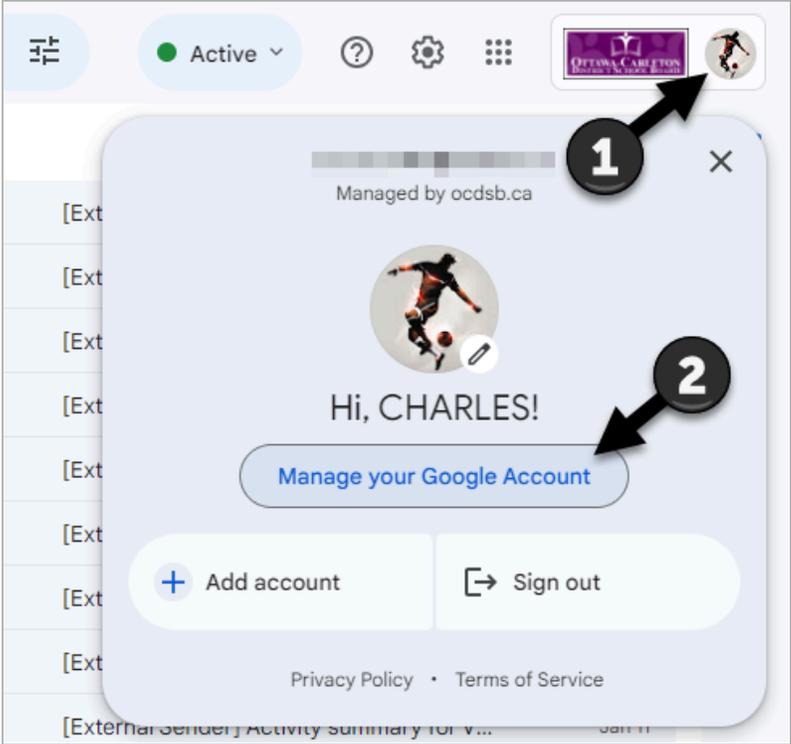
# Saving Your Google Content - For Students

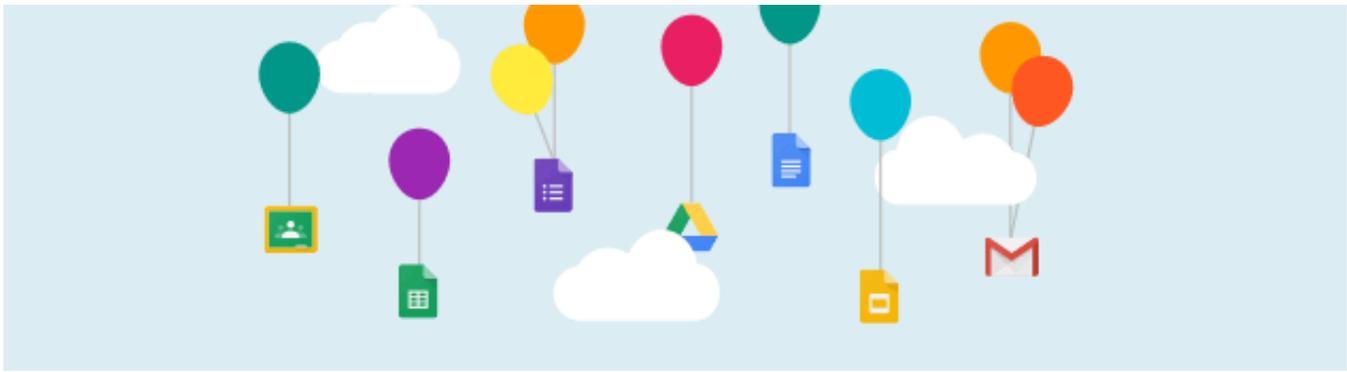
[Translate this Document](#)

If you are a student who is graduating grade 12 or leaving the OCDSB, you can use **Google Takeout** to **export** your files to save them. (Alternatively, students in Grades 7-12 can instead **transfer** files (Gmail and Drive) to a personal Google account by following [these instructions](#).)

## Exporting your Content

1. Sign in to your **OCDSB Google Account**.
2. Click your **profile photo** at the top right of the screen (#1 below).
3. Select **Manage your Google Account** (#2 below).





#### 4. Select **Privacy & Personalization**.

Google Account Search Google Account

Home

Personal info

Data & privacy

Security

People & sharing

Payments & subscriptions

About

Welcome, CHARLES OCDSB

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

**Transfer your content**

Transfer your email and Google Drive files to another Google Account

[Start transfer](#)

**Privacy & personalization**

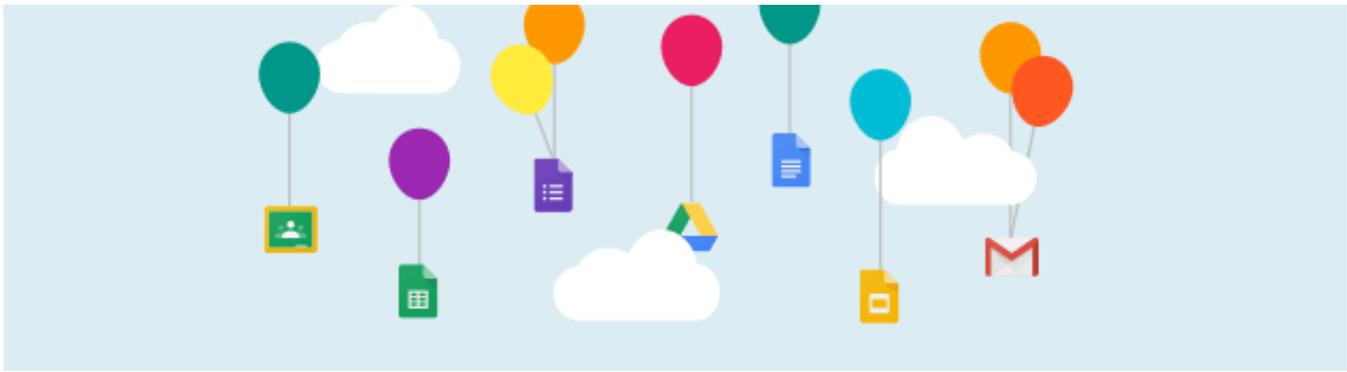
See the data in your Google Account and choose what activity is saved to personalize your Google experience

[Manage your data & privacy](#)

**Your account is protected**

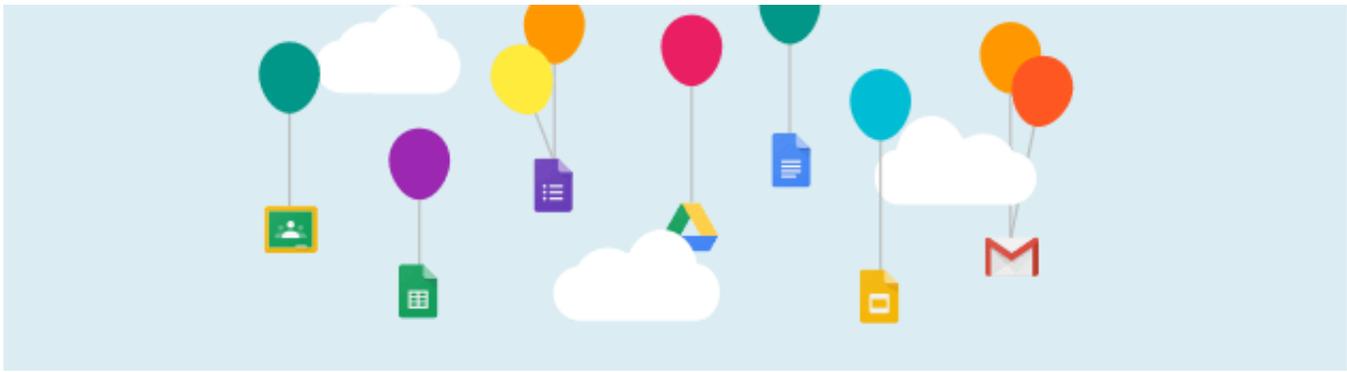
The Security Checkup checked your account and found no recommended actions

[See details](#)



5. Scroll down till you see **Data from apps and services you use.**
6. Select **Download your data.** This brings you to the Google Takeout page.

The screenshot shows the Google Account interface. On the left is a navigation menu with options: Home, Personal info, Data & privacy (highlighted), Security, People & sharing, Payments & subscriptions, and About. The main content area is titled 'Your content and preferences related to the Google services you use and third-party apps with access to your account'. It features three main sections: 'Apps and services' (with sub-sections for 'Content saved from Google services' and 'Third-party apps with account access'), 'Download or delete your data' (with options for 'Download your data' and 'Delete a Google service'), and 'Looking for something else?' (with search, help, and feedback options). The 'Download your data' option is highlighted with a black box, and a black arrow points to it from the left.

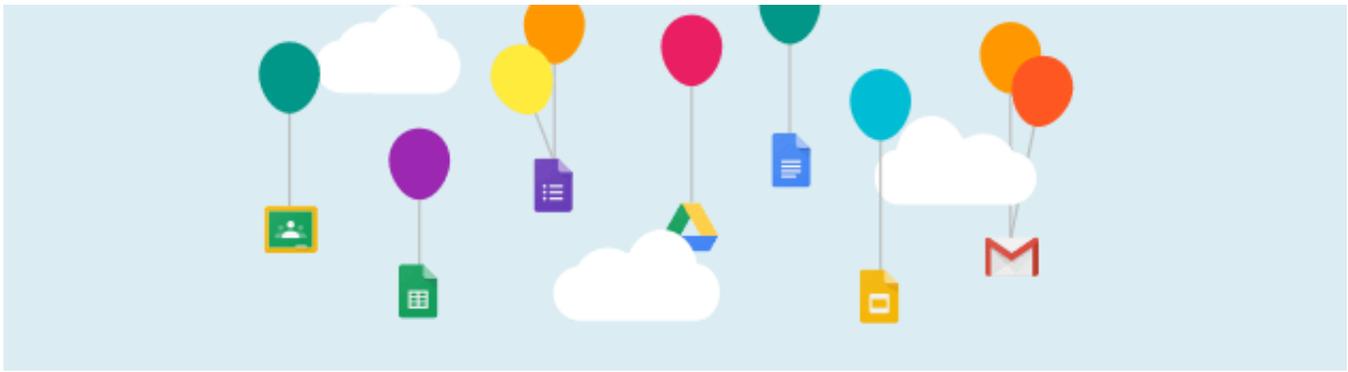


7. In Google Takeout, you may choose to export all of your data from your Google Account which is the default option (**#1 below**), **OR**

You can choose what to export by selecting the **Deselect all** button (**#2 below**) and then selecting the content you wish to export.

For students who had previously uploaded content to YouTube, you can select the option to export your old video files (**#3 below**).

The screenshot shows the Google Account Takeout interface. At the top, it says "Google Account" and "Google Takeout". Below that, it says "Your account, your data. Export a copy of content in your Google Account to back it up or use it with a service outside of Google." There is a section titled "CREATE A NEW EXPORT" with a sub-section "1 Select data to include" showing "54 of 55 selected". Under "Products", there is a "Deselect all" link (callout 2) and a list of products including "Access Log Activity" with an unchecked checkbox. Below that, there is a section for "YouTube and YouTube Music" with a checked checkbox (callout 3) and a description: "Watch and search history, videos, comments and other content you've created on YouTube and YouTube Music". There are also buttons for "Multiple formats" and "All YouTube data included".



8. Once you've selected your content to export, click **Next Step** at the bottom of the screen.
9. Select your desired **Destination (#1)**, **Frequency (#2)**, **File type & size (#3 and #4)**. When you've made your choices, select **Create Export (#5)**. If you're not sure what to select, leave the default options that are selected for you.

2 Choose file type, frequency & destination

Destination

Transfer to:

Send download link via email

When your files are ready, you'll get an email with a download link. You'll have one week to download your files. [Learn more](#) about how to locate, access, and share your data.

Frequency

Export once  
1 export

Export every 2 months for 1 year  
6 exports

File type & size

File type:

.zip

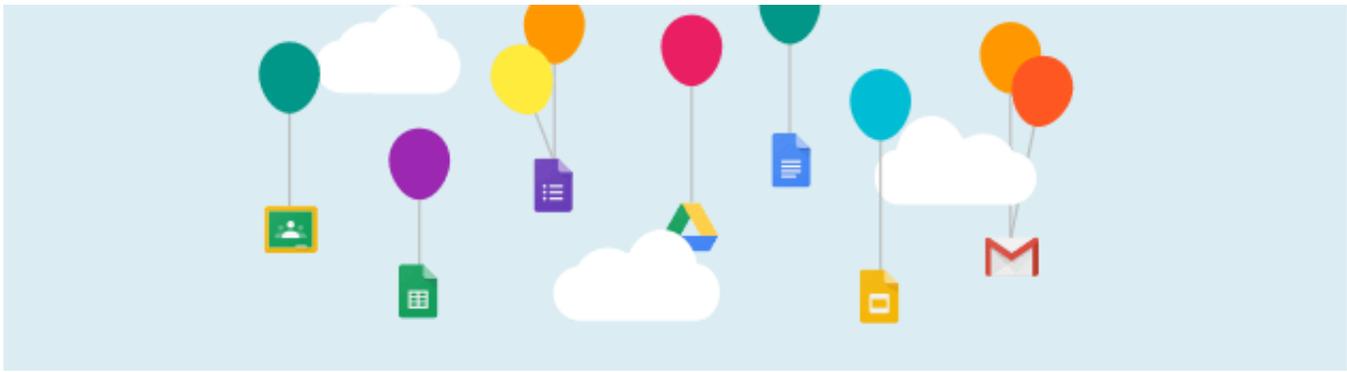
Zip files can be opened on almost any computer.

File size:

2 GB

Exports larger than this size will be split into multiple files.

Create export



10. Depending on the amount of data you're exporting, it may take up to a full day to complete as indicated in the "Export Progress" screen.

Export progress

Google is creating a copy of data from 3 products

🕒 This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

Created: January 19, 2024, 1:16 PM

[✕ Cancel export](#) [+ Create another export](#)

11. When exporting is finished, your content will be available to download from either the Google Takeout screen as shown below.

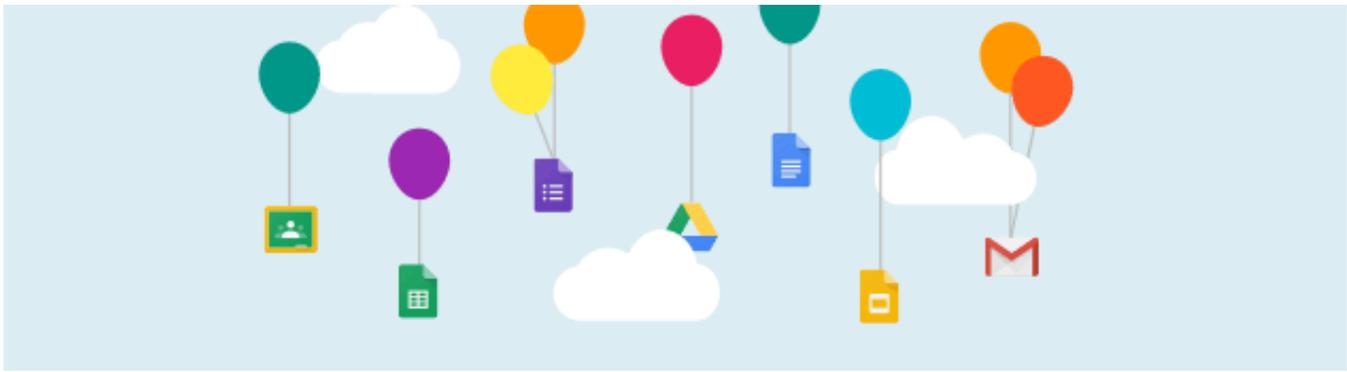
← Manage your exports

Before you copy your data to another service, check that company's data export policies. Make sure you can take your important stuff, like your photos or contacts, with you if you ever want to leave that service.

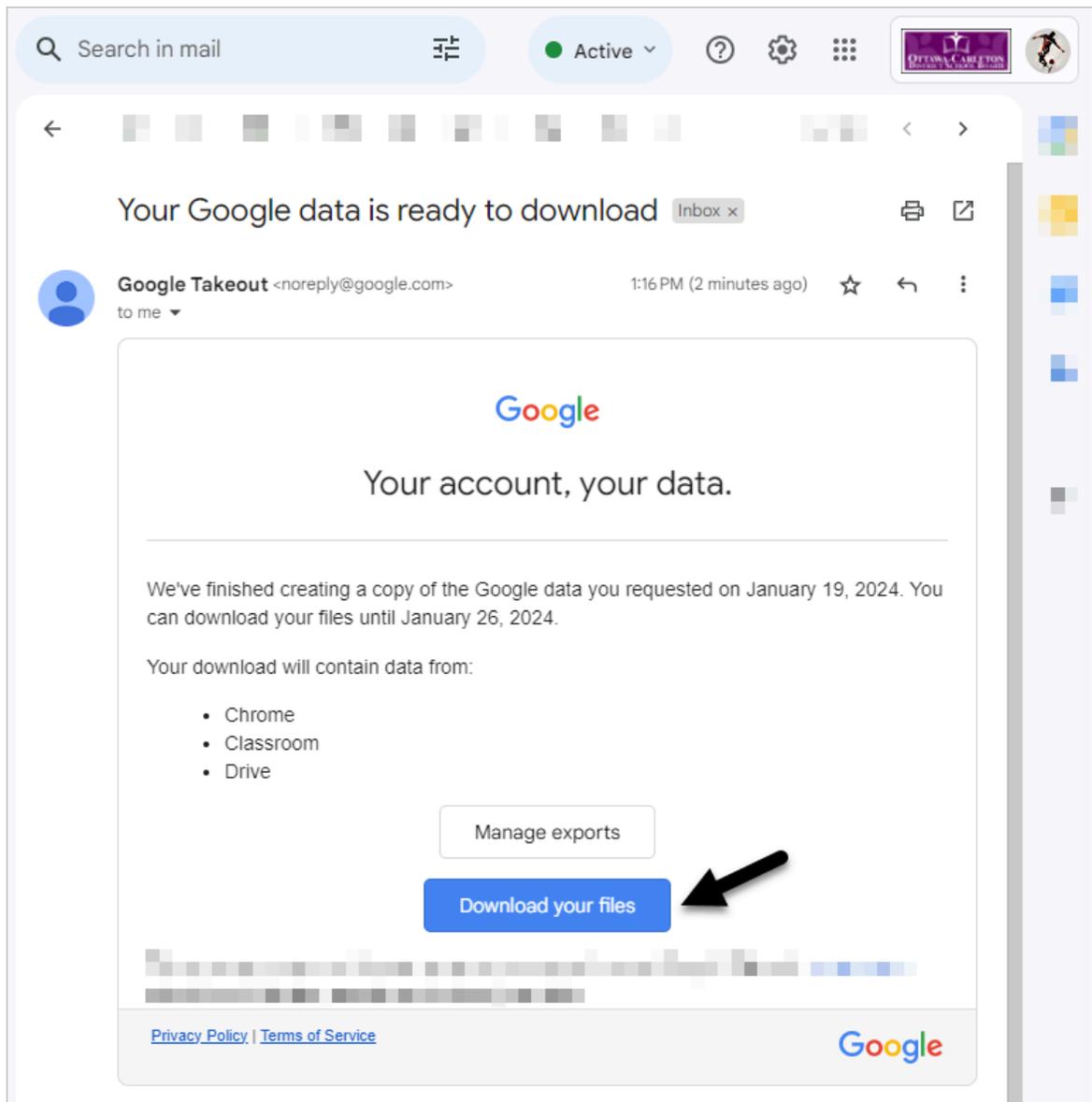
Avoid downloading your exports onto public computers or saving them where others can see them.

Visit your [Google Account](#) to explore other ways to manage your data, including deleting your Account.

Export	Created on	Available until	Details
2 products 1.4 MB	June 3, 2022	June 10, 2022	<a href="#">↓ Download</a> <span>⌵</span>



**OR** by opening the email message from Google Takeout and clicking the **Download your files** button.



12. Once downloaded, you can then choose what to do with your content. For example, you can upload the Google Drive files to a personal Google account.