

BIS Help Guides

Preparing your Google Account for transfer when leaving BIS

As a teacher, ownership of data in your Google Apps for Education account will be transferred to your HOD. It is therefore important that you delete any and all files whose ownership you do not want transferred (e.g. personal files, etc.).


Written By: BIS Edtech Team

My Drive - Google Drive

https://drive.google.com/drive/#my-drive

Settingh Clear caches Diigolet Tech integration Yahoo Tools Bing Tools Google Tools Photos & Graphics Website Health

Moodle in English: Problem with namespacing? My Drive - Google Drive

 BAVARIAN INTERNATIONAL SCHOOL e.V.

Search Drive

+Frederic

1

Drive

My Drive

NEW

My Drive

Shared with me

Recent

Starred

Trash

40 GB used

Name	Owner	Last modified	File size
1 to 1 laptop	me	Mar 23, 2015	—
10DTW	me	Nov 28, 2014	—
10DTX	me	Jan 20, 2015	—
10DTY	me	Jan 13, 2015	—
10DTZ	me	Jan 20, 2015	—
2013-2014	me	Oct 20, 2014	—
Admin stu	me	Jul 1, 2014	—
BIS Logos	me	Jun 30, 2014	—
Cascaid	me	Mar 23, 2015	—
Design De	Design design-hod	Jan 7, 2015	—

Open with

New folder...

Share...

Get link

Move to...

Add star

Change color

Rename...

View details

Download

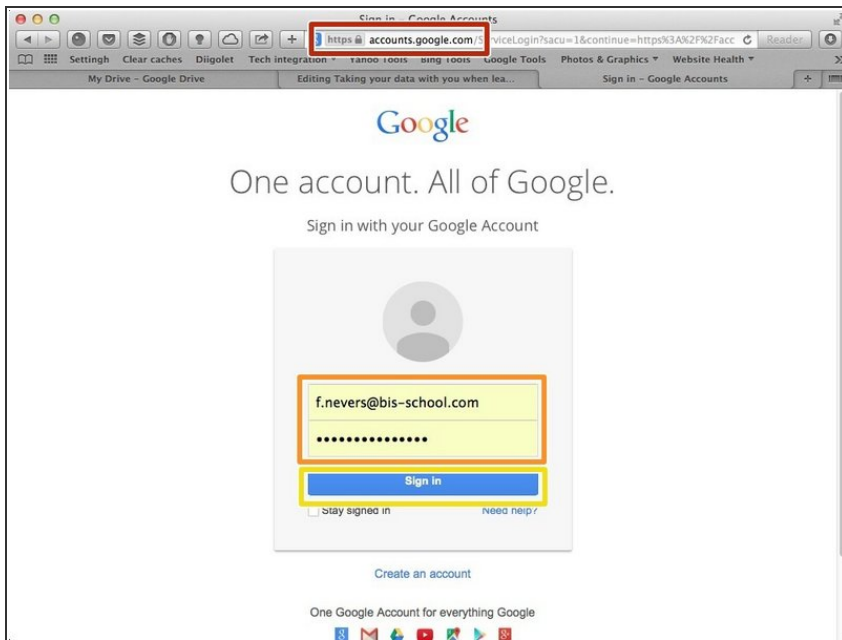
Remove

INTRODUCTION

As a teacher, ownership of data in your Google Apps for Education account will be transferred to your HOD. It is therefore important that you delete any and all files whose ownership you do not want transferred (e.g. personal files, etc.).

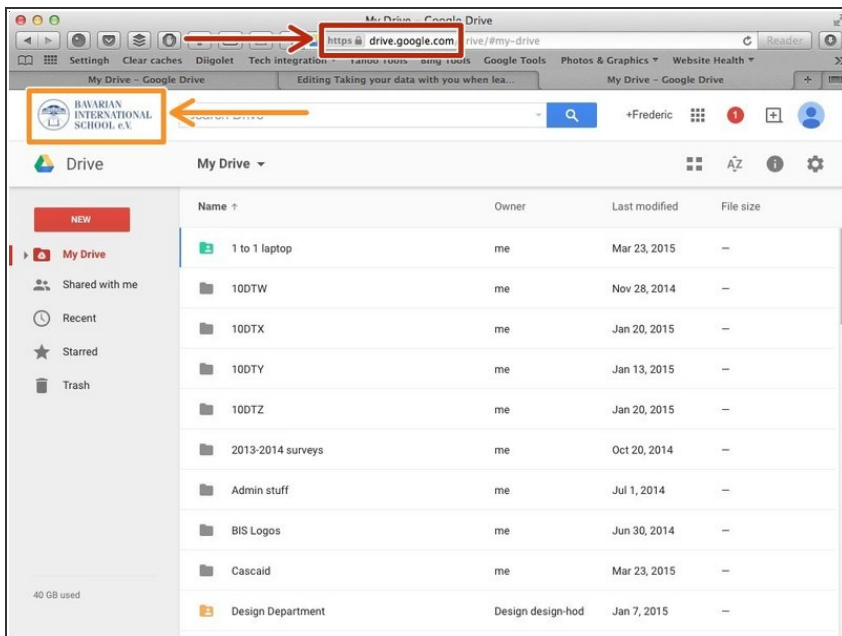
Here is how to do it

Step 1 — Visit Google Account page



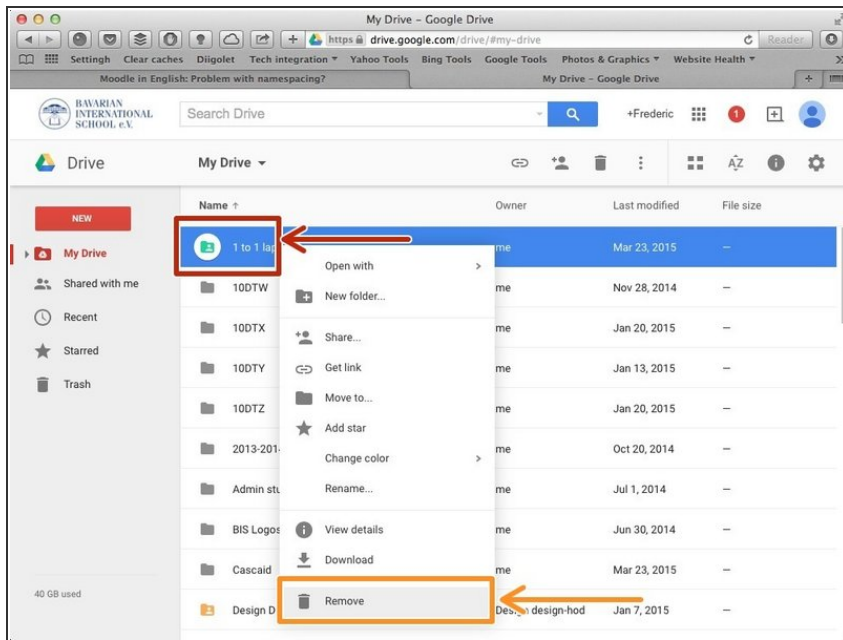
- Visit <https://accounts.google.com>
- Use your BIS information to login. This is very important. Please contact the IT Helpdesk if you have forgotten your login details
- Click 'Sign In'

Step 2 — Visit Google Drive



- Visit <https://drive.google.com>
- You will know for sure you are logged in to your school Google Apps account when the school logo shows up on the top left of your screen

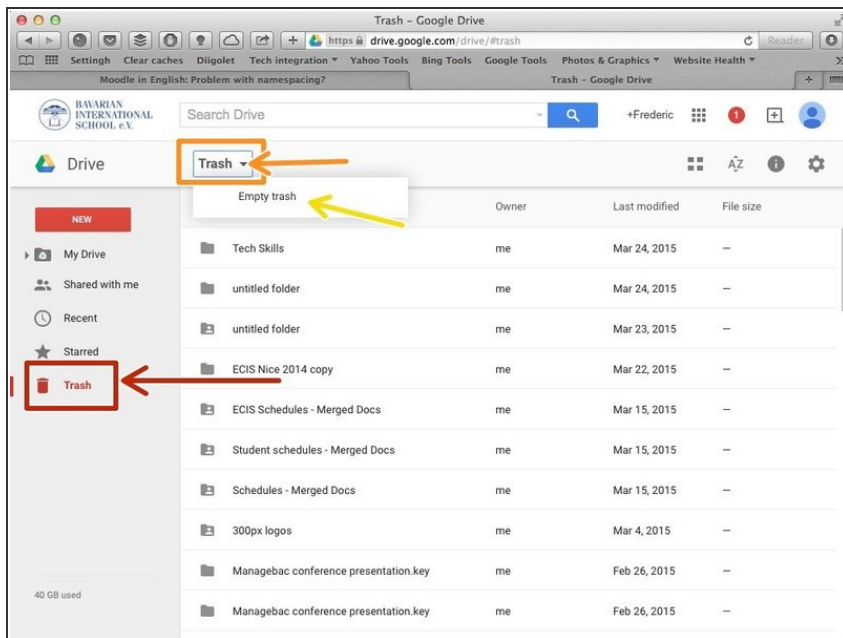
Step 3 — Delete files and folders you do not wish transferred



- Right-click on the file (or folder) you wish to remove.
- Select 'Remove' in the list of options
- ⓘ Repeat the process as many times as necessary

⚠ Please be mindful of the files that **you have created** for the use of your department, and shared with them for editing. Removing those files from your account will also remove them from your colleagues' Drive

Step 4 — Completely delete your files



- Click on 'Trash'
- Click on 'Trash'
- Click on 'Empty trash'

⚠ It is important you understand that your files are not fully deleted until you have completed this step.