

As we near the close of school, students may wish to make a copy of their Google LEARN G Suite documents to take with them.

This is especially true for 6th grade students who are going to middle school because these students will not have access to those files after they transition.

You Should Be Signed into your Google LEARN Account at home because this process involves saving a file to your computer HD.

Do not save files on Brevard Schools computer hard drives.

Direction Page:

<https://sites.google.com/share.brevardschools.org/brevardedtech-edu-gsuite/google-takeout>