

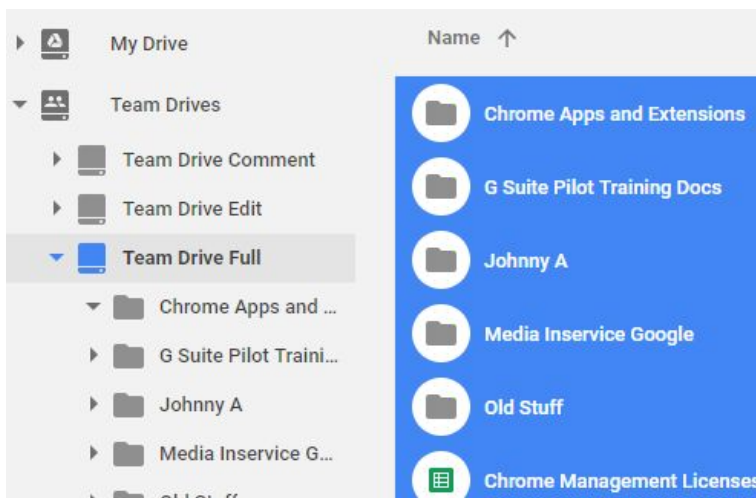
# G Suite

## File Download for Students Leaving GCPS

Students who are planning to graduate or withdraw from GCPS will need to retrieve their G Suite files if they wish to keep them after leaving the district. The recommended option is to download to an external storage device.

### Download Files and Folders in Drive

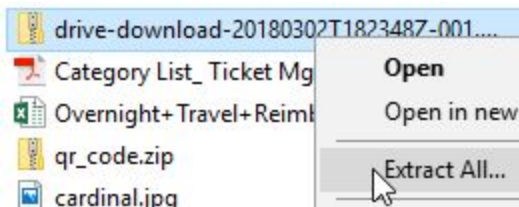
1. Sign in to your GCPS domain Drive account.
2. Open My Drive, and/or any other Drive locations that you wish to retrieve files from.
3. Select all the folders and files by clicking and dragging to highlight or select the first file/folder then scroll to the bottom, hold Shift, and click the last file/folder.



4. Click the More actions (stoplight) button in the upper right corner and select download.



5. A zipped file will be downloaded to your computer or external storage device.
6. If you would like to re-upload to another personal Gmail account, find the zipped file on your computer and right click on it. Select **Extract All...** This will create a new folder with unzipped files.



7. Sign in to your personal Drive account and open My Drive. *Before importing files, click the Settings cog in the upper right corner and select Settings. Be sure to check the box to Convert uploaded files to Google Docs editor format.*
8. Open the previously extracted folder on your computer, and select all the files/folders within.
9. Drag the selected files/folders from your extracted folder into Drive.
10. All files will be in Google Editor Format and all folder structures will remain intact.
11. Forms and Sites will not copy in this process.
12. Be cognizant of the amount of data being uploaded to the personal Drive The GCPS account has unlimited storage capabilities, while a personal account is currently limited to 15 GB.