Google

G-Mail, Sheets, Docs, Drive, Slides, etc.

- Take Your Google Data With You - for Teachers and Staff
- Take Your Google Data With You - for Students
- How to access 2 email accounts and their associated Drives simultaneously
- Chrome - Clear Cache
- Chrome - Enable Spell Check

Take Your Google Data With You - for Teachers and Staff

Google Data

If needed, it is possible to export all of your Google data. Your ISB account will be deactivated in December after you leave. Your content **will be deleted. We cannot help you recover data once you have departed from ISB.**

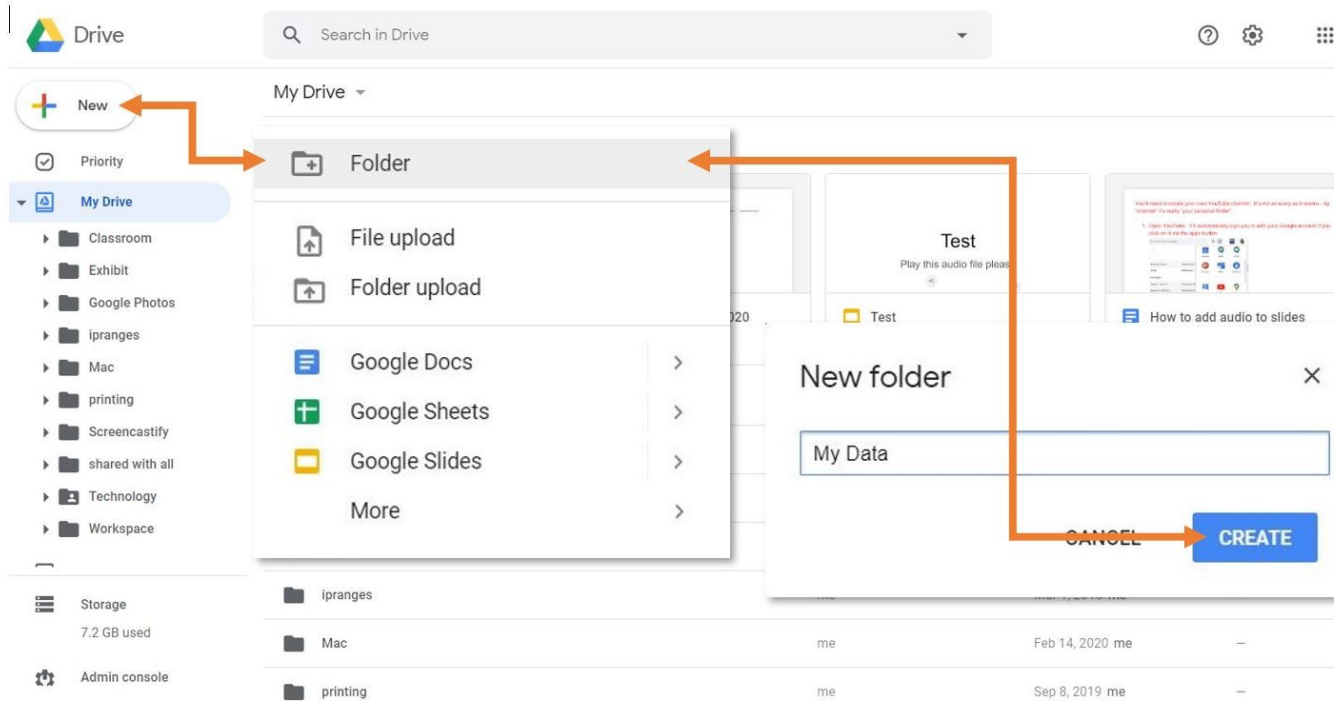**Before you begin, please become familiar with these guidelines on removing sensitive information.**

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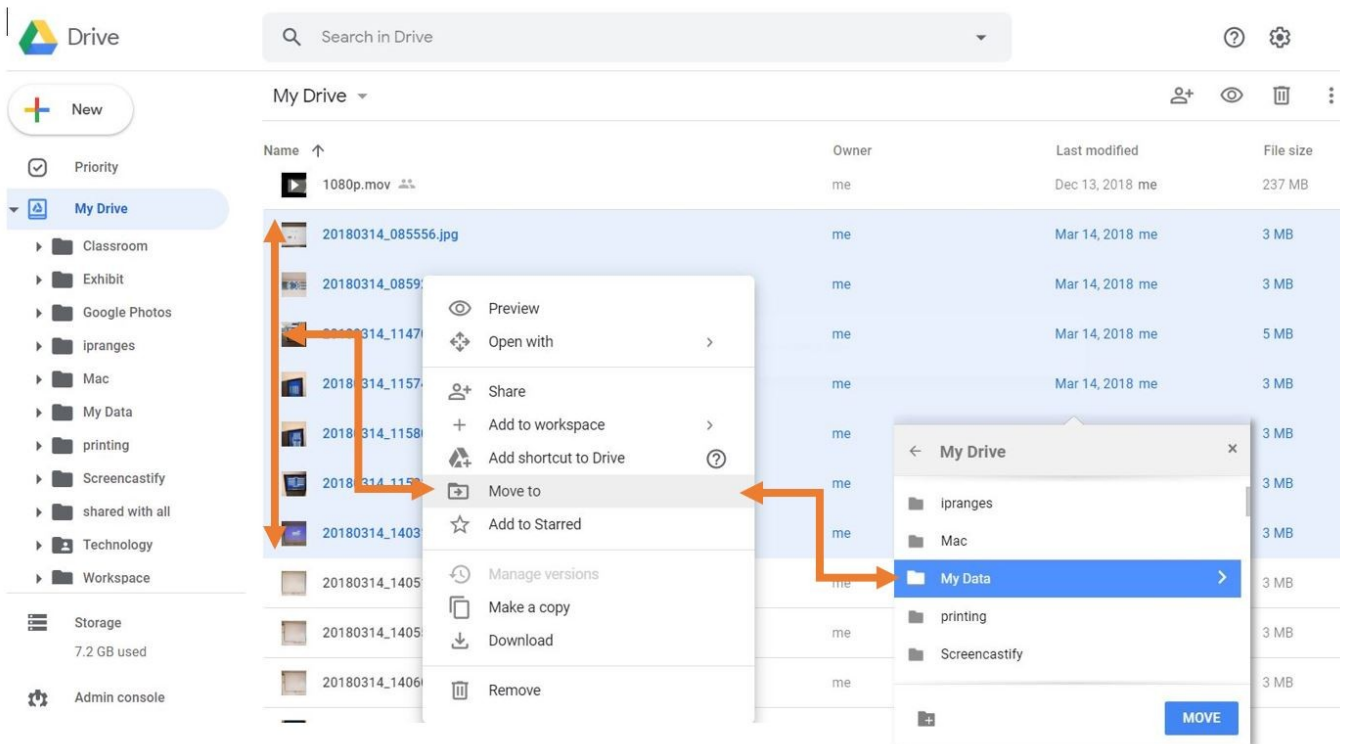
Option 1 - Copy to new drive

If you would like to 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 which is limited to 15GB by default.
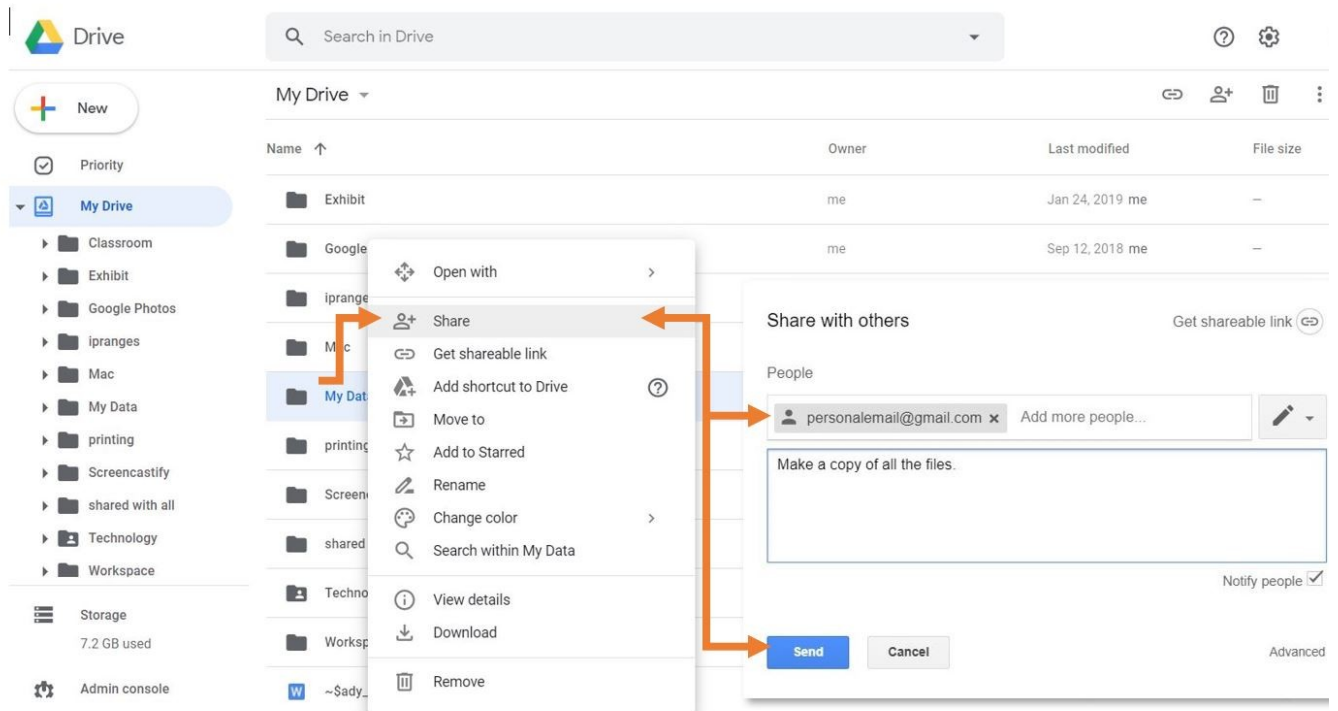
In your ISB Google Drive:

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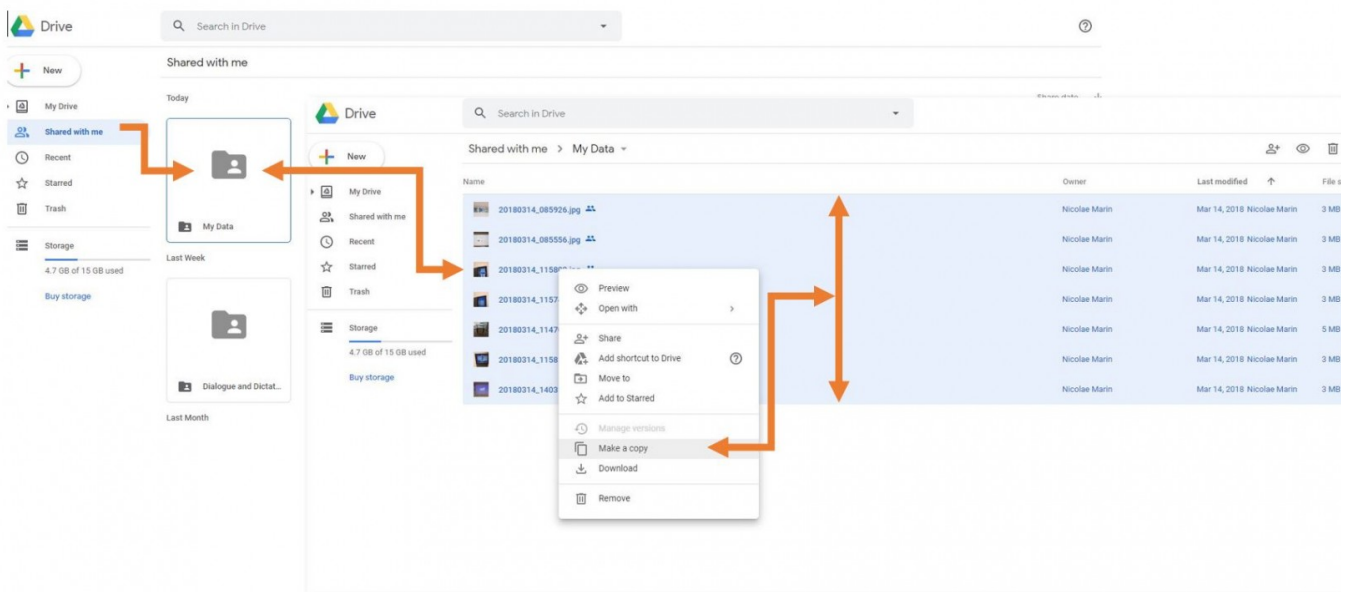
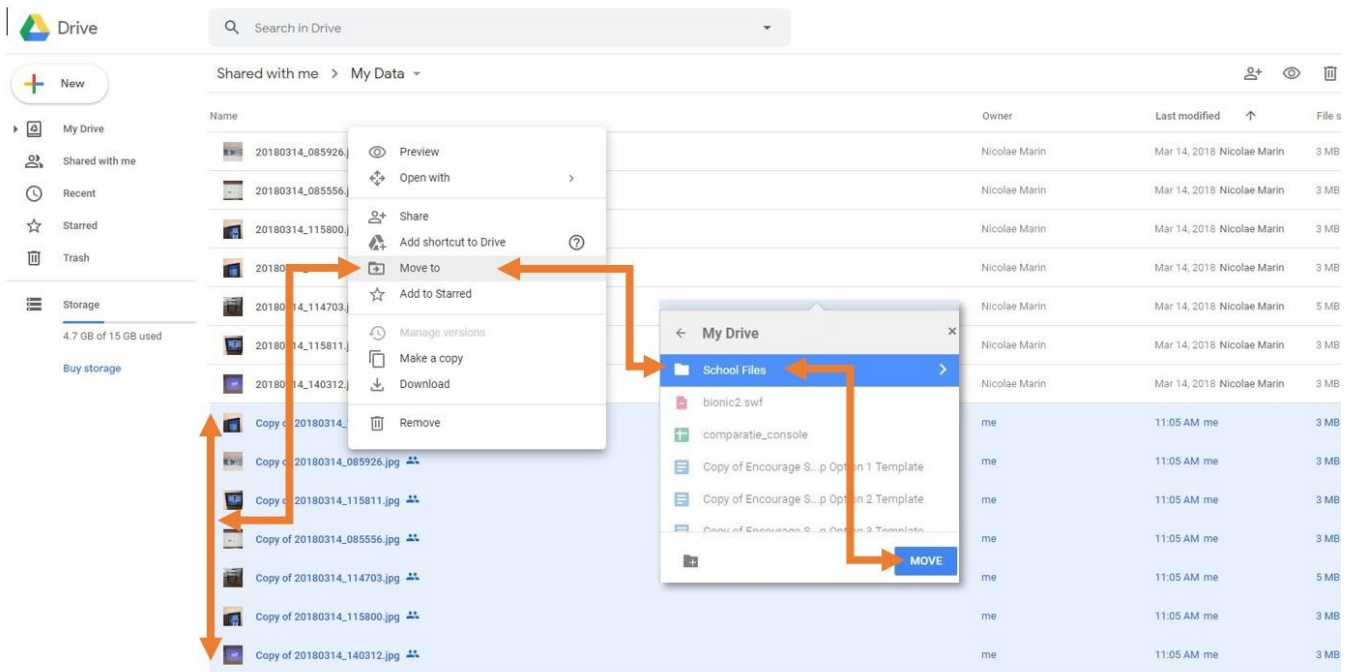3. Share the folder you created with your personal account.

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:

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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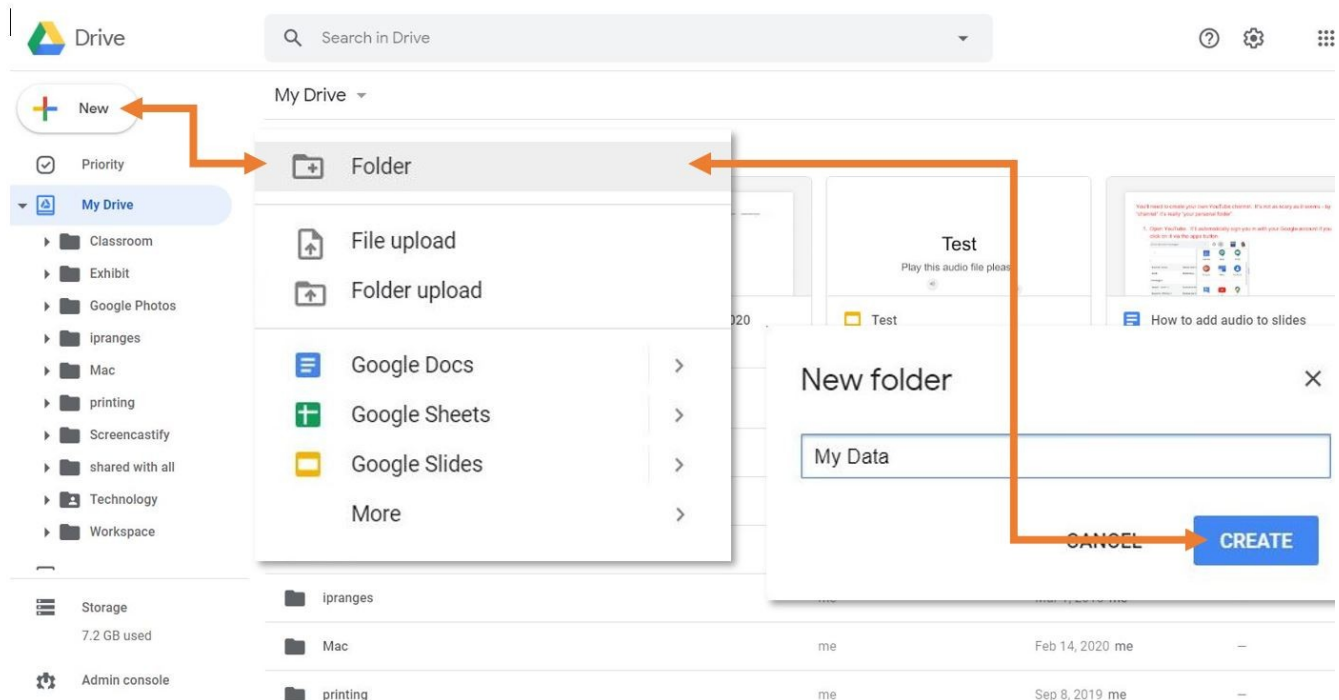
You can 'copy' your data to your personal Google Drive, or download it to a storage device or service.
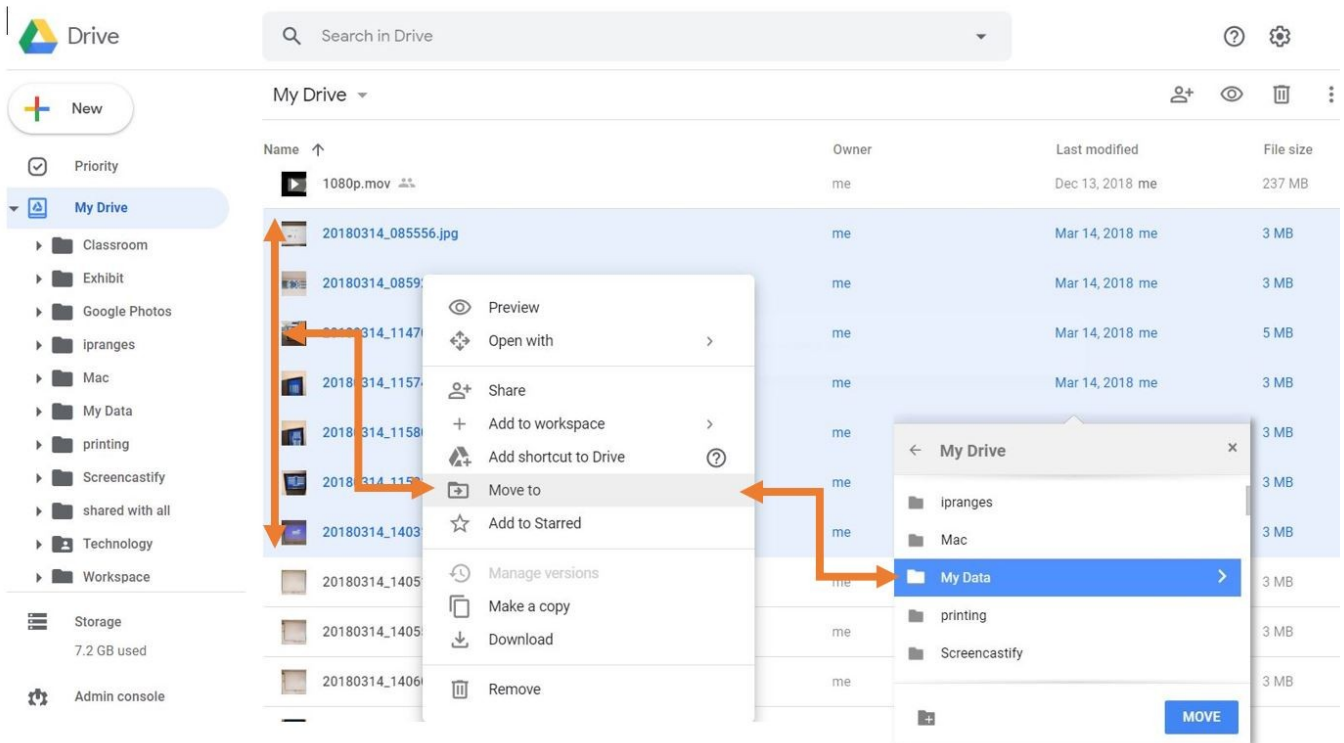
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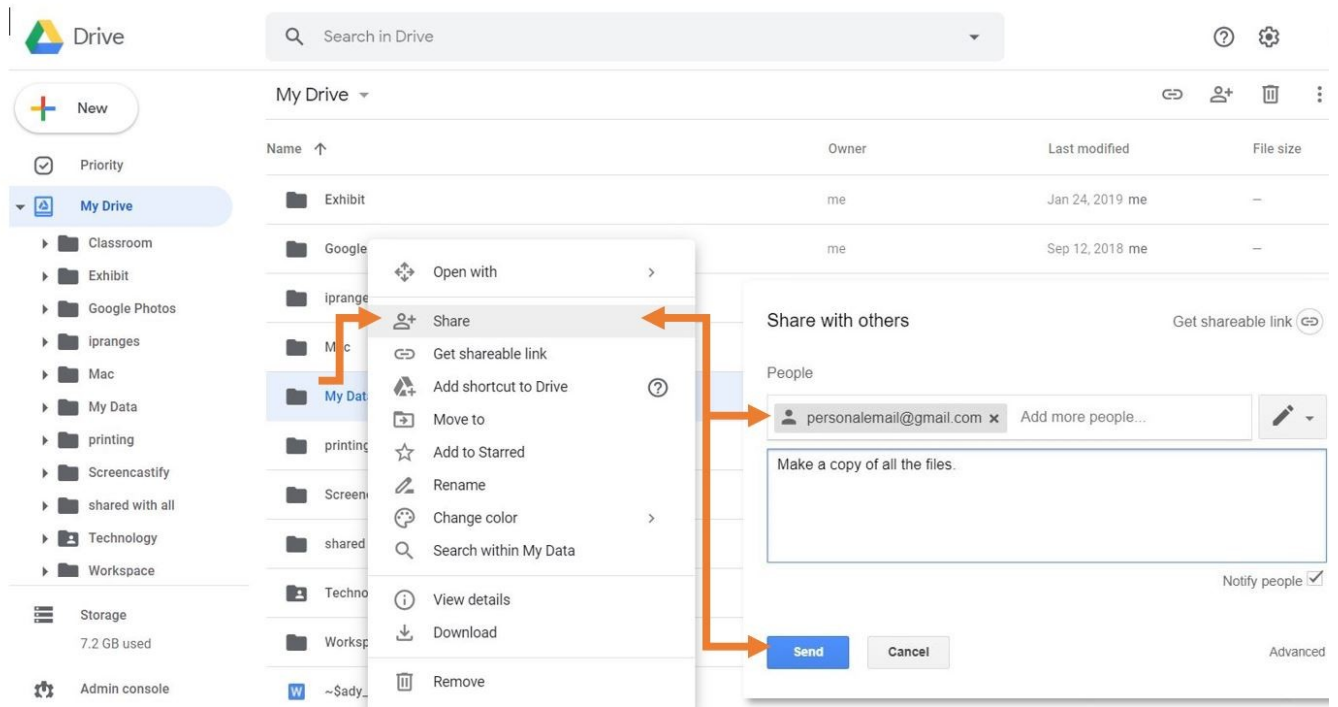
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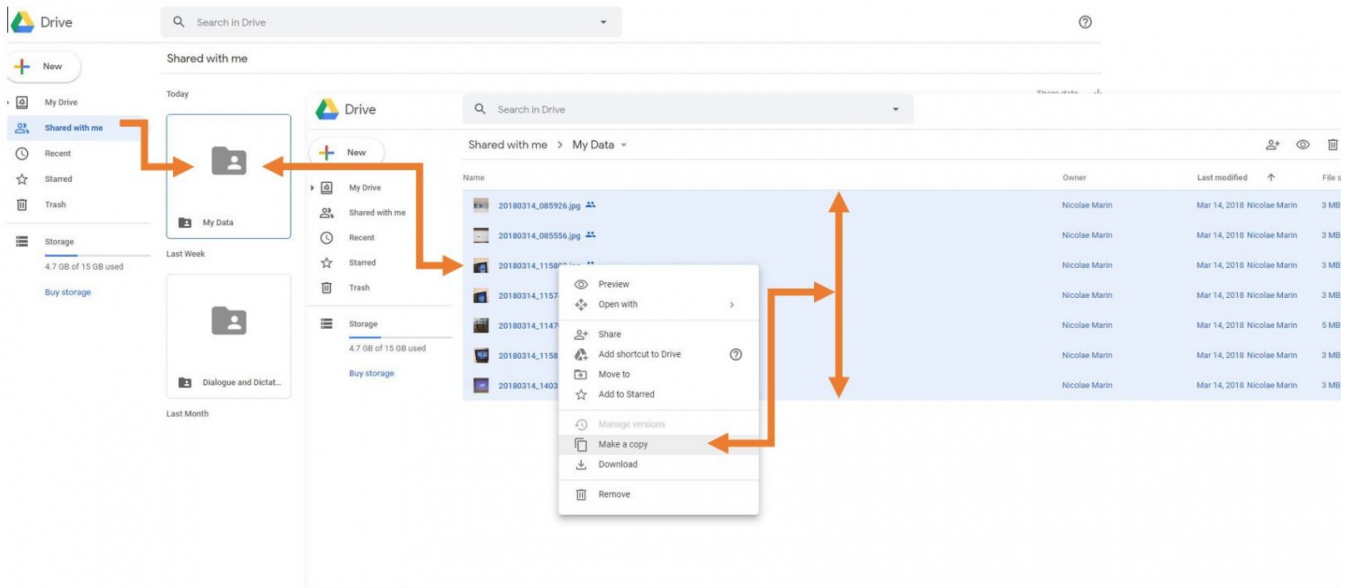

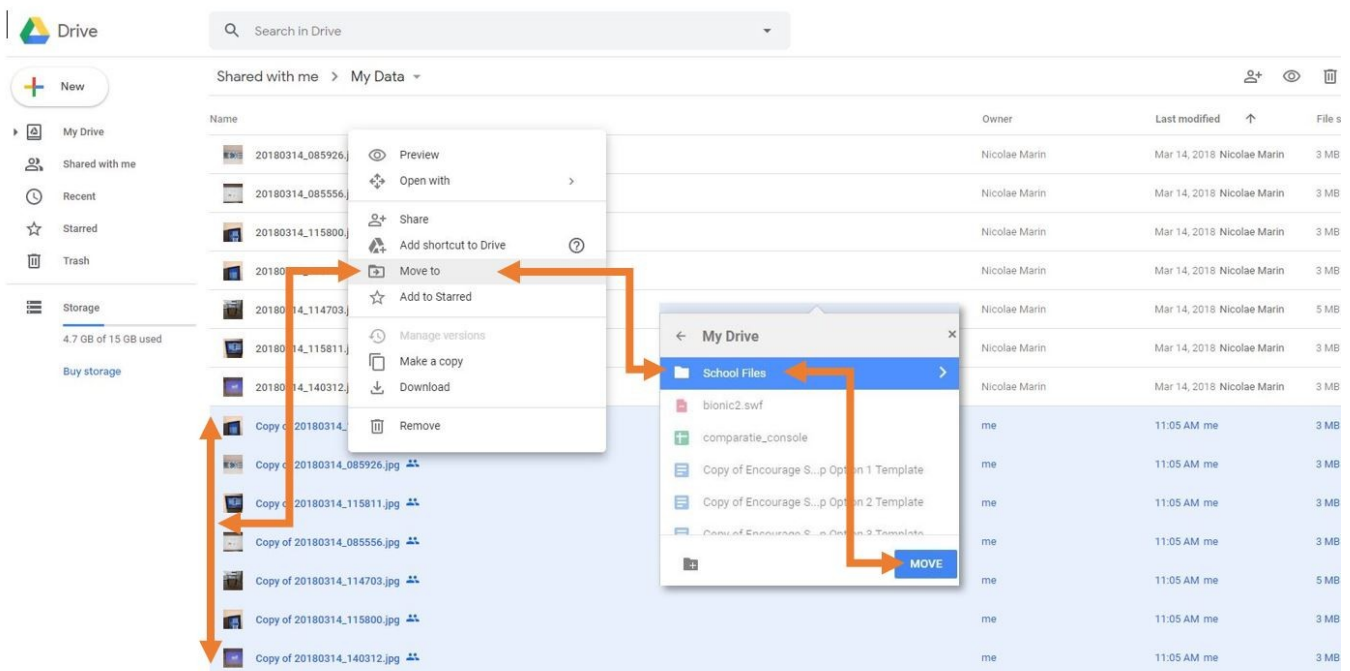3. Share the folder you created with your personal account.

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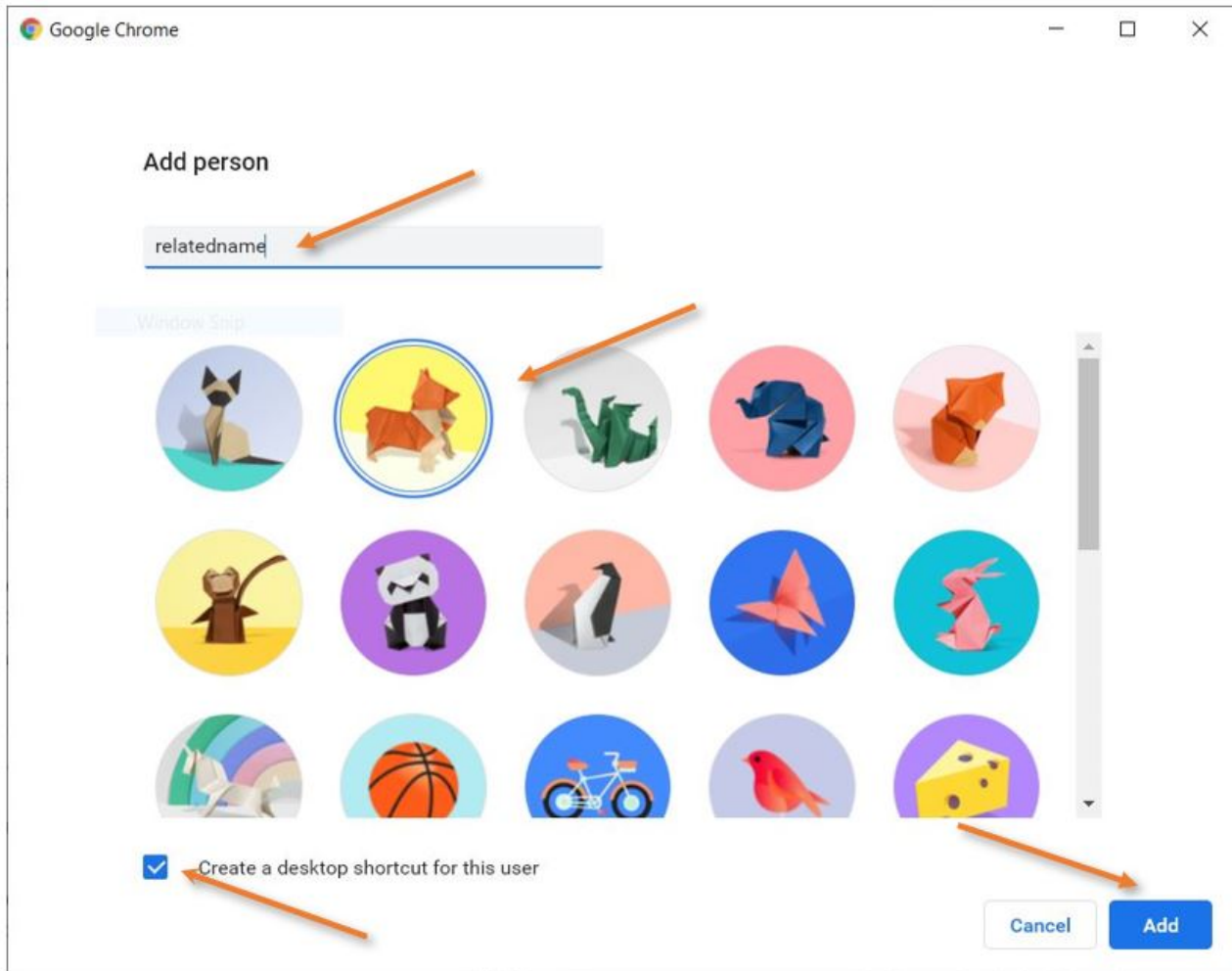# How to access 2 email accounts and their associated Drives

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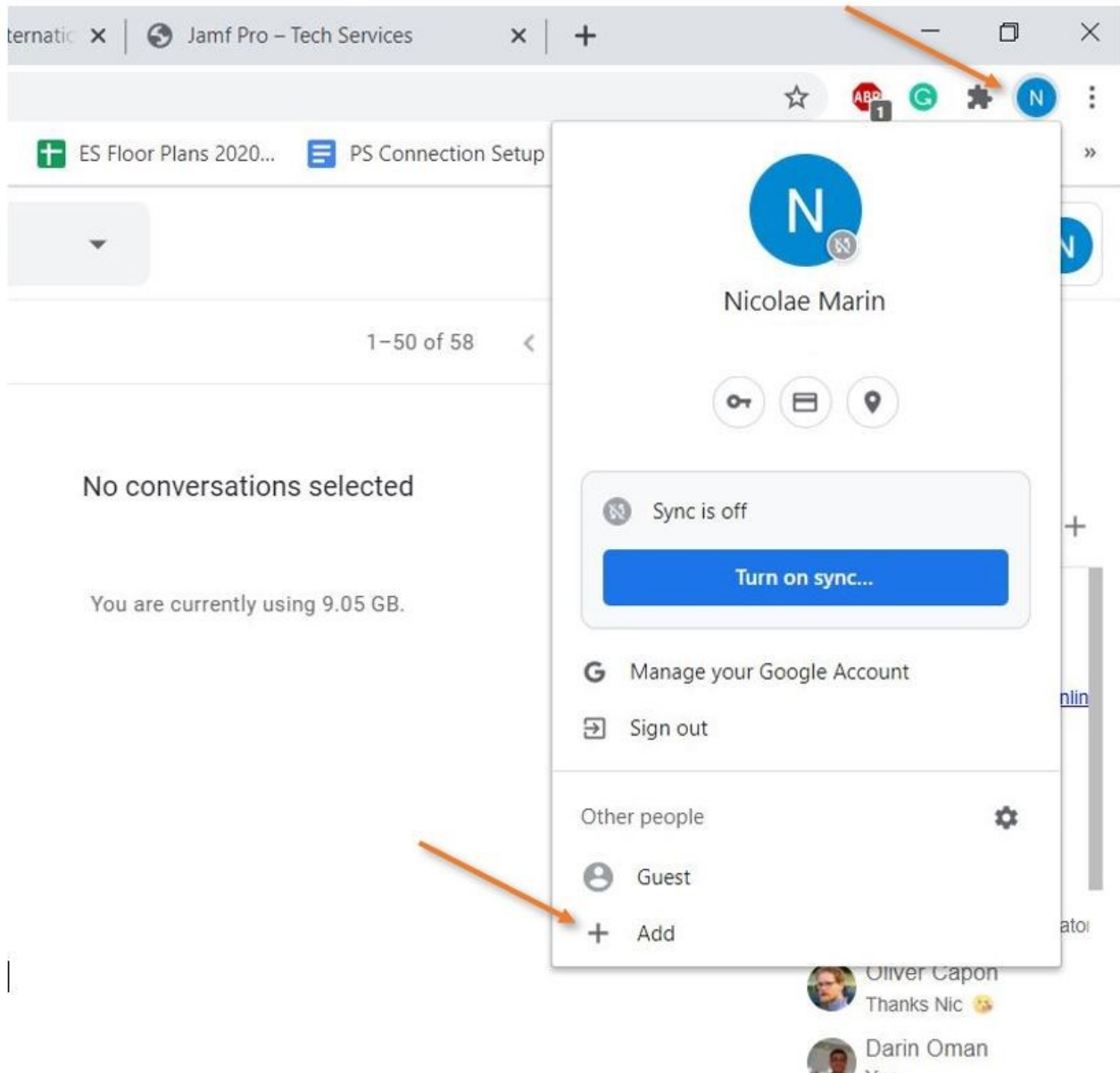
Add

In the new window that pops up, add a name for the new account, it can be anything, select one of the cute icons, and mark "Create a desktop shortcut for this user." Add, and you are ready to go.

On your desktop, you should now find 2 shortcuts

Use the first one with your primary work email (you are already logged in) and the second for your secondary work email. You'll have to go to https://accounts.google.com/signin/v2, for example, and sign in. Chrome will remember which email you used for which account. You can have both active at the same time. You can also pin both to the start bar or the dock.
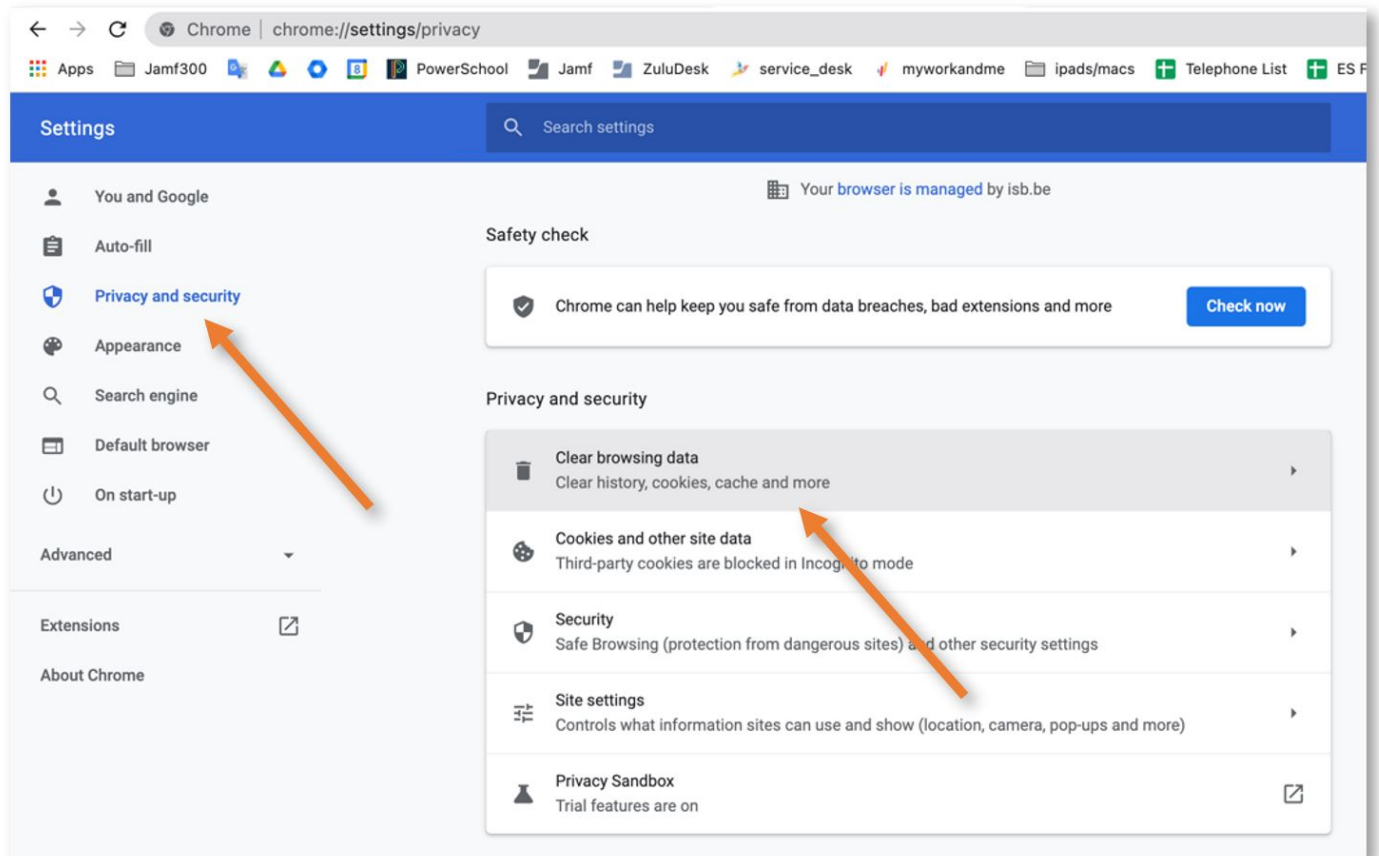
Chrome - Clear Cache

If Chrome **displays a page incorrectly** or it **fails to sign you in**, **clear the cache** and try again.
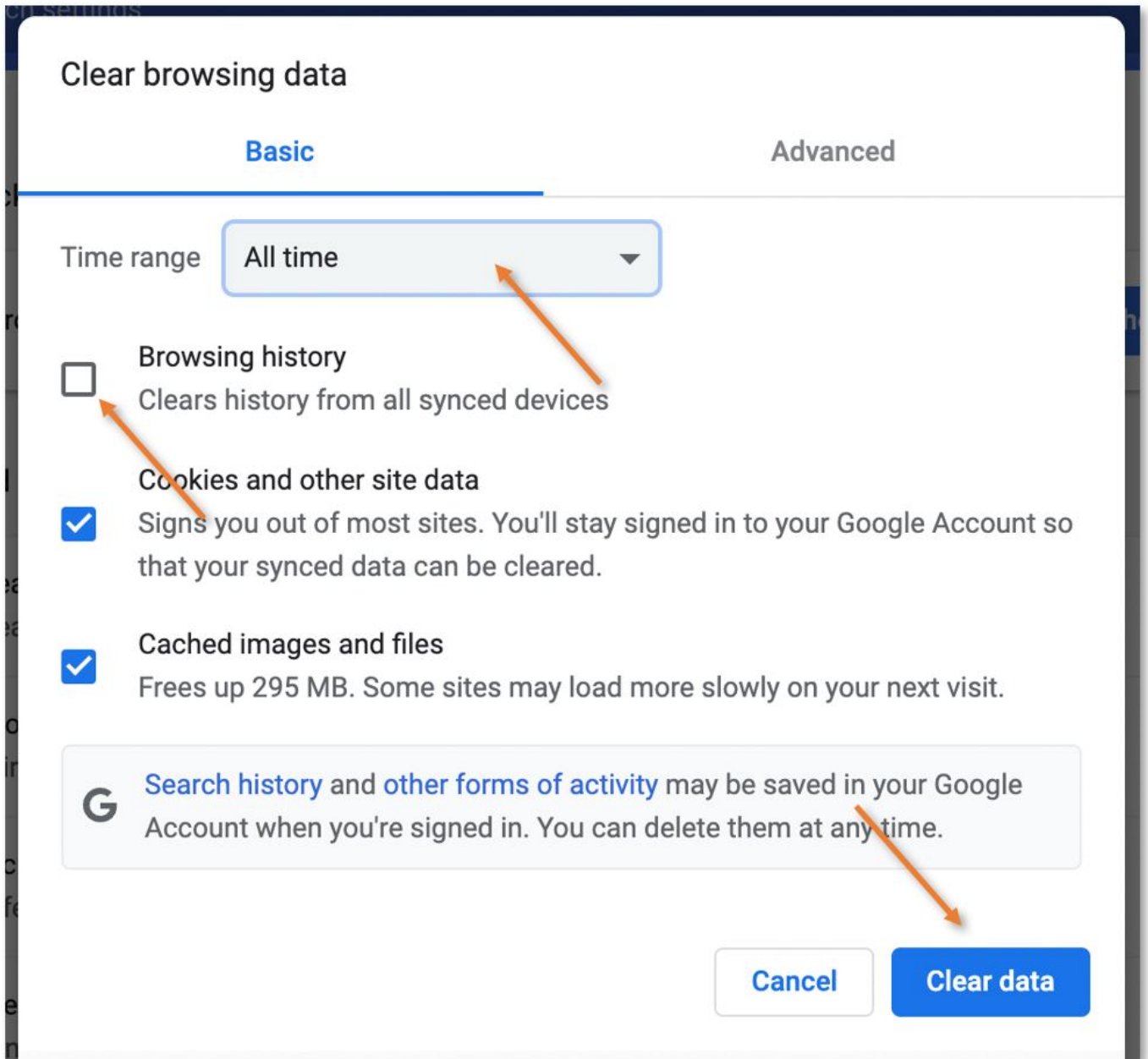
Click the 3 vertical dots from the upper-right corner and select Settings.
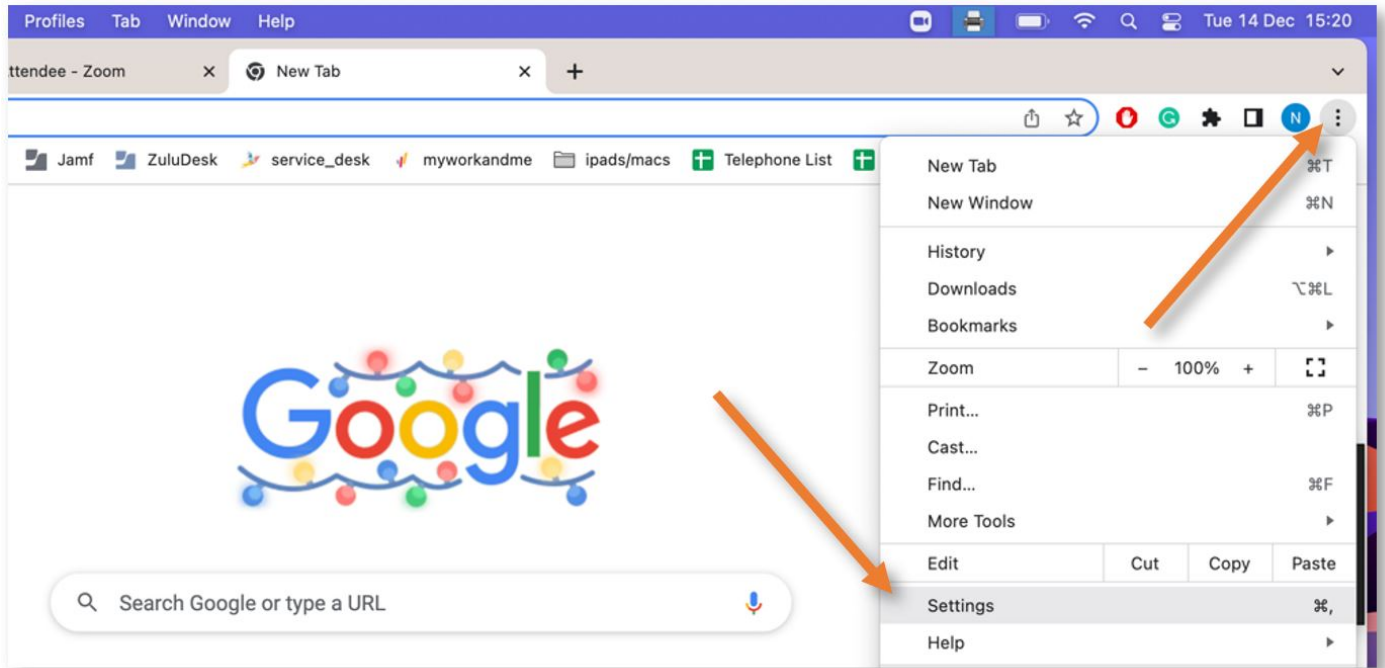
Click on Privacy and security in the left panel and select Clear browsing data.

Uncheck Browsing history, choose All Time under Time range, and click Clear Data.

Reload the page and try again.

For other browsers, you can find instructions here

Chrome - Enable Spell Check

To activate the spellcheck in Chrome, please open the Customize Menu (1) and click on Settings (2). Under You and Google (3) select Sync and Google services (4), scroll down and activate Enhanced spell check (5).