Google Apps for Education: Export/Import Google Drive Files

Use these instructions to:

1. Export files from your **old** Google Apps account.
2. Import files into your **new** WCPSS Google account.
3. Reshare files with other individuals.
4. Remove duplicate files from other individuals' view.

IMPORTANT:

- To export/import Google App documents, spreadsheets and presentations, complete the steps under **Export/Import Google App Files (pgs. 1-5)**.
    - Google App documents are designated with the following icons:
        - Documents 📄
        - Spreadsheets 📊
        - Presentations 🟧
        - Forms 📋
- To export/import other file types, i.e., all Word, Excel, PDF, etc., complete the steps under **Export/Import Other File Types (pgs. 6-9)**.

Export/Import Google App Files

Export Google App Files From Your Old Google App Account

1. Use Firefox to **open a new browser window**.

2. Visit http://google.wcpss.net .

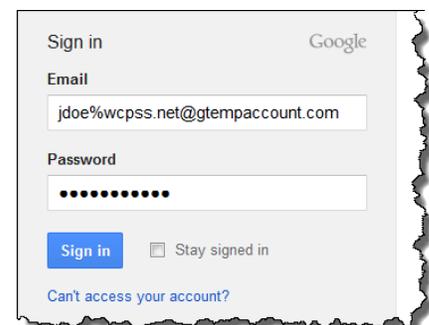3. Click **Login to Google Apps**.

4. Log in with your **username** and **password**.

    NOTE:

    - Unless you changed it previously, your username is a temporary username.
        EX: jdoe%wcpss.net@gtempaccount.com.
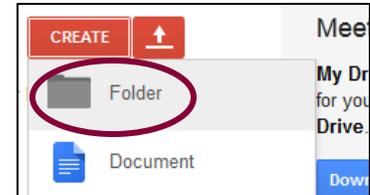
WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Google Apps for Education: Export/Import Google Drive Files

5. Click **Drive**.

6. Click [CREATE] .

7. Click **Folder**.
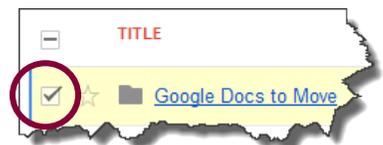
8. Enter **Google Docs to Move** as the folder name.

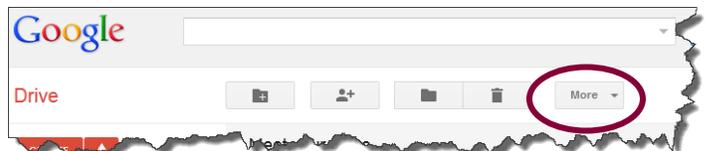9. Drag and drop **all Google App files to be exported** into the Google Docs to Move folder.

    NOTE:
    - You can move folders containing Google App files into the Google Docs to Move folder.
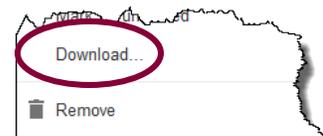
10. When finished moving files, click to **check** the Google Docs to Move folder.
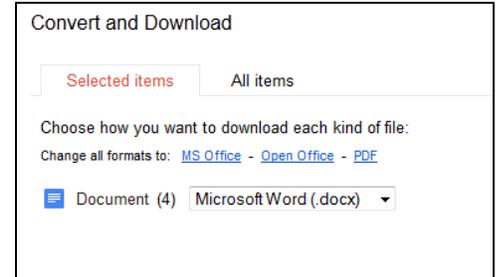
11. Click [More ▾] .

12. Select **Download**.

Google Apps for Education: Export/Import Google Drive Files
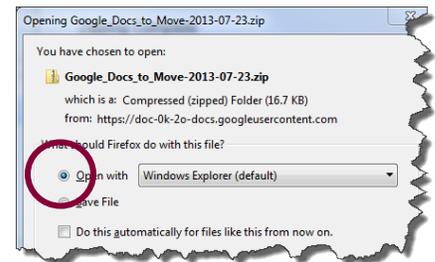
13. Leave the default settings and click [Download].

    NOTE:

    - Spreadsheets will be converted to Excel files, Docs to Word files, etc.

    - You can reverse this process when importing the files into your new WCPSS Google Apps account if desired.
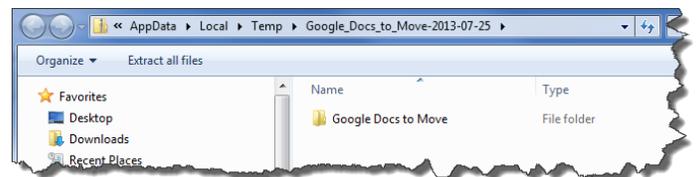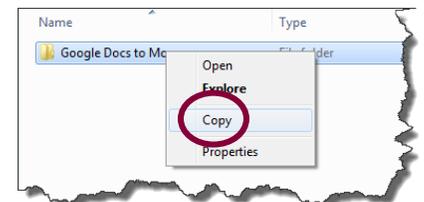
14. When prompted, select **Open with**.

15. Click **OK**.

    NOTE: A window will appear placing you inside the zip file.

16. Right-click on the folder **Google Docs to Move**.

17. Select **Copy.**

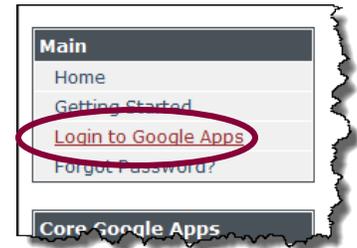18. Right-click on your computer desktop and select **Paste**.

Google Apps for Education: Export/Import Google Drive Files

Import Google App Files Into Your New WCPSS Google App Account

1. Use Firefox to **open a new browser window**.

2. Visit http://google.wcpss.net.

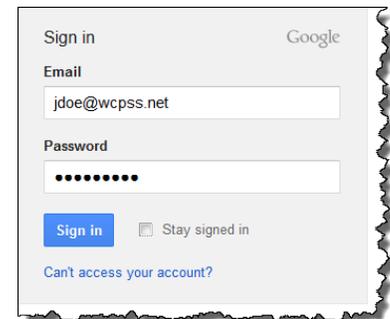3. Click **Login to Google Apps**.

4. Log in with your new WCPSS Google Apps **username** and **password**.

   NOTE:

   - Your username is the same as your WCPSS email address.
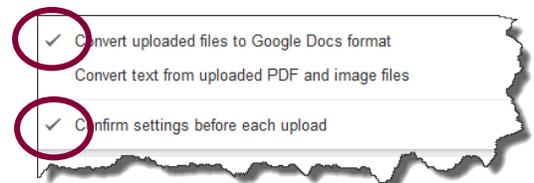   **EX**: jdoe@wcpss.net

5. Click **Drive**.

6. Click the **gear** icon.

7. Under Upload Settings, click to **check**:

   - Convert uploaded files to Google Docs format.
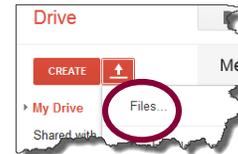   - Confirm settings before each upload.

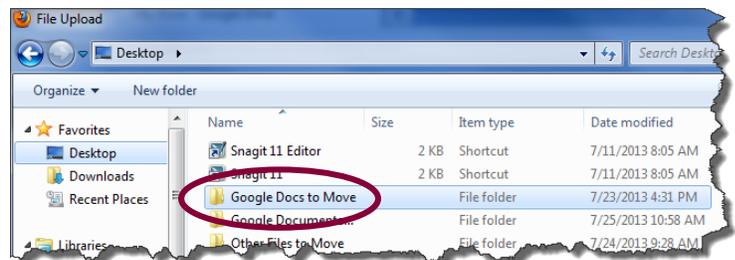## Google Apps for Education: Export/Import Google Drive Files
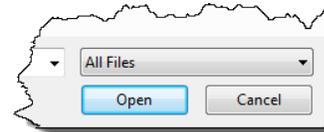
8. Click the **upload** icon.
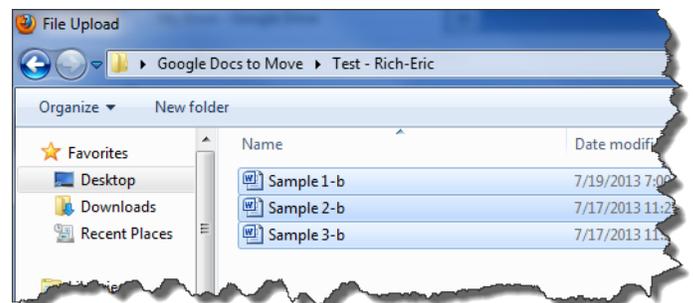
9. Click **Files**.

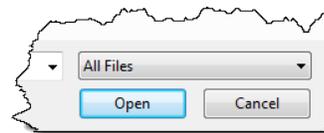10. Browse to locate the **Google Docs to Move** folder on your desktop.

11. Click **Open**.

12. Press and hold down the CTRL key to **select all files to import**.
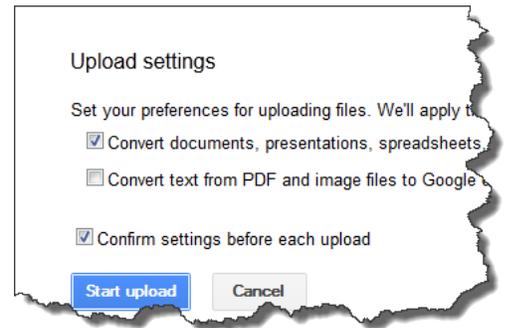
13. Click **Open**.

Google Apps for Education: Export/Import Google Drive Files

14. Click to **check**:

   - Convert documents, presentations, spreadsheets, etc.
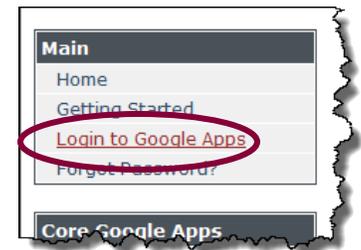   - Confirm settings before each upload.

Upload settings

Set your preferences for uploading files. We'll apply t...

☑ Convert documents, presentations, spreadsheets,...

☐ Convert text from PDF and image files to Google...

☑ Confirm settings before each upload

Start upload   **Cancel**

15. Click **Start upload** .

Repeat steps 7-14 if there are other Google Docs in folders that need to be migrated to your new account.

Export/Import Other File Types

Export Other Files Types From Your Old Google App Account

1. Use Firefox to **open a new browser window**.

2. Visit http://google.wcpss.net .

Main
Home
Getting Started
Login to Google Apps
Forgot Password?

Core Google Apps
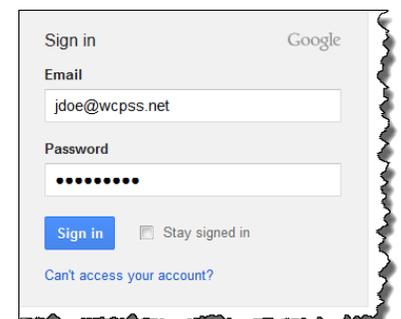
3. Click **Login to Google Apps**.

4. Log in with your **username** and **password**.
   NOTE:

   - Unless you changed it previously, your username is a temporary username.
     EX: jdoe%wcpss.net@gtempaccount.com.

Sign in   Google

Email
jdoe@wcpss.net

Password
••••••••

Sign in   ☐ Stay signed in

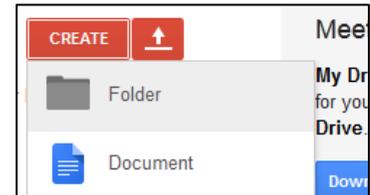Can't access your account?

Google Apps for Education: Export/Import Google Drive Files

5.   Click **Drive**.

6.   Click [CREATE] .

7.   Click **Folder**.

8.   Enter **Other Docs to Move** as the folder name.

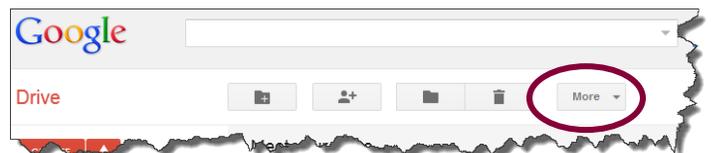9.   Drag and drop **all other file types to be exported** into the Other Docs to Move folder.

   NOTE:

   - You can move folders containing these other file types into the Other Docs to Move folder.
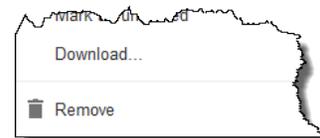
10. When finished moving files, click to **check** the Other Docs to Move folder.

11. Click [More ▾] .
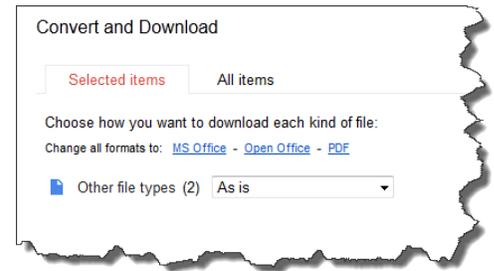
12. Select **Download**.

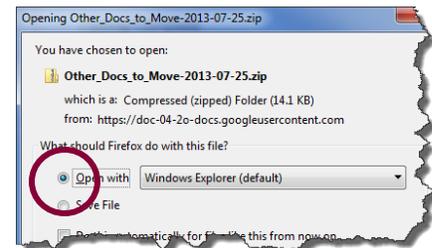# Google Apps for Education: Export/Import Google Drive Files

13. Leave the default settings and click **Download** .
    NOTE:
    - "As is" will leave the files in their current format.
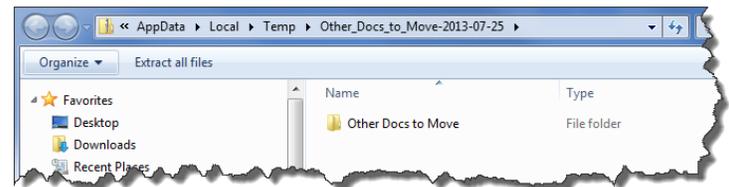
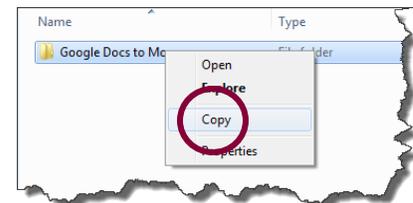14. When prompted, select **Open with**.

15. Click **OK**.

    NOTE: A window will appear placing you inside the zip file.

16. Right-click on the folder **Other Docs to Move**.

17. Select **Copy.**

18. Right-click on your computer desktop and select **Paste.**

Google Apps for Education: Export/Import Google Drive Files

Import Other File Types Into Your New WCPSS Google Apps Account

1. Use Firefox to **open a new browser window**.

2. Visit http://www.google.com/a/wcpss.net.

3. Log in with your new WCPSS Google Apps **username** and **password**.
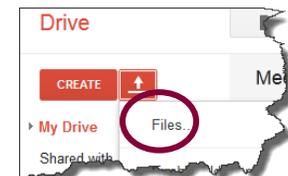   **NOTE**:
   - Your username is the same as your WCPSS email address.
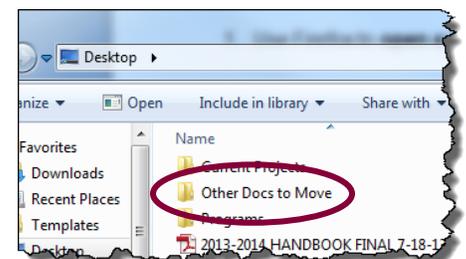   **EX**: jdoe@wcpss.net

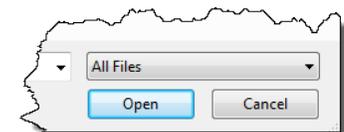4. Click the **upload** icon.

5. Click **Files**.

6. Browse to locate the **Other Docs to Move** folder on your desktop.
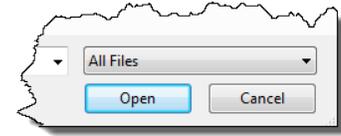

7. Click **Open**.

8. Press and hold down the CTRL key to **select all files to import**.
   NOTE: Items located in folders within the Other Docs to Move folder will need to be imported separately.
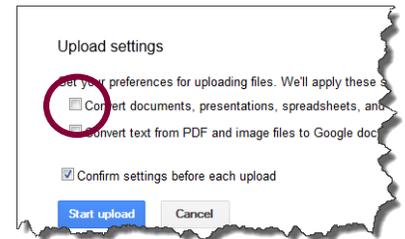
Google Apps for Education: Export/Import Google Drive Files

9. Click **Open**.

10. Click to uncheck **Convert document, presentations, spreadsheets, etc.**

11. Click Start upload .

Repeat Steps 4-11 to import any files from folders within the Other Docs to Move folder.

Re-Share Files with Other Individuals

Sharing of documents does not transfer during this process. You will want to re-share your documents in your new account with the appropriate people.

Remove Duplicate Files from Other Individuals' View

Those with whom you shared the original documents will now see duplicates of your files. To remove the originals, do **ONE** of the following:

1. Un-share them from your old account.

2. Delete them from your old account.

3. Delete your old account

   NOTE: Do **NOT** delete your old Google Apps account until all needed data has been moved successfully, i.e., Docs, Calendars, etc.