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 during exam week and at times throughout the summer - techhelp@vcschools.org.

Technology Checklist

- ❏ I want to save a copy of my work portfolio in Canvas.
- ❏ I want to save files (photos, videos, data) on my iPad.
- ❏ I want to save my GMail, Contacts, and/or Google Docs.
- ❏ I want to remove the supervision setting from my iPad.

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 Configuration Profiles - at the close of the school year, the configuration profiles on your iPad will be removed remotely. This 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, many of your Apps may 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 documents are saved to iCloud for these Apps.**

For graduating students and students that are transferring out of Valley, your school iCloud account will be restricted beginning July 1, 2022; and your Google Account may be deactivated in January 2023. This should give you time to save and/or transfer your files.

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. After you download them, you should move them to your Google Drive (which you will transfer later below)

Saving my iCloud Photos and Documents

The easiest way to save your iPad files and photos is to copy them to Google first. You can do this for most files using the Files app. Select the files you want to save, and then "move" them to a Google Drive folder. For photos, open the Google Photos app, and sync your photos to Google. This could take a long time, so be patient. You can check the progress by tapping the account icon in the top right corner. Once your content is saved to Google, you can proceed to the next step below (saving/transferring your Google 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.

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 address. 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
techhelp@vcschools.org.