



Before you leave WCPSS, migrate your WCPSS New Google Sites to your personal Google account to take them with you.

NOTE: Follow [these instructions](#) to migrate Classic Google Sites.

Create a Google Shared Drive in Your WCPSS Google Account

1. Open your WCPSS Google Drive.

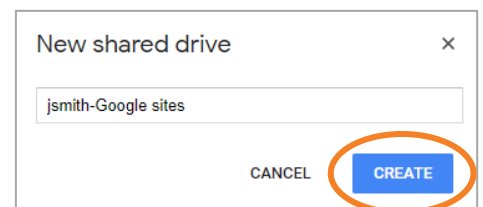
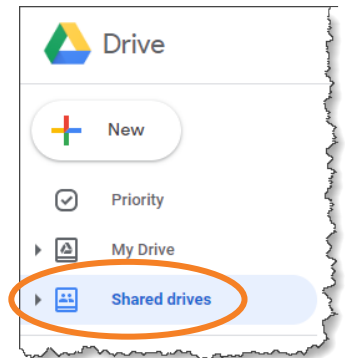
2. Click **Shared Drives**.

3. Click **New**.



4. Name your Shared Drive using the format: **WakeID-Google sites**. (e.g. jsmith-Google sites)

5. Click **Create**.



Add Personal Google Account as a Full Access Member of the Shared Drive

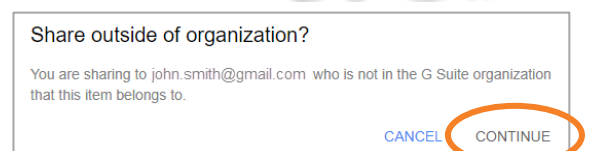
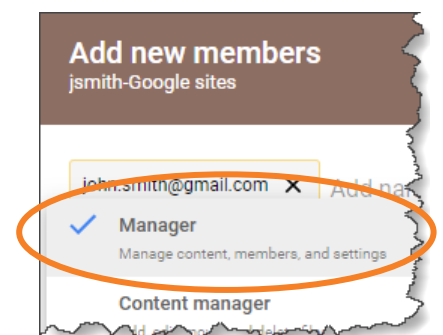
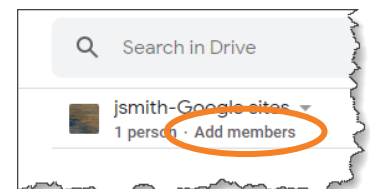
1. Click **+Add members**.

2. Enter your personal Google email address.

3. Click **Content Manager** and select **Manager**.

4. Click **Send**.

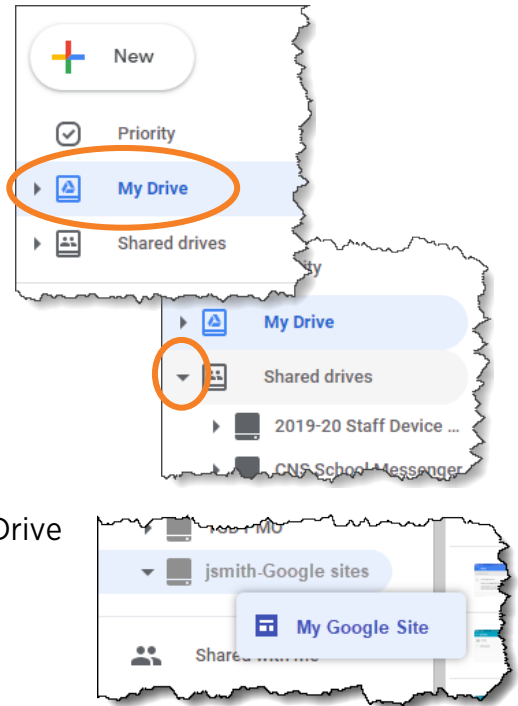
5. Click **Continue** to confirm that you are sharing with someone who is not a part of WCPSS Google.





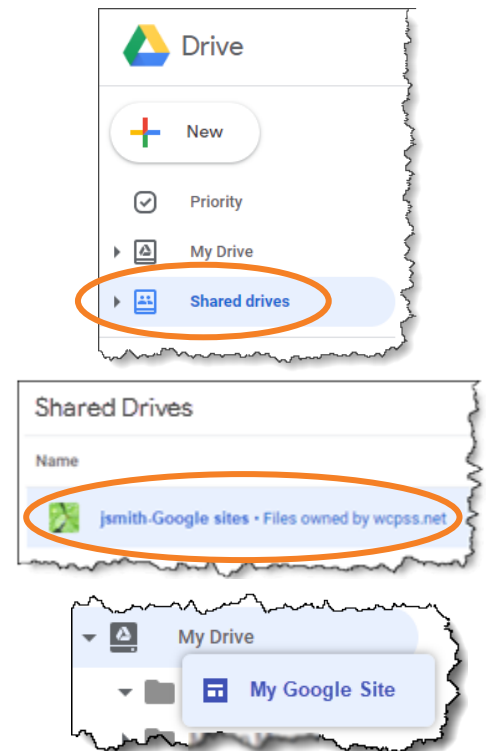
Move Google Sites to the Shared Drive

1. Click **My Drive** to view your files.
2. Click **arrow** to the left of Shared drives to view folders.
3. Drag and drop the sites you would like to migrate from your Drive to the new **Shared Drive** you created.
 - **NOTE:** Press and hold **Ctrl** to select multiple sites.



Move Google Sites from the Shared Drive to your Personal Google Account

1. Sign into your **personal Google account**.
2. Click **Shared Drives**.
3. Open the **Shared Drive** you just created.
4. Drag and drop the sites to **My Drive**.
 - **NOTE:** Press and hold **Ctrl** to select multiple sites.
5. Click **OK**.



Google sites have been moved from the Shared drive to your personal Google Drive and are no longer accessible from your WCPSS Google account.