



How to digitally transition from Everett Public Schools

After you graduate, your school accounts will be suspended and files inaccessible. Prior to leaving you need to consider what to do with the content you have saved in your Everett Public Schools accounts such as Canvas, EPS Google Drive, and Office 365 and WeVideo accounts.

Recommended steps prior to exiting Everett Public Schools:

Prior to turning in school computers you should:

- ☐ Remove any local files from your computer prior to turning in to district.
- ☐ Update accounts to use a personal email account if you have been sharing your school email account as a method of contact, (e.g. College Board for AP Scores) Also, forward any emails or contacts you want to save to your personal email (Appendix A)
- ☐ Download school Google drive files to an external storage device or assure files are moved. You do not want to simply share with a personal drive as EPS Google Apps drive account will be turned off and connection to sharing from EPS drive will be lost. (Appendix B)
- ☐ Download school Office 365 files to external storage device or assure files are moved not simply shared with a personal drive as EPS Office 365 One Drive will be turned off and connection to sharing from EPS drive will be lost.
- ☐ Download videos stored in WeVideo. (Appendix C)
- ☐ Transfer Canvas files through download of files to a personal drive or external storage device (Appendix D)

Included here are general descriptions. For further details please read through the appendices.

Email

When you leave Everett Public Schools, your email account will be suspended. Please forward all relevant email and contacts to a personal account if you want them preserved.

Office 2016 download from your EPS Office 365 account to personal devices:

If you've been using Office 365 in Everett Public Schools you may well have downloaded Office apps like Word and Excel to your own computer or devices, or you may be using OneDrive to store files online. This access will change when you leave Everett Public Schools.

Upon exiting our system, your Everett Public Schools Office 365 account will be disabled, and all files stored in your OneDrive will be inaccessible. In addition, Office desktop applications downloaded from your EPS Office 365 account (Outlook, Word, Excel, etc...) will remain temporarily installed on any personal computers, but Windows versions will enter a 30-day grace period of full functionality before entering reduced functionality mode (read only). You would need to purchase your own subscription to Office 365 or Office 2016 to return to full functionality.

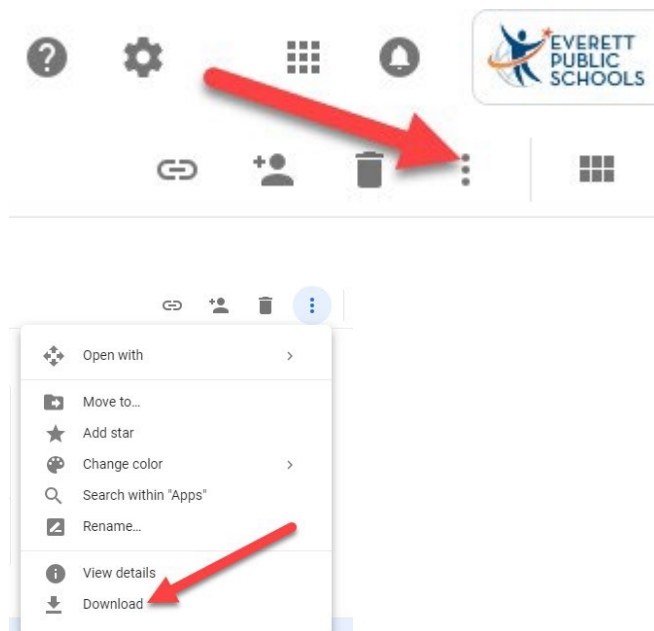
Shared Files

If you are the owner of shared files within either Google Drive or Office 365, those who need the files moving forward will need to create their own copies. For example, OneNote cannot transfer ownership. A member of a OneNote group will need to [copy contents over into a new notebook](#).

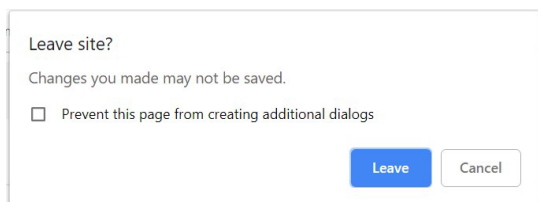
Appendix A: Google Drive

If you've been using EPS Google Apps in Everett Public Schools, you may have files stored in your Drive. When you leave Everett Public Schools you will no longer have access to the files stored in your EPS Google Drive. We recommend you download all your files to an external storage device or move them to a personal Google Drive

- Click on the first item in your list of folders/files in Google Drive
- Hold down the shift key and click on the last item in your list of folders/files in Google Drive so that all files and folders are highlighted
- Click on the stacked dots in the upper lefthand corner:



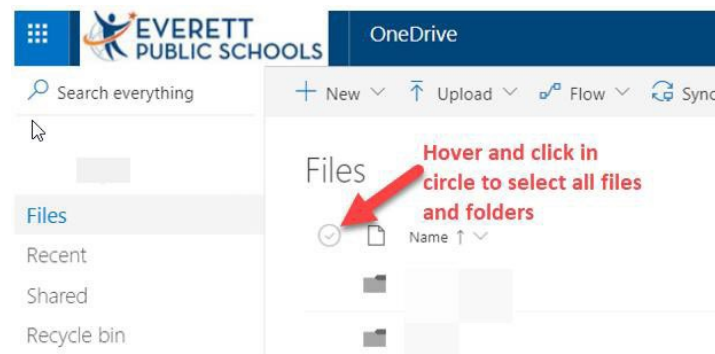
- Select Download and all of your files and folders will download in a zip file you can store on a USB thumbdrive or upload into a personal Google Drive.
- Select "Leave" if/when prompted with the message below:



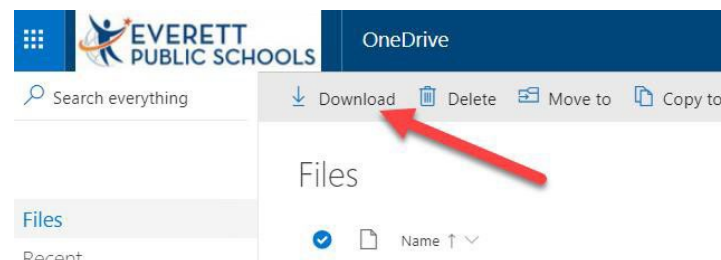
Appendix B: OneDrive

If you've been using your Everett Public Schools Office 365 account, you may have files stored in your OneDrive. When you leave Everett Public Schools you will no longer have access to the files stored in your EPS OneDrive. We recommend you download all your files to an external storage device or transfer them to a personal OneDrive

- In your OneDrive, hover next to the document icon at the top of the list of your files
- Click in the circle to select all folders and files



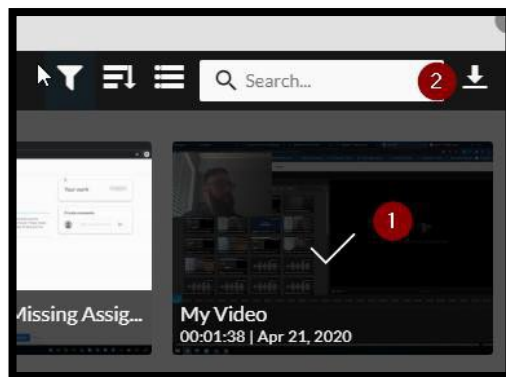
- Select Download and all your folders and files will download to a zip file you can store on a USB thumb drive or upload to a personal OneDrive



Appendix C: WeVideo

Be sure any videos you have created in WeVideo have been downloaded and stored either on a personal device or other cloud space. To download your videos, log into WeVideo from Canvas and click on the “Exports” tab at the top of the screen. For each video:

1. Click the thumbnail of the video one time to select it
2. Click the download button in the top right corner



The videos will save to your device, and you can then either leave them on your device's hard drive, move them to an external drive, or upload them to your own personal cloud storage account.

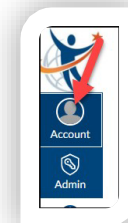
Appendix D: Canvas

If you've been using your Everett Public Schools Canvas environment for your work, you can download either your portfolio or files. Course files need to be moved to your portfolio or account files before a course is completed to be retained until you leave. When you formally leave Everett Public Schools you will no longer have access to the files stored in Everett Public School's Canvas environment.

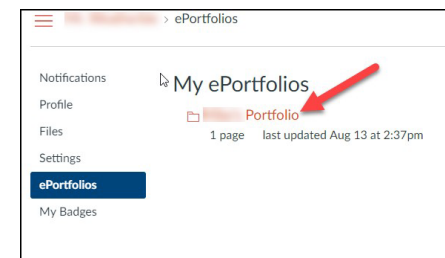
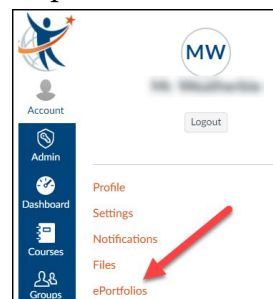
Creating a portfolio in Canvas: Click [Here](#)

We recommend you download all your files to an external storage device or transfer them to a personal OneDrive

- Select “Account” from the *Global Navigation Menu* in Canvas:



- Select “ePortfolio”
- For each ePortfolio that you want to download, follow these directions:
- Select the portfolio:



- Select “Download the contents of this ePortfolio as a zip file” and your ePortfolio and its content will download:

