

# Important Information About Backing-up Your Locally Stored Files & Folders PLUS Your FCPS G Suite Account & Data

**This is important for everyone turning in their FCPS On Device and all students leaving FCPS at the end of the 2021 school year.**

You will start by backing up any files stored on your device or your network drive to your Google Drive. If you are a virtual student and have files stored on the FCPS network drive, you will need to go to **any FCPS** school and restart your laptop while on the FCPS network. This can be accomplished from the parking lot, no need to enter the building. After you restart your device and while you are still on the FCPS network you can follow the steps below to secure the back-up of files from your device and your network drive files to your Google Drive. If you are graduating or leaving FCPS you will then need to transfer your Google Drive to a personal device (external hard drive, USB/flash drive, etc.).

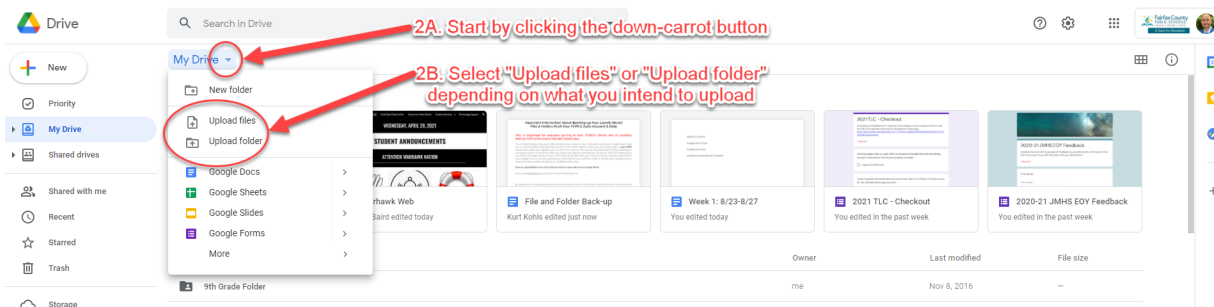
## How to upload files from the network drive or your device to Google Drive

1. Go to [www.fcpschools.net](http://www.fcpschools.net) and log in to your fcpschools.net account

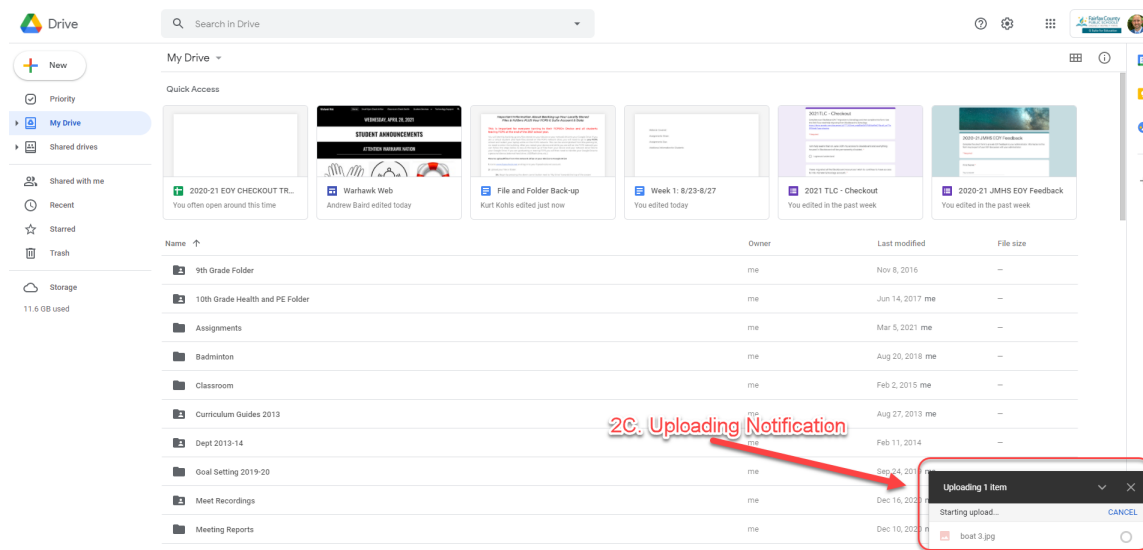
2. Upload your file or folder:

**2A.** Begin by pressing the down-carrot button next to "My Drive" towards the top of the screen

**2B.** Select "Upload files" or "Upload folder," depending on your needs. Navigate to the location of the folder or files you wish to upload and select open.



**2C.** Once uploading begins, you'll see a notification pop up in the bottom-right corner of your screen.



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## Now to Move your Google Drive to a Personal Device

Your FCPS G Suite for Education account allows you to collaborate online with your teachers and fellow students on documents, spreadsheets and presentations within a secure digital environment controlled by FCPS. Your FCPS G Suite account gives you access to Google Drive, Docs, Forms, Sheets, Slides and Classroom, as well as Calendar, Contacts, Draw, Gmail, Keep and Sites. More information about your FCPS G Suite account is available on the FCPS public website at:

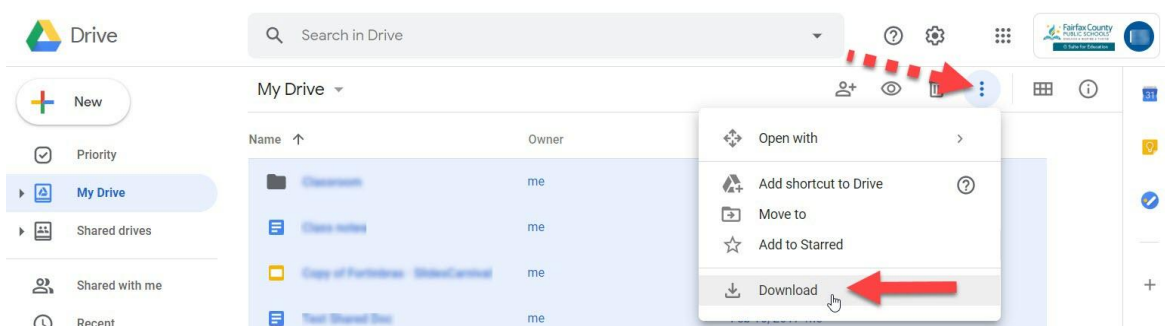
<https://www.fcps.edu/resources/technology/g-suite/g-suite-information-students-and-parents>

**IMPORTANT:** Your FCPS G Suite account is automatically disabled after your last full day of school, or after August 8th for graduating seniors or students leaving FCPS, and your G Suite account and all data associated with it will **become inaccessible after August 7th**. Therefore, it is important that you download all of your data from Drive BEFORE you leave FCPS.

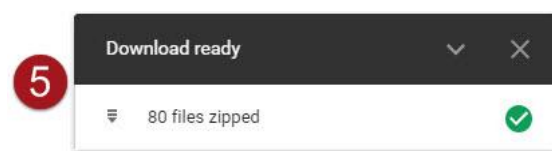
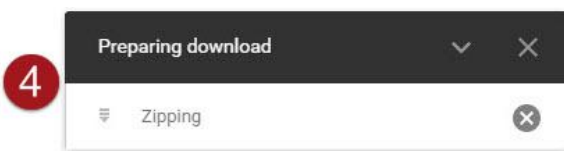
### Downloading your Data from Google Drive

If you are graduating or leaving FCPS, you should download all of your files and folders from your FCPS G Suite account to your own personal computer BEFORE leaving FCPS. To do so, please follow these steps:

1. Log in to your FCPS G Suite account at [www.fcpschools.net](http://www.fcpschools.net)
2. Select all of your files and folder by pressing **Ctrl-A (Command-A)** on a Mac).
3. From the *More Actions* (3 dots) menu, select **Download**.



4. Google will then create a ZIP (compressed) file of all of your files and folders, which may take a while if you have a lot of files. You will see a *Preparing download* pop-up in the lower-right of your screen.



5. Once your files have been successfully zipped, the pop-up will show *Download ready* and your browser should automatically begin downloading the ZIP file to your computer.

NOTE: Your Google documents, presentations and spreadsheets will be downloaded in the corresponding Microsoft Office format (Word, PowerPoint and Excel).