Transferring School Google Drive Files

Loganville High School

Login to Google Drive

In the address bar of your web browser, go to google.com. In the upper right-hand corner, choose Sign In.
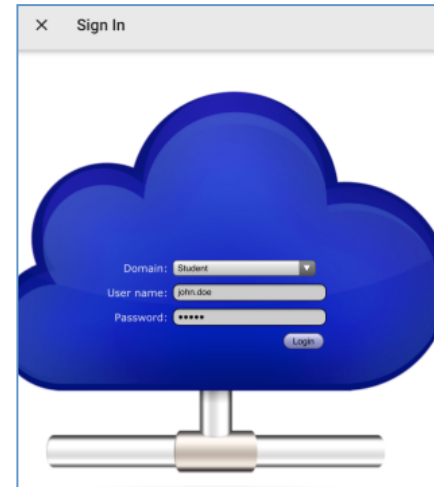
You will then be at the "WCSD cloud login page"
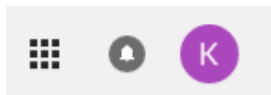
Select Domain: Student

Username: firstname.lastname
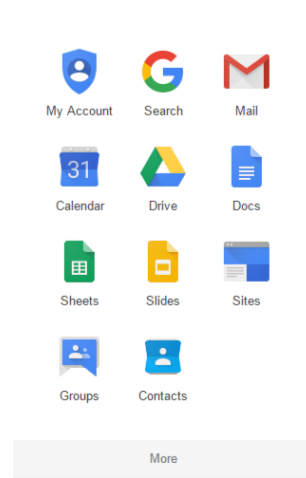
Password: student ID number (lunch #)

Going to Google Drive

In the top right corner of your screen, you will see these icons.

Click the Squares. You will then see the list of Google Programs. Click "Drive", and you will then be at your county drive page.
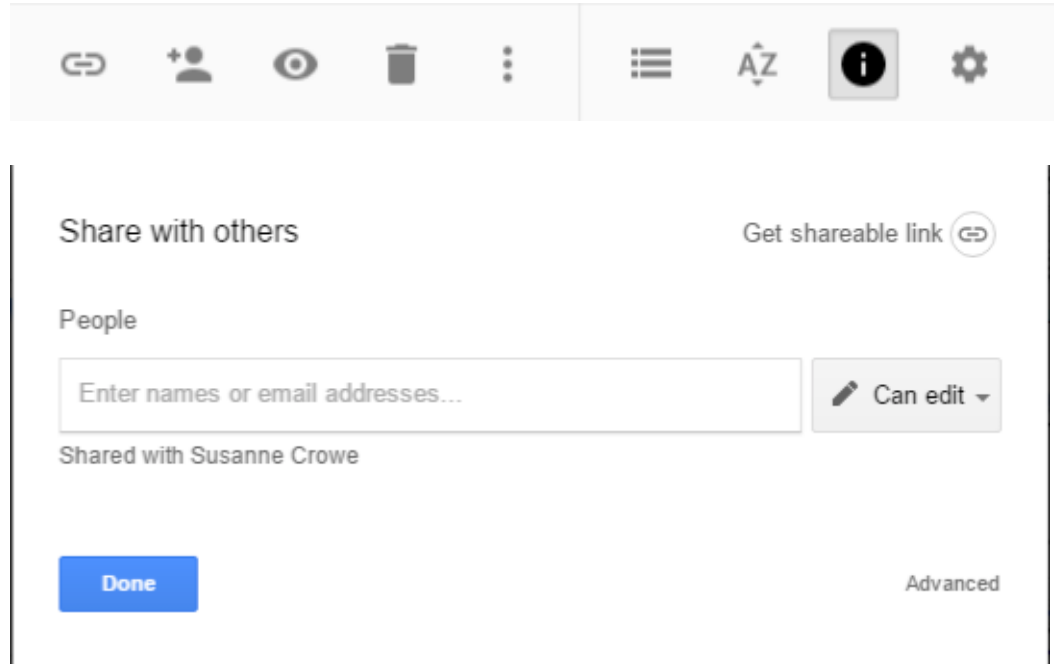
Selecting Your Files

After arriving at your Google Drive page, hit (Ctrl + A), this will select all of the files.

Transferring The Files

After selecting all of your files, you will need to hit the little person with the + beside it.

You will then get a "sharing" page, this shows you who you are sharing your files with.
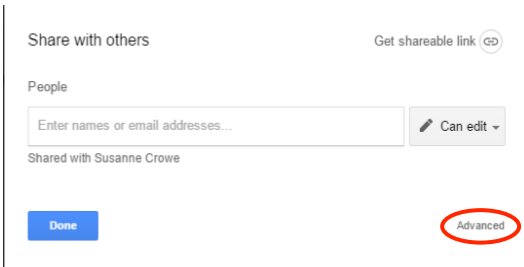
Transfer Ownership of Files

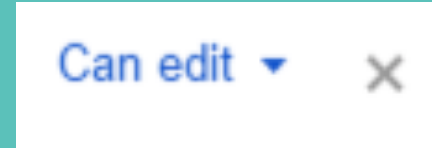After reaching the "Sharing Settings" page, choose "Advanced" in the lower right corner.

Then you will add your personal Gmail address in the Invite People field.
You will now see your personal email in the field above.
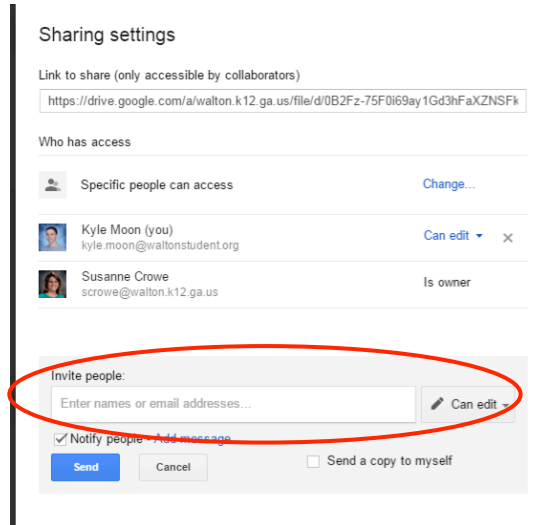
Final Steps

After adding your personal email to Google Drive, then hit

Can edit ▼   ✕

Hit "Is Owner"

This will switch all Drive files to your personal account

| Is owner |
| ✓ Can edit |
| Can comment |
| Can view |
| Set expiration... |
| Comment and View roles only |