Graduating? Retiring? Moving?

You don't have to leave your Google files behind! Here's what you need to know:

G Suite

Shortly after you leave BCSD, your
BCSD Google Account will be permanently disabled.

ALL of your Google Docs (and anything else stored in your Google Drive)
will then be inaccessible to you *& anyone you have shared them with*.
BCSD's Tech Services team will not be able to recover these files for you.

Therefore, it is imperative that you do one of the following:

Transfer ownership of your
### Google files to *someone else* in BCSD

(This method must be done *file-by-file*, and doesn't allow you
to transfer ownership to a personal @gmail account.
Only recommended for retiring department heads & admin)

Download a copy of your Google files

(this is the fastest/easiest method, and what we most
recommend for transferring teachers & graduating seniors)

Transfer ownership of a Google Drive file to someone else in BCSD

1. First, share the file to the appropriate person(s) by right-clicking on the file and clicking **share,** then **advanced.**
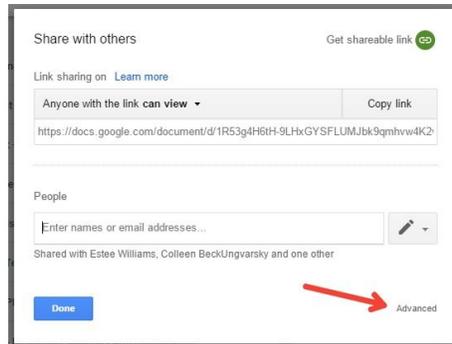
2. A file can have many *editors/viewers*, but only one *owner*. To add additional *editors/viewers*, use the **invite people** section to search for their name and invite them (in this step, you can grant them edit or view-only access.) Then, **pick ONE of these people to become the new owner**, using the icon next to their name.

   Note: You can *only* transfer ownership within @beaufortschools.org accounts. Therefore, in this step it is imperative that you share the files/folders to a person's *official* @beaufortschools.org account.
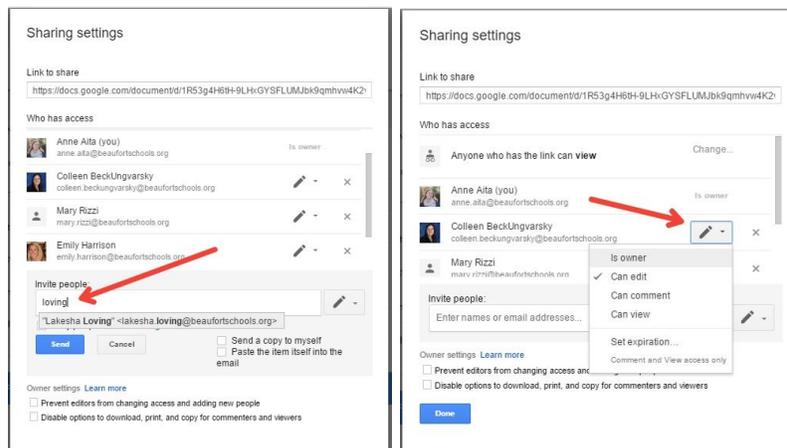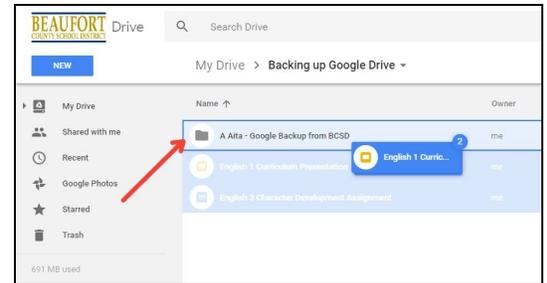
3. Finally, you will need to confirm that you, the original owner of the file, would like to transfer ownership to another member of our @beaufortschools.org domain.
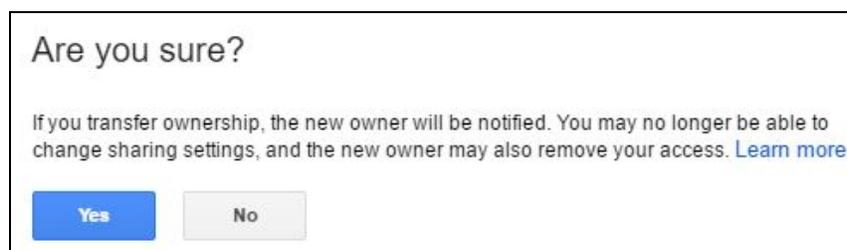
Download a copy of your Google files

1. Because you will be *downloading* copies of your files/folders to a flash drive or portable hard drive, space may be an issue you need to consider. First, remove the files you no longer want by right clicking on them and selecting "Remove." Then, using the "New" button at the top left, make a new folder and move the files you wish to *keep* into this folder.
Note: To make this process faster, you can hold down the CTRL button on your keyboard to select & move multiple files at once. Files will be highlighted in blue when they are selected.

2. To download hard copies of everything in your "keep" folder to a flash drive or portable hard drive, right-click the folder and select **download.**
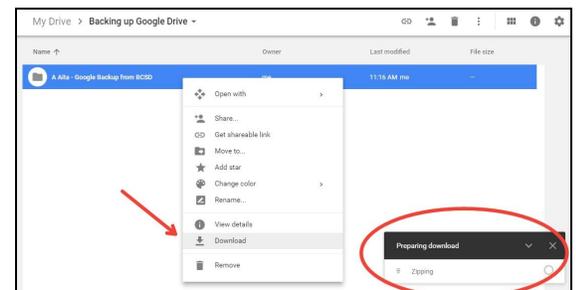
   Google Drive will then prepare a "zipped" or compressed folder containing all of your selected files. This may take a while. You may save this "zipped" folder to a personal computer or portable hard drive to take with you. To share the folder with someone else (like your former coworkers) just give them a copy on a portable flash drive.
Note: In the download process, your Google files will be converted to Microsoft files (for example, Google Docs will become Microsoft Word .docs, and Google Slides will become Microsoft Powerpoint .ppts.

3. If you're entering a new school district which also uses G Suite for Education, you can upload this folder to your new account (once the account is created for you.) You can also upload the folder to a personal google account.
Note: Before uploading the folder to a new account, you can turn on the "Convert Uploaded files to Google Docs editor format" in your Google Drive settings. With this setting turned on, your files will be converted back to Google Docs, Google Sheets, Google Slides, etc once you upload the folder.