Backup Your Data

How to save everything before changing the hardware that you use or before you depart with ISB.

- Take Your Google Data With You - for Teachers and Staff
- Take Your Google Data With You - for Students
- Transfer Your Browser Bookmarks

Take Your Google Data With You - for Teachers and Staff

Google Data

After you leave, your ISB account will be deactivated. Your content will **be deleted. We cannot help you recover your data once you have departed from ISB.**

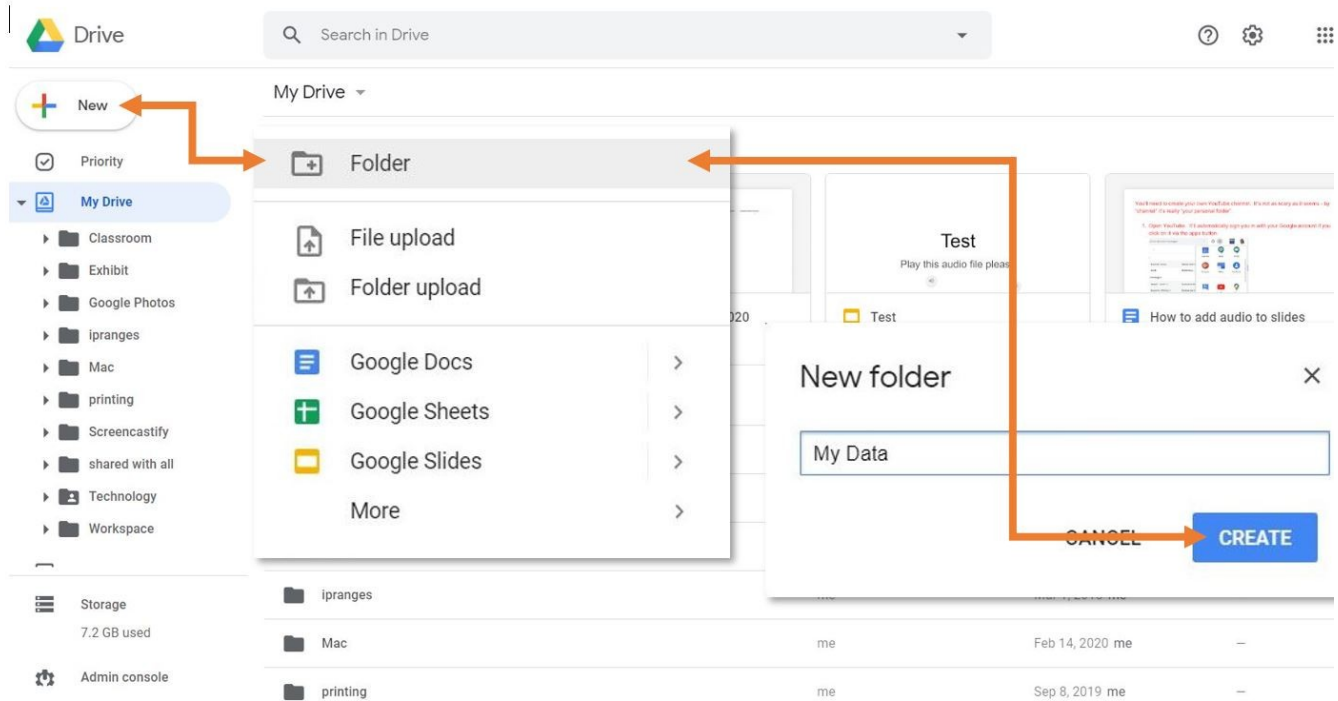**Before you begin, please become familiar with these guidelines on removing sensitive information.**

There are two ways to export your data; please read the Option's intro and choose what works for you.
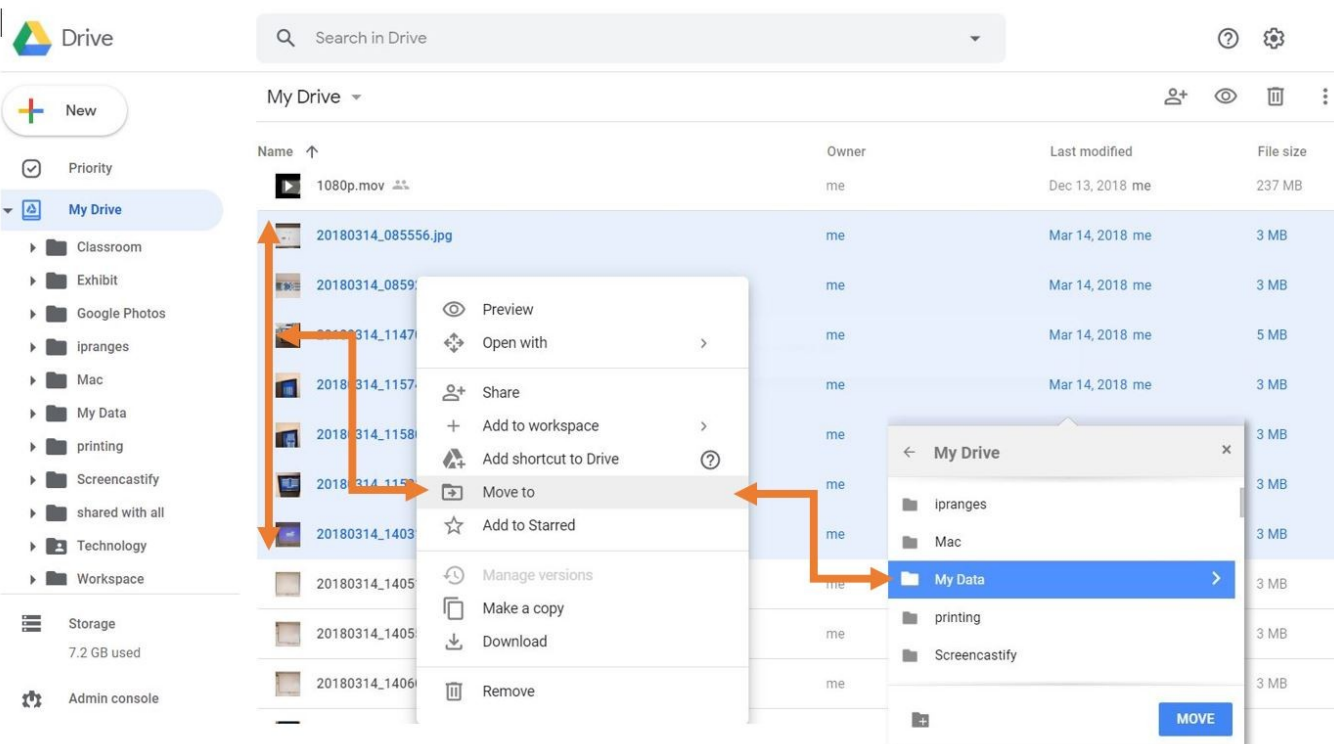
Option 1 - Copy to new drive

If you would like to 'move' your data from your ISB Google Drive to a personal Google Drive, the process outlined below is recommended. **But first**… please make sure that you have enough space on your personal drive. Your personal drive is limited to **15GB** by default.
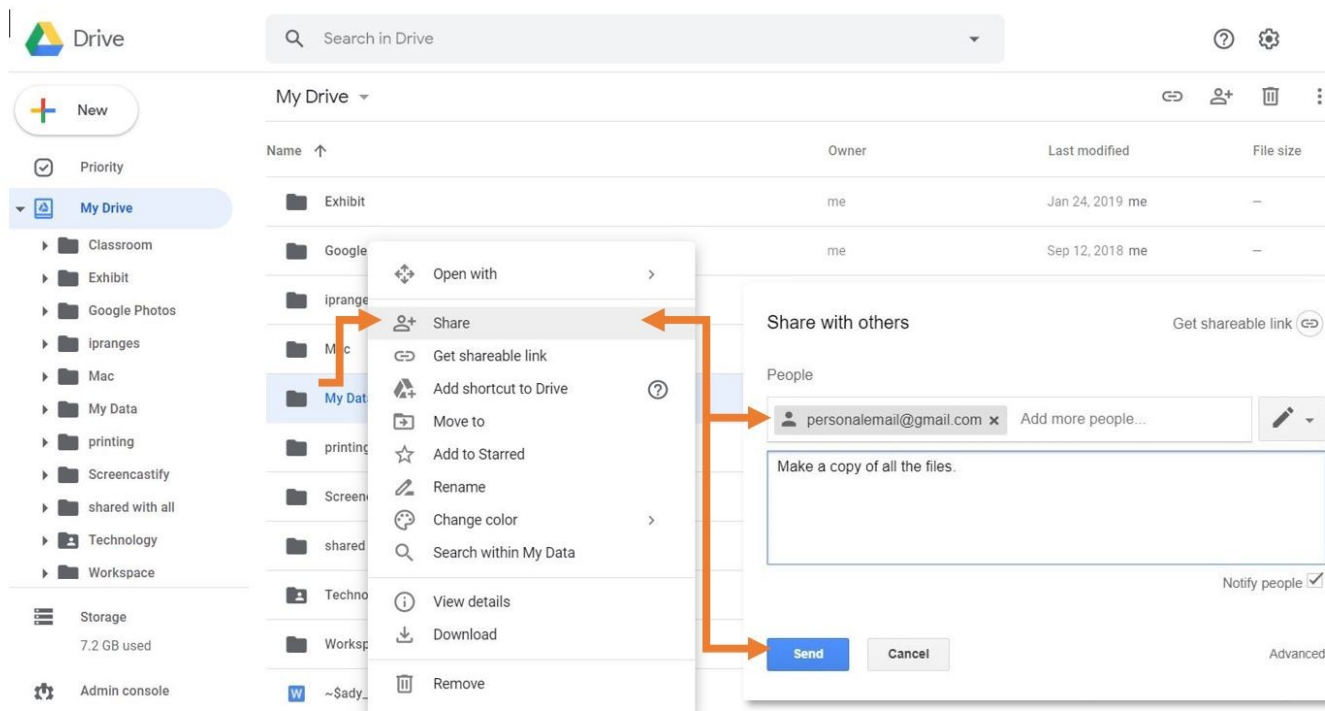
In your ISB Google Drive:

1. Create a folder where you will place all the files you would like to keep.

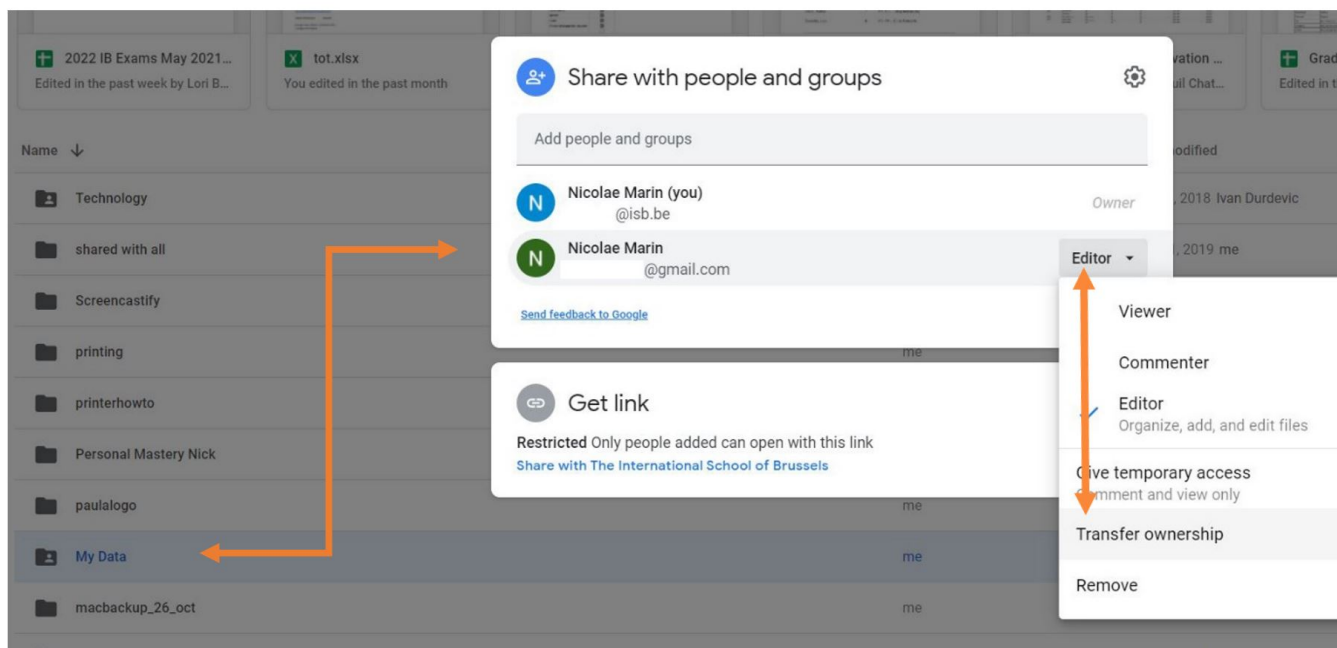2. Move the files and folders that you want to keep into the new folder. Share the folder you created with your personal account.

3. Share the folder you created with your personal account.

4. Transfer the ownership of your newly shared folder to your personal account (right-click the newly created folder and select Share one more time, expand the Editor submenu, and select Transfer ownership.)

Option 2 - Download your Data:

You can choose to download an archive of your files as well. This process is easier than the copy method, but Google Apps documents (docs, sheets, slides…) will be converted to Microsoft-compatible files (Word, Excel, PowerPoint…).

1. In your ISB Google Drive, right-click on a file or folder that you would like to download.

2. Select "Download" from the list of options.
3. Save the downloaded archive to an external hard drive or a personal cloud storage service (a personal Google Drive, Dropbox, etc.).

Take Your Google Data With You - for Students

Google Data

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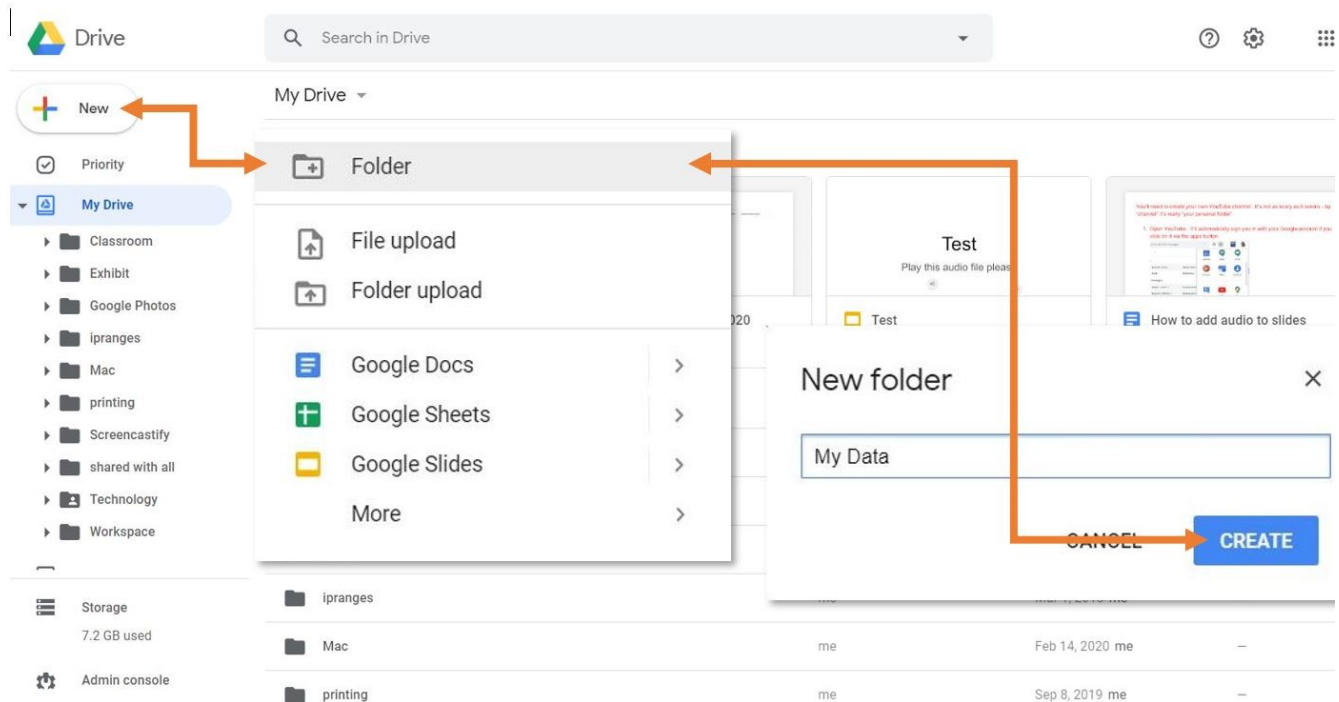
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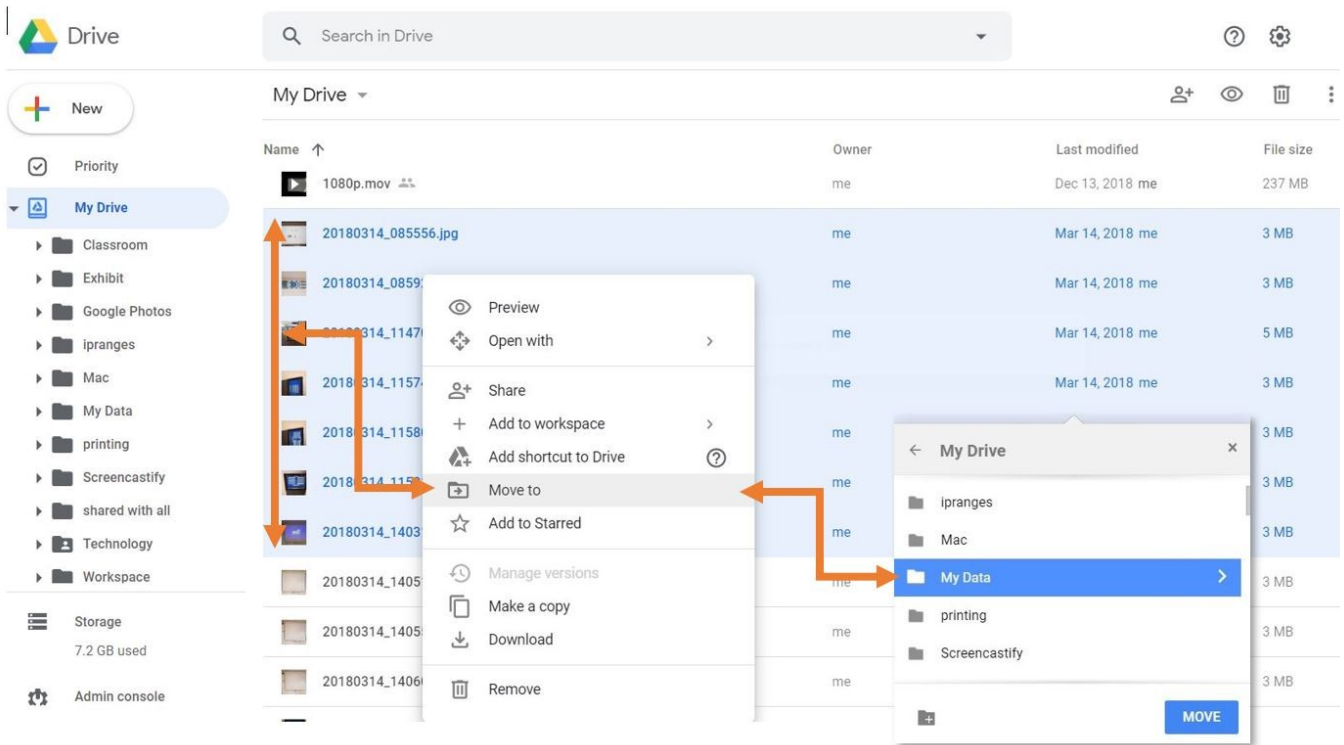
Option 1 - Copy to new drive

If you would like to copy your data from your ISB Google Drive to a personal Google Drive, the process outlined below is recommended. **But first**... please make sure that you have enough space on your personal drive. Your personal drive is limited to 15GB by default.
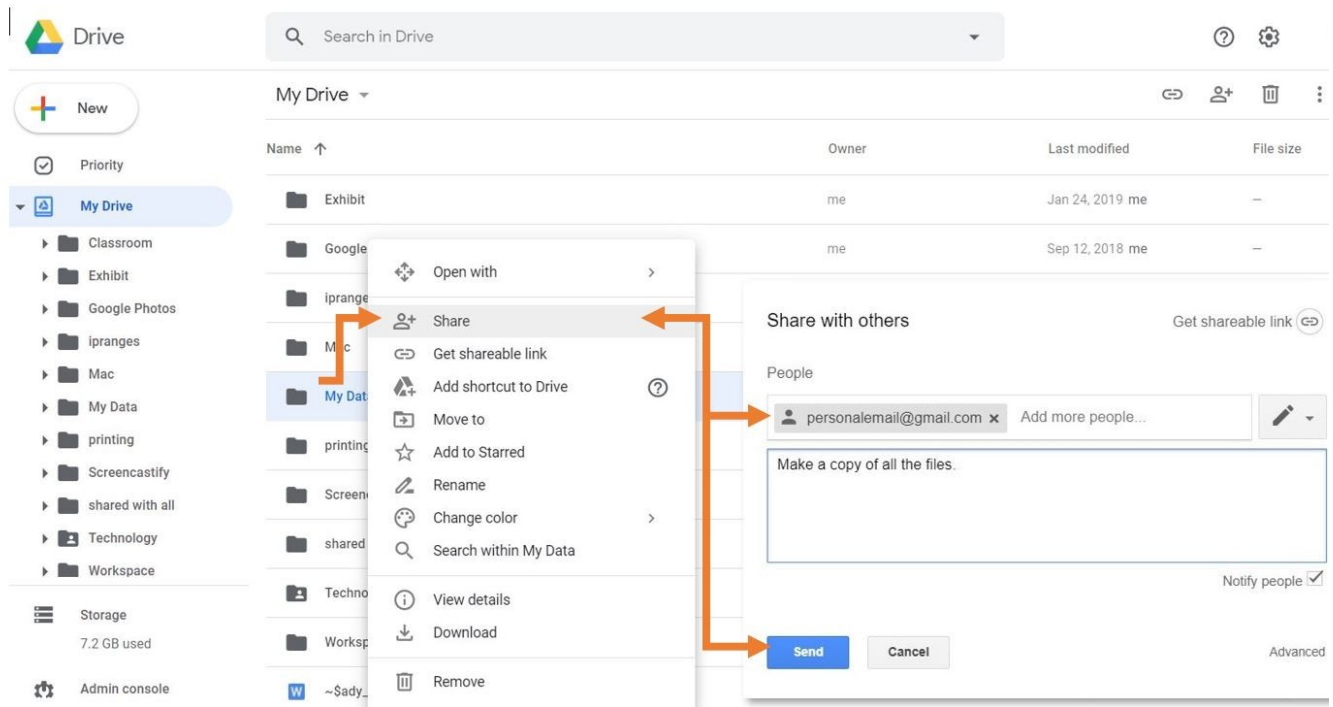
In your ISB Google Drive:

1. Create a folder where you will place all the files you would like to move.

2. Move the files you want to keep into the new folder. You can add folders as well, but that might make the next steps more tedious.
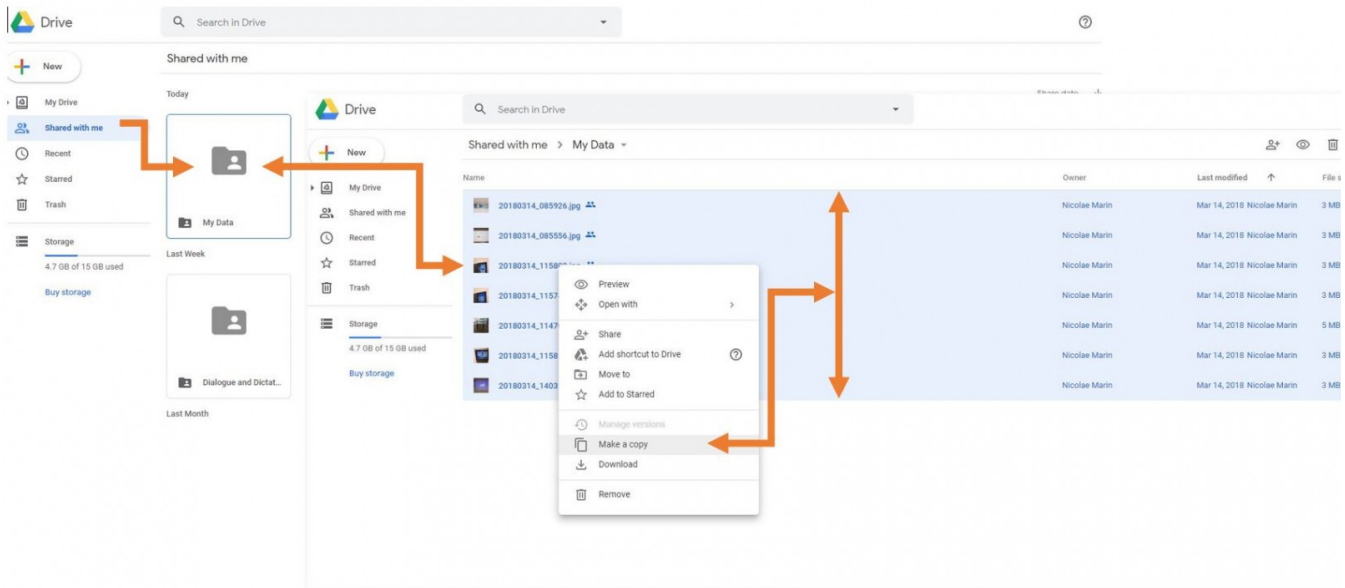

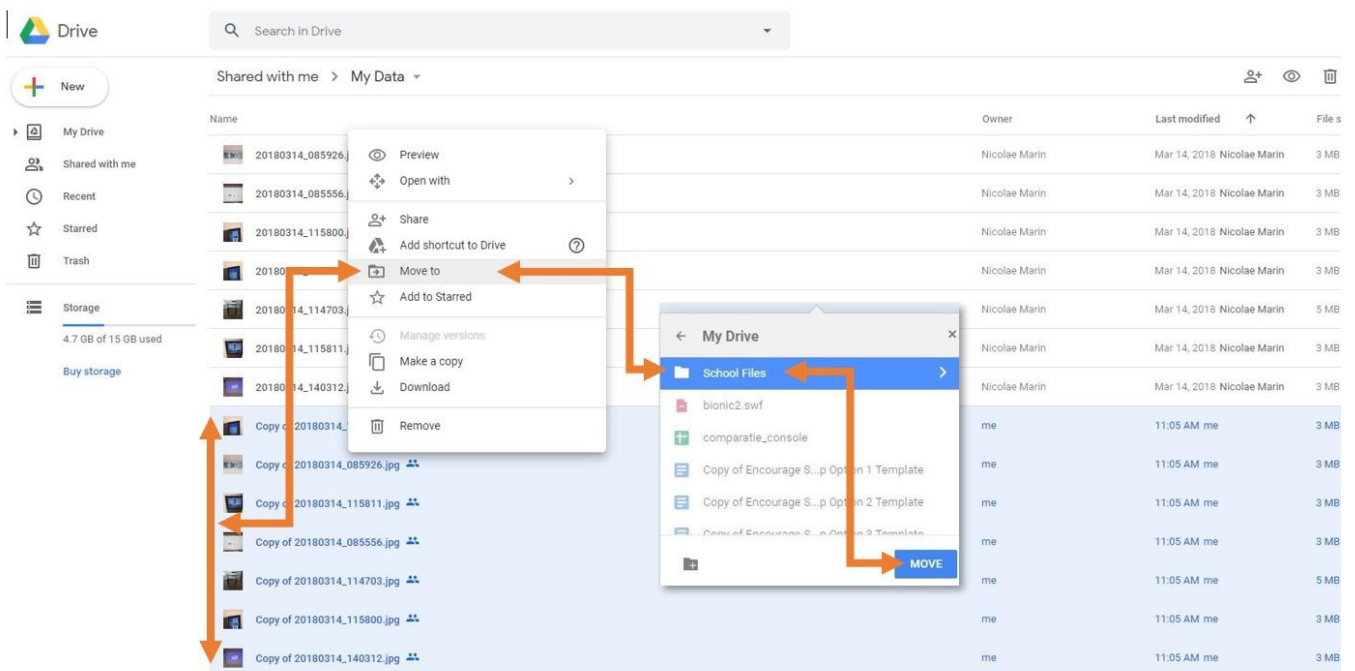3. Share the folder you created with your personal account.

In your personal Google Drive:

1. Open the folder that you shared with your personal account.

2. Select all the files inside the folder (Ctrl+A (select all) OR Shift+left click) *FILES ONLY, NOT FOLDERS*
3. Right-click on one of the files you selected and choose "Make a copy." This will create a copy of all the files. Your personal account will be the **owner** of the copies. The copies will have the name "Copy of…"

4. Move the files with the name "Copy of…" to another location on your personal Google Drive.
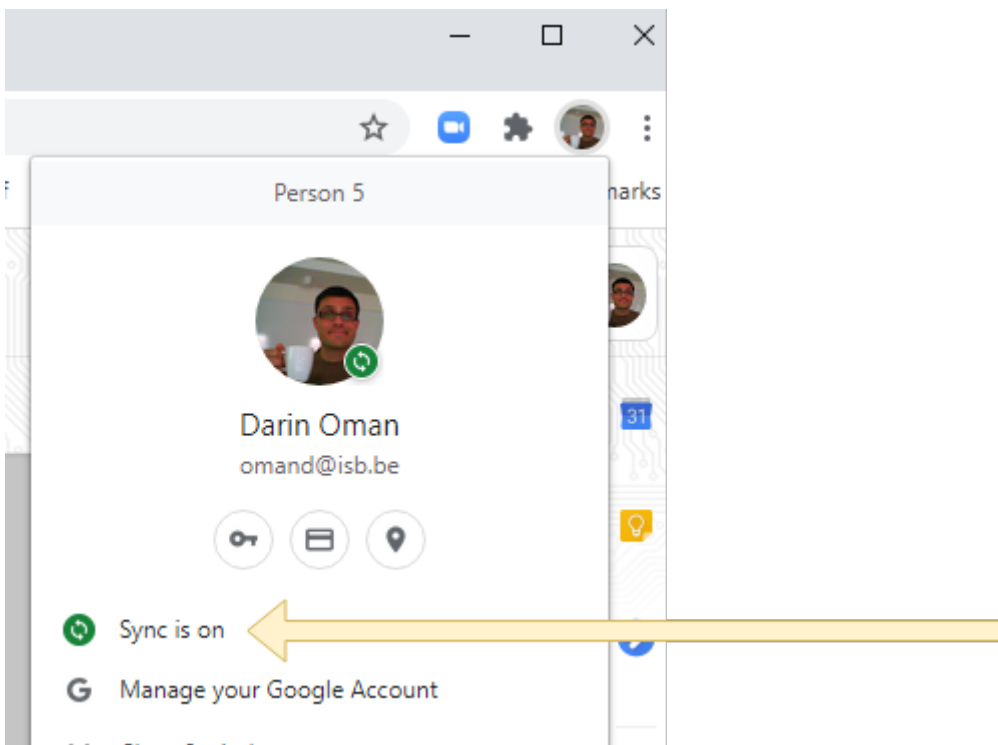

Option 2 - Download your Data

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3. Save the downloaded archive to an external hard drive or a personal cloud storage service (a personal Google Drive, Dropbox, etc.).

Transfer Your Browser Bookmarks

Chrome

The easiest option for Chrome is to sign in and sync. This will sync your bookmarks as well as your history. If you've already signed in, please make sure you are syncing your bookmarks:

If you have not yet signed into Chrome:

1. Open Chrome.
2. In the top right, click the button with your name or People People icon image not found or type unknown
3. Click **Sign in to Chrome**.
4. Sign in with your ISB Credential I
5. f you want to sync your info across all your devices, click **Turn on sync** and then Turn image not found or type unkno **on**.
6. To customize your sync settings, click More More icon image not found or type unknown and then **Settings** and then image not found **Advanced sync settings**. You can choose what information to share across other devices where you're signed in to Chrome.

Firefox

To export bookmarks from Firefox, follow the instructions linked here.