

# Graduating Seniors Taking Files with Them

Only in May!



Congratulations CFISD Graduates!  
Your CFISD Google Drive contains a lot of important data.  
The chart details how your data is managed before and after graduation.

May 1	During May	Graduation Day	Graduation
During the month of May, soon-to-be graduates will be in a user group that allows for them to takeout the Google files they own.	Google Account is ACTIVE and student can access all data.	Google Account is in SUSPENDED mode and student cannot access data. Contact the Customer Care Center at 281-874-HELP for assistance.	Google Data is permanently deleted and cannot be recovered.

During May, complete the following steps to transfer your Google Drive content.

## 1 Setup a Personal Gmail Account

If you haven't already, [create a personal Google Account](#).

## 2 Prepare Your Google Drive Files

To transfer copies of content that other people shared with you, make a copy of each shared file you want to transfer. Learn how to [find files shared with you in Drive](#). Make sure you have enough [storage space](#) in your personal account.

## 3 Start the Copy Process

- On your school account, go to [Transfer your content](#) ([takeout.google.com/transfer](#)).
- Enter the personal Google Account email address where you would like to copy your content.
- Select **Get code**.
- On your personal Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select **Get confirmation code**. A new tab will open with a code.
- On your school account, go back to the "Transfer your content" page. Enter the code, then choose **Verify**.
- Choose the content you'd like to copy, then select **Start transfer**.



### Details on the transfer

- The copy process usually happens within a few hours, but it can take up to a week.
- Copied files might appear in batches on your Google Account during the copy process. The folder name will be the same as your "CFISD" email address.
- When your files are finished copying, you'll get an email in your personal Gmail.



This chart details how your data is managed before and after leaving.

### Before Graduation

Decide which files you would like to export and download.

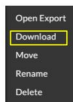
### After Graduation

Your files will no longer be available when you lose access to your district account.

## Export and Download your Video Files

Before you leave CFISD, make copies of your videos.  
You will not be able to save PROJECT FILES.

- Click on **Exports** and choose the video you would like to download.
- Click the 3 dots next to the video:



- Click **Download**
  - All exports will be downloaded as an MP4 (video) or MP3 (audio).
- Save to a personal flash drive or personal cloud account.
- Share with others in the district if needed to ensure they continue to have access.



## Copying Designs or Files Before Leaving

If you're graduating or leaving CFISD, you will lose access to your school login and your free Canva for Education account. Take your designs with you on this next chapter of your life by copying your designs to your personal account.

### Personal Account

You must create a **personal** account with your own email address and not your @cfisd.net account.

If you don't have a personal account, you can create one by starting the **Graduation Flow** in your Account settings, or by logging out and signing up with a new personal email address.

### Projects

- From **Projects**, look for the design that you want to copy.
- Hover your mouse over its thumbnail, and click on the **More** icon that appears, and select **Share**.
  - Type the email address into which you will copy the design.
  - Set permission setting to **Can Edit**.
  - Click **Send**.

### Logging out of Current Account and into Your New Account

- Log out of your current CFISD account and log into the one where you want to transfer the design.
- Open the shared design from the email you received.
- From the editor menu bar, click **File**.
- Select **Make a Copy** to duplicate the design in the account you're on. You'll find the copied design in the **Projects > Designs** Tab.

### Pro Elements

When copying over projects from your Pro Education Account to a personal account, you will lose access to elements that are part of the Pro paid version.

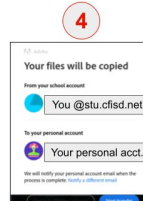
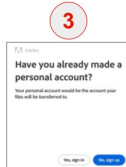
Have more questions about your account? [support@canva.com](mailto:support@canva.com)  
<https://www.canva.com/help/copying-designs-before-graduating/>



Use Adobe Student File Transfer to automatically transfer your Creative Cloud assets from your assigned school account to a personal account. Before you begin, you will need to have a personal email address.

## Steps (complete in May before Graduation):

- Go to <https://graduation.adobe.com/> and select **Get Started**. A few file formats will not transfer - learn more on [Adobe's Student File Transfer](#) site.
- Sign in to your school account.
- Sign into your personal Adobe account or sign up to create one.
- Confirm that your school and personal account information is correct, then select **Start transfer**.
- Once the transfer begins, you will see a confirmation screen. You can close the browser now - you will be notified when the process is complete.
- When the transfer is complete, you'll receive a confirmation email with a summary of the results.



From the CFISD EdTech Team

All files are linked to PDF versions for larger and printable views. Some contain links.