



## Archiving Student Google Data

In the Hooksett School District students utilize Google Drive which is a secure cloud based data storage application. Students login to Google Drive with their district supplied SAU 15 account and password and have access throughout their Hooksett student careers to create and store documents.

You can learn more about Google Drive here:

<https://www.google.com/drive/>

After students leave the district their accounts will remain active until June 30th of the following year. For example if a student graduates from eighth grade in 2015 their Google account will remain active until June 30, 2016. Their accounts and data will then be removed from our Google apps system.

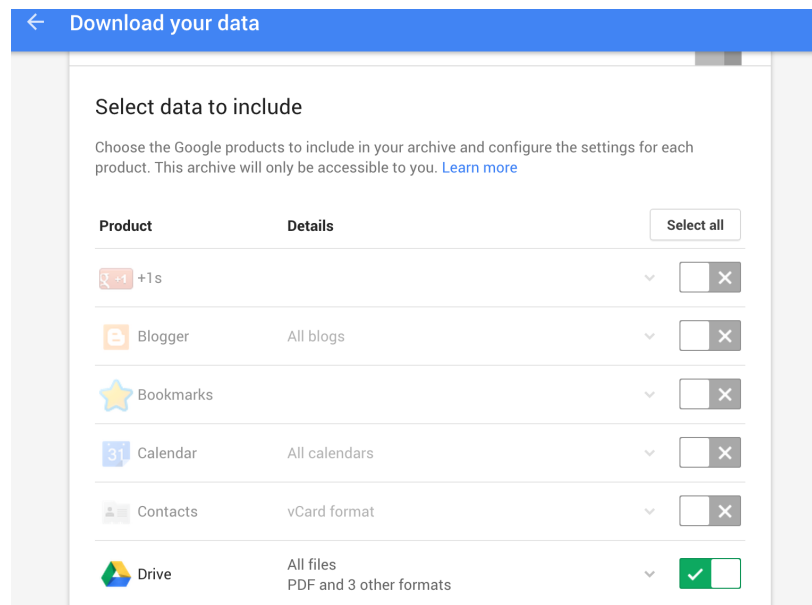
During this year that their accounts are still active we are encouraging students to archive their Google Drive data through an application called Google Takeout. Google Takeout is an easy to use cloud based application that students log into with their same SAU 15 accounts and archive their data to another computer, USB thumb drive or external hard drive.

By archiving their data students can still have access to their documents and be able to transfer relevant ones to another school if necessary, upload to a personal Google account or any other purpose where they may access to these files. Before attempting to archive please either have a designated computer with free space on it (how much space depends on how much data is being archived - in most cases 10GB is plenty do the fact that the data is compressed during the process into a ZIP file.) You may also want to get either a USB thumb drive or external hard drive with sufficient space to store on. The process that follows should be performed on a personal computer and NOT on a publicly accessible one.

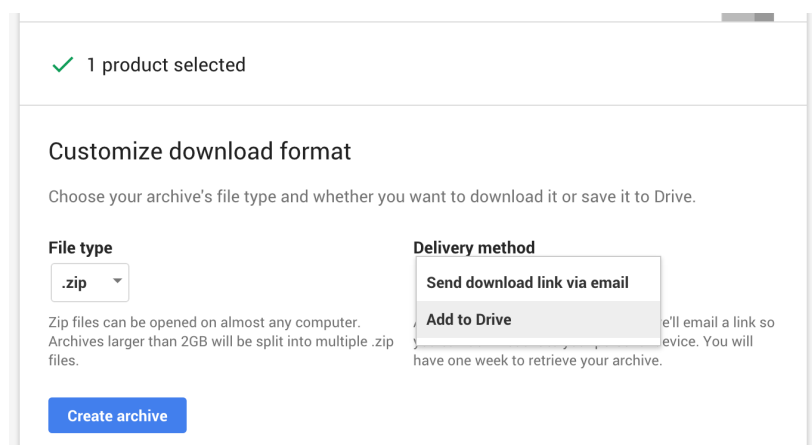
To archive the data please do the following:

1.) Log into <https://google.com/takeout> with the student's SAU15 Google account in the form of <[studentname@sau15.net](mailto:studentname@sau15.net)> and their SAU15 domain password.

2.) By default there are many Google products selected to add to the archive, Drive is the important one we need to archive so the easiest way to select only Drive is to first click "Select none" and then click on the "X" next to the Drive icon to change it to a green check mark and click "Next" at the bottom of the screen.



3.) On the next screen click the drop down menu next to "Delivery Method" and select "Add to Drive". You can select the file type that the archive is made into, by default the file type is ZIP but you can also change to TGZ or TBZ, ZIP is the most common and recommended format. Click "Create archive" when ready.




4.) Your archive will then start to be created. This will take some time depending on how much data is being archived, usually less than an hour. It is safe to close your browser, the archiving will still process until it is complete. You have up to 30 days to go back and download the completed archive.

## Almost there...


We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

| Archive   | Created on | Available until | Details  |
|---|------------|-----------------|--|
|  An archive of your Drive data is currently being prepared |            |                 | <div style="border: 1px solid #ccc; width: 400px; height: 15px; margin-bottom: 5px;"></div> 0% complete · Data collected: less than 1 MB |

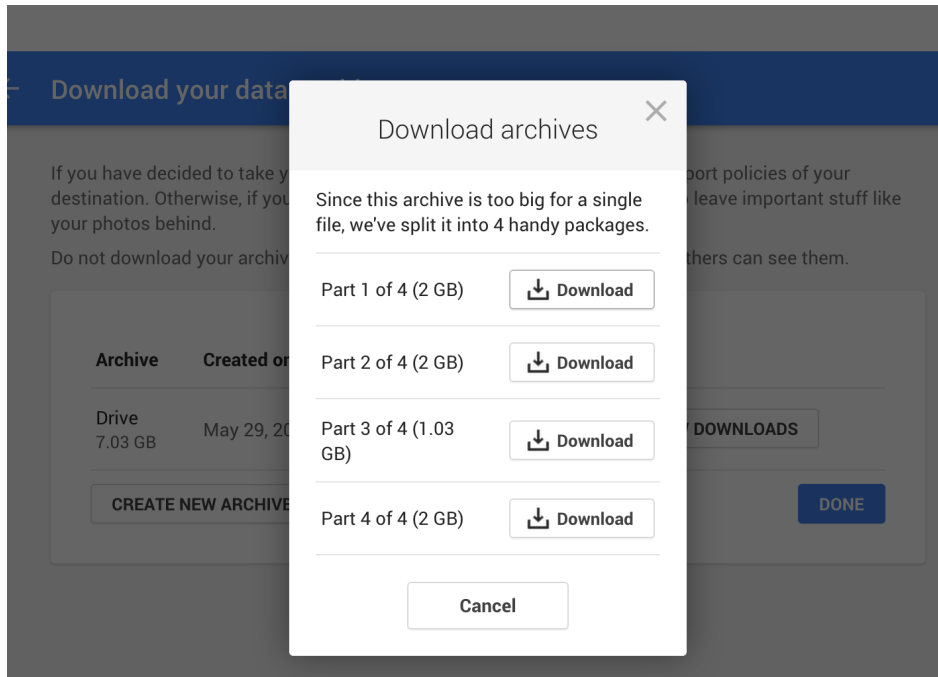
[Create another archive](#) [Manage archives](#)

5.) Later you can log back into <https://google.com/takeout> and check on the status of the archiving by clicking on “Manage archives”. When completed it will show you the archive with a created date.

| Archive          | Created on   | Available until | Details  |
|------------------|--------------|-----------------|--|
| Drive<br>7.03 GB | May 29, 2015 | June 5, 2015    |  <a href="#">SHOW DOWNLOADS</a> |

[CREATE NEW ARCHIVE](#) [VIEW HISTORY](#) [Data tools - Download your data](#) [DONE](#)

6.) Click on “Show Downloads”, there may be more than one archive file depending on the size of the data. Click on “Open in Drive” on the first file listed, then the file may start to download or you may have to choose to download it depending on the browser you are using. You can download to the local computer, USB thumb drive or external drive. Repeat these step for each of the files listed. Do NOT download these on to a public computer.



7.) These may take a few minutes each to download depending on the size of the data. Once downloaded each archive file can be opened like any ZIP file, the folder structure will be retained that was in Google Drive. The files and folders will then be accessible and can be manipulated as needed.

| Takeout   |           | Folder       | Today, 9:23 AM |
|---|-----------|--------------|----------------|
| Drive   |           | Folder       | Today, 9:23 AM |
| Hooksett Technology Plan 2015-2018.docx               |           | Word         | Today, 9:23 AM |
| Social Media _ Acceptable Use Policy Examples.docx    | 733 KB    | Word         | Today, 9:23 AM |
| Untitled spreadsheet(8).xlsx                          | 4 KB      | Spreadsheet  | Today, 9:23 AM |
| Budgets.xlsx  | 4 KB      | Spreadsheet  | Today, 9:23 AM |
| Ruckus ZD1100 Firmware                                |           | Folder       | Today, 9:23 AM |
| HSD - Technology Budget Request Form (Responses).xlsx | 4 KB      | Spreadsheet  | Today, 9:23 AM |
| ~\$HW3-2 spreadsheet.xlsx                             | 171 bytes | Spreadsheet  | Today, 9:23 AM |
| Budget Form.zip                                       | 5 KB      | ZIP archive  | Today, 9:23 AM |
| Budget Forms  |           | Folder       | Today, 9:23 AM |
| BYOD - HSB.docx                                       | 181 KB    | Word         | Today, 9:23 AM |
| Duncan_Edu_handout.pdf                                | 8.4 MB    | PDF Document | Today, 9:23 AM |
| Forms   |           | Folder       | Today, 9:23 AM |
| Hooksett Tech Director Files                          |           | Folder       | Today, 9:23 AM |
| Printing  |           | Folder       | Today, 9:23 AM |

If you have any questions please have a parent or guardian email them to Ken Henderson, Director of Technology, [khenderson@sau15.net](mailto:khenderson@sau15.net)