

# 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 2021-22 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.).

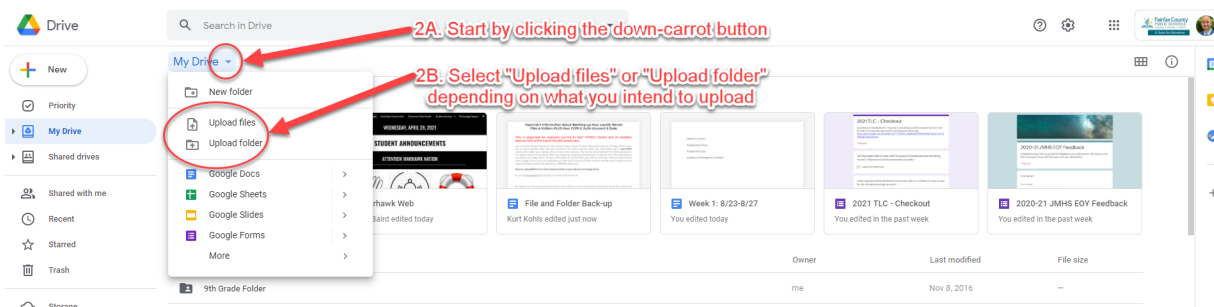
## How to upload files from the network drive or your device to Google Drive

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

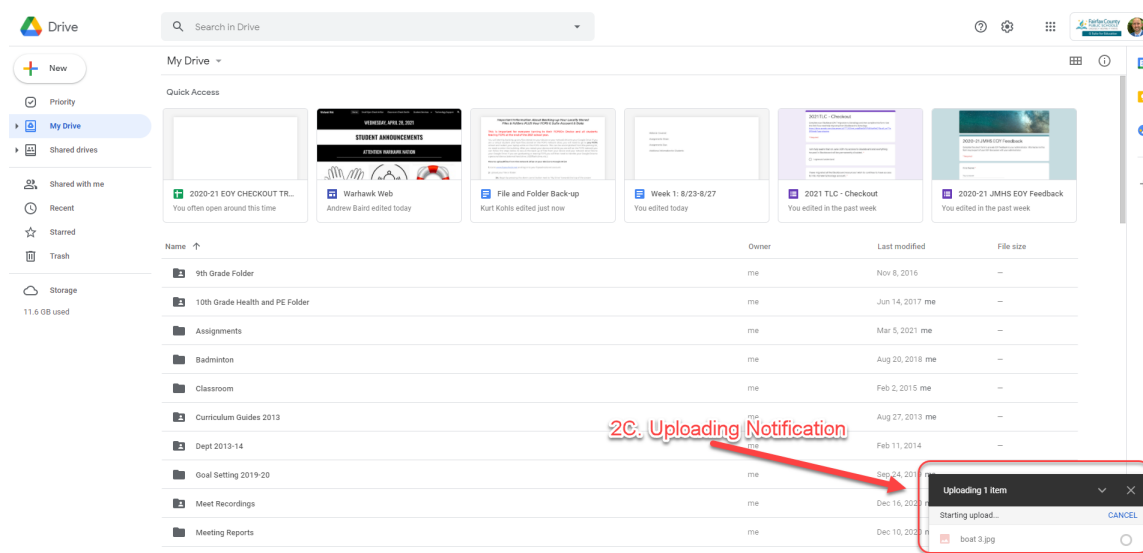
2. Upload your file or folder:

**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.

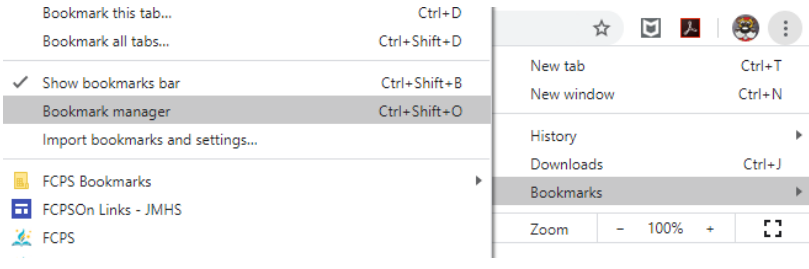
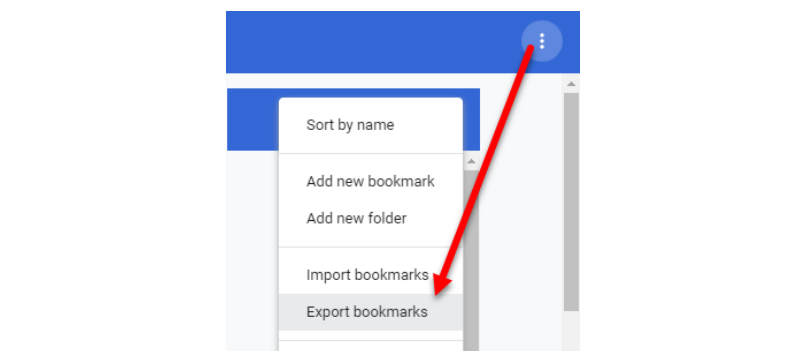
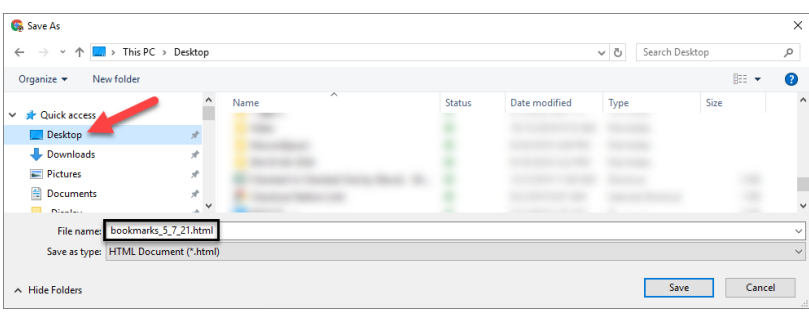
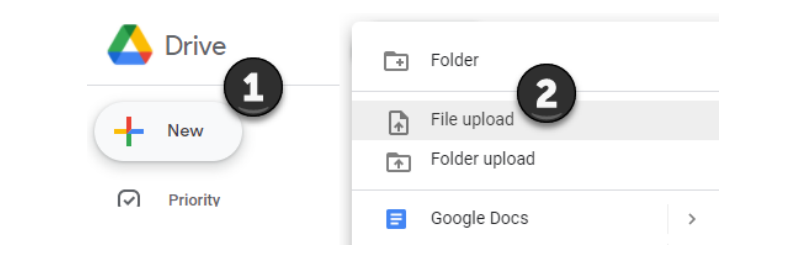
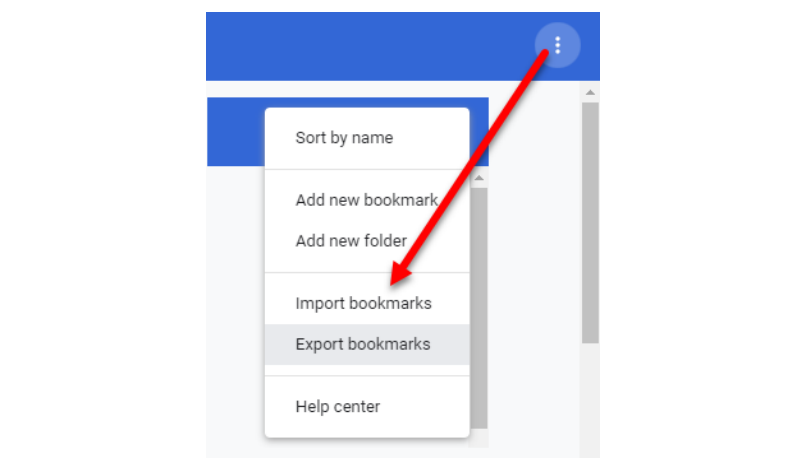


**2C.** Once uploading begins, you'll see a notification pop up in the bottom-right corner of your screen.



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## Backing Up Bookmarks in Chrome:

Step 1	Click the 3 vertical dots icon in the top right hand corner. Click on 'Bookmarks' and then 'Bookmark manager'	 <p>A screenshot of the Chrome Bookmarks menu. The 'Bookmark manager' option is highlighted. Other options include 'Bookmark this tab...', 'Bookmark all tabs...', 'Show bookmarks bar', 'Import bookmarks and settings...', and a list of bookmarks: 'FCPS Bookmarks', 'FCPSOn Links - JMHS', and 'FCPS'.</p>
Step 2	Click on 3 more dots in the upper right corner and then select 'Export Bookmarks'	 <p>A screenshot of the Chrome Bookmarks menu. The 'Export bookmarks' option is highlighted with a red arrow. Other options include 'Sort by name', 'Add new bookmark', 'Add new folder', and 'Import bookmarks'.</p>
Step 3	Navigate to your Desktop or Documents and save the .html file there.	 <p>A screenshot of the Windows 'Save As' dialog box. The 'Desktop' folder is selected in the left sidebar. The file name is 'bookmarks_3_7_21.html' and the save type is 'HTML Document (*.html)'. A red arrow points to the 'Desktop' folder.</p>
Step 4	Go to your @fcpschools.net Google Drive, click on "New" and then "File Upload." Upload the .html bookmark file from your Desktop or Documents into your Google Drive.	 <p>A screenshot of the Google Drive 'New' menu. The 'File upload' option is highlighted with a red arrow. Other options include 'Folder', 'Folder upload', and 'Google Docs'.</p>
Step 5	<p>When you get your laptop back after re-imaging, you will need to import this file.</p> <p>Go to Google Drive and download it to your computer from your Drive.</p> <p>Then, repeat steps 1 and 2, and choose 'Import Bookmarks' instead, and navigate to the file on your Desktop or Documents folder.</p>	 <p>A screenshot of the Chrome Bookmarks menu. The 'Import bookmarks' option is highlighted with a red arrow. Other options include 'Sort by name', 'Add new bookmark', 'Add new folder', 'Export bookmarks', and 'Help center'.</p>

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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:

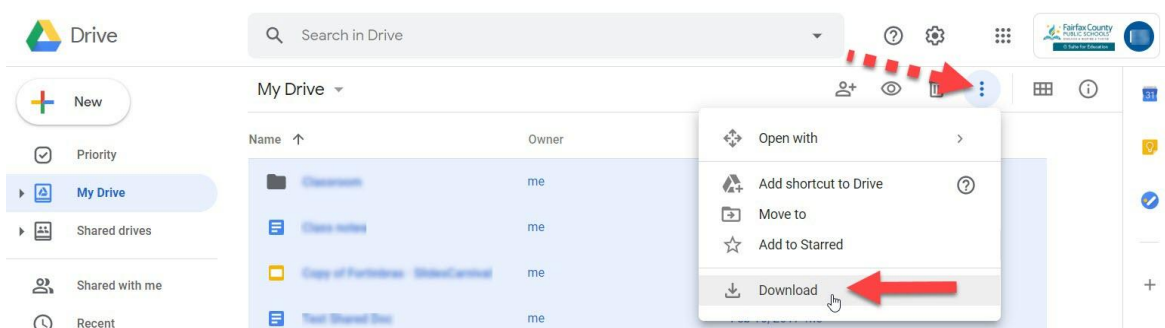
<https://www.fcps.edu/resources/technology/g-suite/g-suite-information-students-and-parents>

**IMPORTANT:** Your FCPS G Suite account is automatically disabled after your last full day of school. Your G Suite account and all data associated with it **will become inaccessible** in August. Therefore, it is important that you download all of your data from Drive BEFORE you leave FCPS.

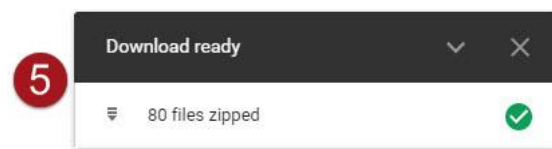
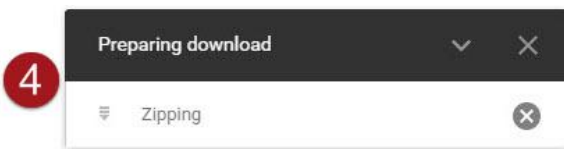
### Downloading your Data from Google Drive

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) on your **PERSONAL DEVICE**.
2. Select all of your files and folders 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).