

TO: All Seniors and Students Transferring Out of Valley

Because a lot of your work is stored digitally, transitioning out of Valley means making a decision on what to do with all that content (email, photos, videos, documents, etc.) which for the most part is stored on school systems. Later, you may regret not having saved your work. So it is a good idea to seriously consider saving it now.

If you need help with any of these procedures, contact the Tech Support team. We will be available throughout the summer - ipadsupport@vcschools.org.

Technology Checklist

- I need to change the email address on my Apple ID and Parchment
- I want to save all my work in Canvas.
- I want to save my GMail, Contacts, and/or Google Docs.
- I want to save my files (photos, videos, data) on my iPad.
- I want to save my computer lab files.

If you answered YES to any of the above statements, then use these instructions as a guide to saving and transferring your school-related data to your personal accounts.

Removing iPad Configuration Profiles - at the close of the school year, the configuration profiles on your iPad will be removed. **This year this will happen on Friday, May 29 by remote command.** Please make sure your iPad is turned on, charged, and connected to Wi-Fi on or soon after that date for this command to be sent. This action will remove your iPad from our management software. After your profiles are removed, your iPad will no longer be filtered when off-campus, and will no longer have Wi-Fi access on Campus. In addition, all of the school assigned apps will be removed: your Apple Apps (Pages, Keynote, etc.), Notability, and any Apps that were installed by our management software. **It is important to make sure your files for these apps are saved to iCloud or Google before then.**

You can also remove the management software yourself beginning today by resetting your iPad and setting it up as a new iPad with your own Apple ID (**Settings -> General -> Reset -> Erase all content and settings**). Before doing this, be sure to save anything you want to keep (Notability notes, photos, videos, and other documents... see below).

For graduating students and students that are transferring out of Valley, your school account will be restricted beginning July 1, 2020; and your Google Account will be deactivated in January 2021. This should give you time to save and/or transfer your files.

Changing Your Apple ID Email Address

If the eMail you are using for your Apple ID is a Valley Christian School email (“@student.vcschools.org”), you will want to change it to your personal email address. To see what AppleID’s you are using, go to **Settings** to see your iCloud ID and your iTunes ID if different. **This does not apply to managed Apple ID’s that end in “@vcschools.org” (without the “student” part).**

Go to <http://appleid.apple.com> and sign in with your current Apple ID. There are options there to update your account settings including changing the email address. Be sure to write down your new Apple ID, password, alternate email address if any, and any security questions that you may have set. Protect the security of your Apple ID, because all your personal data and purchase history is tied to that account.

Changing your Parchment.com Email (High School)

If you are not a Senior, it's possible you do not have a Parchment.com account already setup. To register a new account, visit <https://www.vcschools.org/hs> and click on the Parchment button.

You will use Parchment as an alumni for any transcript requests in the future. Currently it is registered to your school email account. You will definitely want to change the email address on your parchment account. You will be using parchment for many years as you move through your career and college choices to access your high school transcripts. If you ever lose your password, your email on the account will need to be current in order for you to reset the password.

1. Visit www.parchment.com - click "Log In" and choose Learners Login
2. Sign in with your current school email and password
*note: password was set by you, it **might** be different from your PowerSchool password*
3. Near the top right, click "Profile" and then "Account Settings"
4. Under "Secondary Email Addresses..." click "Add another email address to this account"
5. Enter your personal email address and click "Add Email"
6. Check your email for a message from Parchment with the subject line "Email Verification"
7. Follow the links or instructions in that email to verify your personal account.
8. Back in Parchment you should make it your primary email and remove the school email.

Saving your Canvas Course Content and Submissions

Canvas stores all your assignment submissions and course content, etc. If you want to export that information, log into your Canvas Account, go to Settings and on the right panel at the bottom is a link to download your files. Course content can be downloaded as an eBook. You will need to install an eBook reader on your computer or iPad to read eBooks. This process can take some time depending on how much content you are downloading. Canvas will send you

an email when the files are ready for download. Download the file and save it into your Google Drive.

Saving your Photos and Videos

Your iPad should already have the **Google Photos** app. With that you can backup all your photos and videos to your Google Account. Once everything is copied (it can take some time), then you can use the Google tools below to download them if needed.

Saving your Documents and other Files

Open the **Files** app and from each folder in “iCloud Drive” and in “On My iPad,” select all the files you want to save and then move/copy those files to Google Drive. Once everything is copied (it can take some time), then you can use the Google tools below to download them if needed.

Saving Your Computer Lab Files and Projects

Your schoolwork that was done in the computer lab is saved on the computer(s) you were using. You can make arrangements with us if you want to save those files, and we will help you do that. Bring a flash drive with enough space to hold your files.

Transferring Gmail, Contacts, and Google Docs to Another Account

Since your Valley Gmail account will eventually be deactivated, you will need to transfer your Gmail content to another account if you want to keep it. This includes email, contacts, Google Docs, Google Photos, and all other Google related content. To do this you will need to use a computer. The iPad does not have the tools necessary.

Before starting this process, ensure all the things above have had time to complete.

Using Google Transfer - This tool (<https://takeout.google.com/transfer>) will transfer all of your Gmail and Google Drive content to another Google account. It does not copy contacts, Google Photos, or any other Google data (see *Google Takeout* below for copying other Google files and data). You can only use this tool if you have a personal “*yourname@gmail.com*” account. Keep in mind that a personal account is limited to 15GB of free storage. Your school Google account might have accumulated more than that over the years. To check how much space your school Google account is actually using, go to <https://myaccount.google.com/preferences> and scroll to the Storage Section. When you use the transfer tool, Google will copy all email and all Google Drive files to your personal account into a folder labeled with your Valley email. This process can take a long time. Google will send you an email when everything is copied over. Since the files are copied, if you make changes to the original files after running this process, those changes will not be copied over. Also any files in Google Drive that are “shared with you” will not be copied, since you are not the owner of those files. If you want to copy shared files, you must first make “copies” of those files in your own Google Drive.

Using Google TakeOut - This tool (google.com/takeout) helps you create an archive of all your Google data which you can then download to your computer and later import into other services. Depending on how much data you have, it can take a long time (hours or days). Google will send you an email when everything is archived and ready to download. A few things to mention about Google Takeout:

- your Google Docs will be converted to another format; and only the documents that you own are saved (if you want to save documents that are shared with you, you first must make a copy of them in Google Drive)
- your emails will be saved to mailbox files (.mbox) which you will have to import into a mail client on your computer before you can transfer them to another email service
- your contacts are saved in virtual card files (.vcf) which does not support distribution lists (groups). After importing your contacts to another service, you will have to recreate any groups you have made. There is another option in GMail settings, export all contacts using Google CSV format. This will create a file on your computer that you can then 'Import' into another GMail account.

If you need help with any of these steps, please visit the Tech Support office

Valley Christian Schools iPad Support Team

ipadsupport@vcschools.org