

Google Takeout for graduating or leaving students

Most of the our students digital work is created via our Google platform.

Google Takeout is a tool developed by Google that allows you to export and download a copy of various types of data currently stored in your Google account, such as Drive or Mail.

When leaving or graduating, students can transfer their work to their own Google account, or to their future school's Google account.

[Access Google Takeout at https://takeout.google.com/transfer](https://takeout.google.com/transfer)

Case 1 - Transfer to another Google Account

Enter your student "@students.marymount.fr" email address to sign-in.

To begin the transfer, type-in your own (non-marymount) already-existing Google account, or create one.

← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account. [Learn more](#) 



1. Enter a destination account

Choose the Google Account you want to transfer your content to. Every account comes with 15 GB of storage at no cost.



Enter an email address

Don't have a Google Account? [Create account](#) 

SEND CODE

2. Verify your destination account

3. Select content to copy and transfer

send the code to confirm your identity and confirm the export.

Case 2 - Transfer outside of Google

You can also Download your data, instead of transferring it.

This way, Google will export your data in a way that it can be used for non-google services. (example, a Google slides presentation will be exported as a PowerPoint file, which is more common)

You can initiate a Google Takeout here:

<https://takeout.google.com/>

Once logged in, Google services that have your data will be automatically selected on the Google Takeout page. you may select or deselect services as you wish.

We suggest to "Deselect All", then only select:



Classroom

Your Classroom classes, posts, submissions, and rosters [More info](#)



JSON/PNG/XML format



Drive

Files you own that have been stored in your [My Drive](#) and [Computers](#). [More info](#)



Multiple formats



Advanced settings



All Drive data included

Once you have selected the services, go to **Next Step**.

The default options are the ones we advise you to select:

← Google Takeout

CREATE A NEW EXPORT



Select data to include

2 of 61 selected

2

Choose file type, frequency & destination

Destination

Transfer to:

Send download link via email

When your files are ready, you'll get an email with a download link. You'll have one week to download your files. [Learn more](#) about how to locate, access, and share your data.

Frequency



Export once

1 export



Export every month for 1 year

12 exports



Export every 2 months for 1 year

6 exports

File type & size

File type:

.zip

Zip files can be opened on almost any computer

File size:

2 GB

The output of your request might be delivered in multiple files

Create export

Note: your portfolios made with Google Sites are using the "Google Drive" service. you will need to enable google drive export to download your portfolio.

for further assistance, please consult the [Google Takeout manual here](#)

Other student work

Student work created on other services may not be included into your Google takeout, such as:

- Scratch projects

- Tinkercad designs

... Other services not provided by Google

For these services, we invite you to export your work from the platforms directly.

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