
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.

Gmail Images



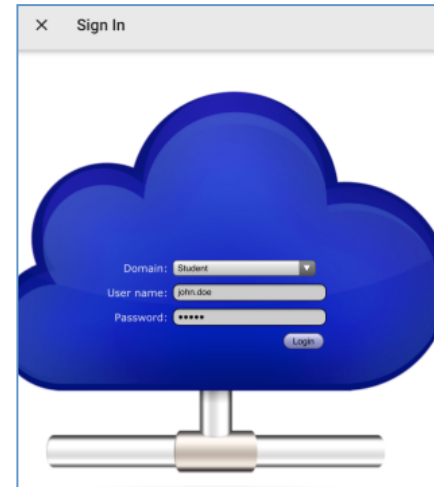
Sign In

You will then be at the “WCSD cloud login page”

Select Domain: Student

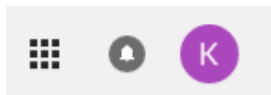
Username: firstname.lastname

Password: student ID number (lunch #)

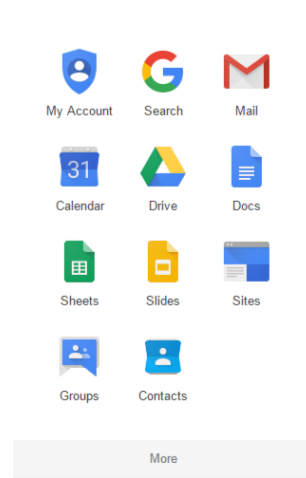


Going to Google Drive

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.



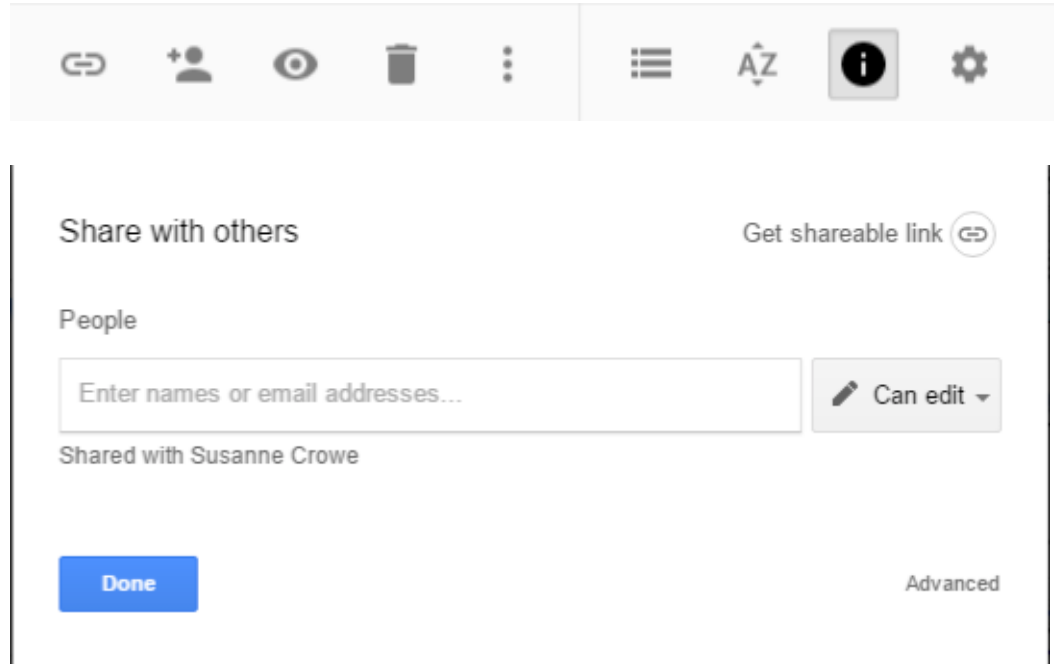
Selecting Your Files

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.

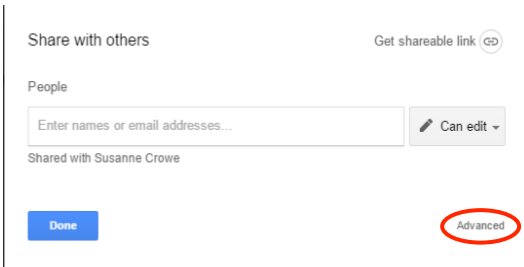


The image shows a file sharing interface. At the top is a toolbar with icons for sharing (link), adding people (+ person), visibility (eye), deleting (trash), and a menu (three dots). Below the toolbar is a sharing page with the following elements:

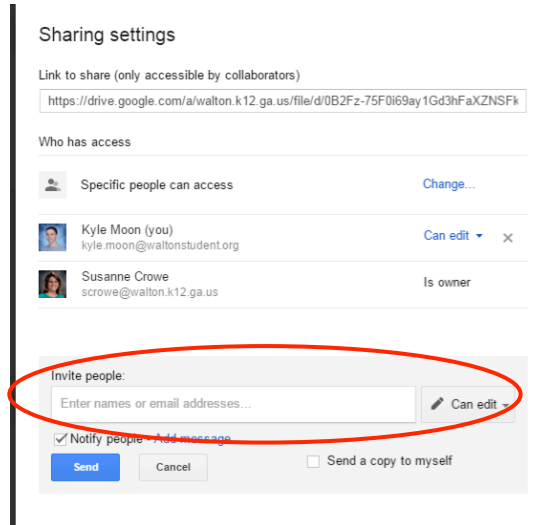
- Share with others** (text) and **Get shareable link** (text with a link icon).
- People** (text) above a text input field containing **Enter names or email addresses...**.
- A **Can edit** dropdown menu with a pencil icon.
- Shared with Susanne Crowe** (text).
- A blue **Done** button.
- Advanced** (text) in the bottom right corner.

Transfer Ownership of Files

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

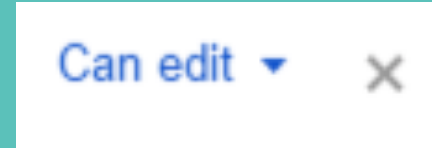


Then you will add your personal Gmail address in the Invite People field. You will now see your personal email in the field above.



Final Steps

After adding your personal email to Google Drive, then hit



Hit "Is Owner"

This will switch all Drive files to your personal account

