# Google Takeout - Backing Up Your granitesd.org Data

Note: You will need a personal device or hard drive with adequate space to complete this task.

Granitesd.org accounts are no longer active or accessible after graduation, retirement or leaving the district for other reasons. It's important to backup any data you want to preserve. Allow yourself plenty of time to do this since it can be a lengthy process depending on how much data you will be backing up.

NOTE: Some staff and students have opted to share their files from their granitesd.org account to a personal Google account instead of using Google Takeout. **The files will be lost using this method** if you do not make the personal account **"The Owner"** of the documents. Once the granitesd.org account is deactivated, the documents will no longer be available, even if they are shared to a new account unless ownership is transferred. The preferred method of backing up your documents is by using the following instructions for Google Takeout.

Go to takeout.google.com

From the list of Google products, choose the ones you want to export. The blue select switch is on for all by default. Deselect those you do not wish to backup. Be sure Google Drive is selected if you want to save all your documents and other files you have saved and created with your granitesd.org Google Drive. Click Next.
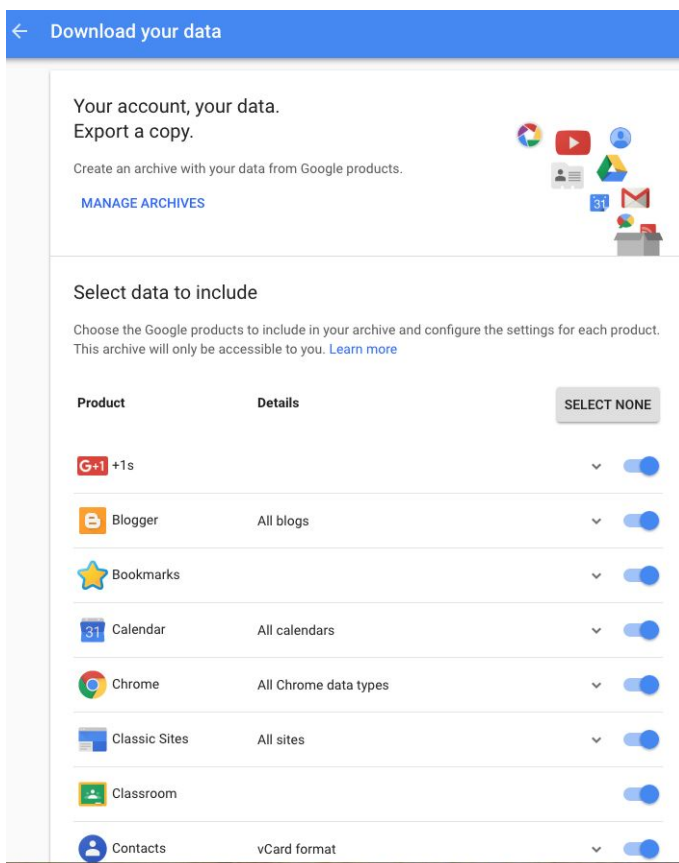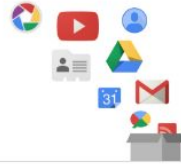

On the next screen, you will choose how the data will be exported. Large amounts of data will be split into multiple smaller downloads. The exports will be emailed to you as zipped files so you can download them to a personal device or hard drive. Be sure your personal device or hard drive has sufficient memory to download all your data.

Click the Create Archive button. Once your data is exported, you will have one week to retrieve your archive.