



(For Graduating Students) Student iCON users
Google Takeout Guide to Back up Student iCON Data
v1.1 | 6 October 2023

Note to Students:

Primary 6 students will **need to back up or export your Student iCON data by 31 Dec 2023.**

1. Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps).....Page 4

Option B: Download your data (applicable to all Google apps)..... Page 10

2. Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps).....Page 15

Note on use of different browser windows for transfer of content

For a more optimal experience when transferring your content with Google Takeout, you are recommended to **use 2 different browser windows** for **login to Student iCON account and personal Gmail account**. Please refer to the following for more information for the various web browsers.

Google Chrome web browser – 1 browser window for login to Student iCON account and 1 Incognito window for login to personal Gmail account. Refer to this [link](#) on how to browse in Incognito mode.

Microsoft Edge web browser – 1 browser window for login to Student iCON account and 1 InPrivate window for login to personal Gmail account. Refer to this [link](#) on how to browse in InPrivate mode.

Safari web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) (for iPad) and this [link](#) (for Mac) on how to browse in Private mode.

Firefox web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) on how to browse in Private mode.

Part 1 - Backup Student iCON data to your personal Gmail Account

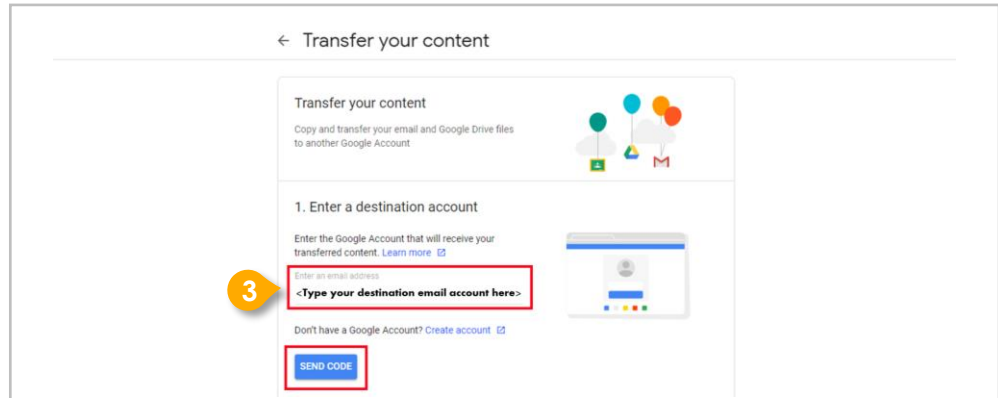
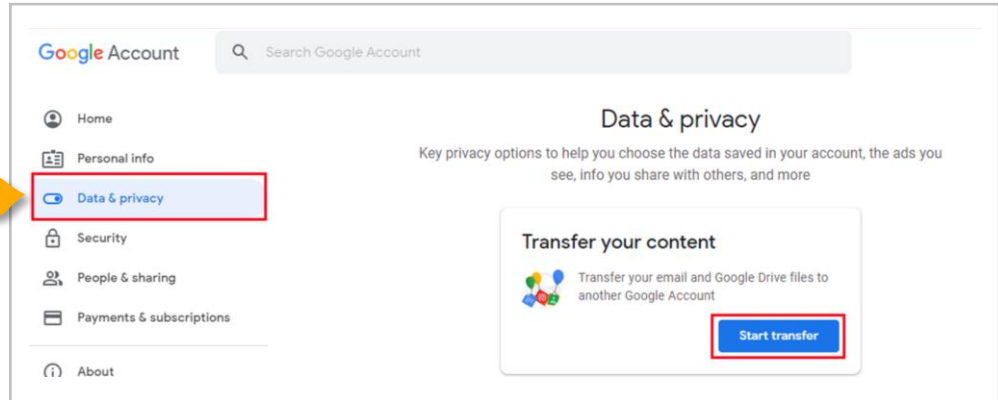
Option A: Transfer your content (applicable to Gmail and Drive apps)

Before logging in below, refer to **slide 4** for more information on the use of the various web browsers.

1 Login to Student iCON:
<http://myaccount.google.com/>

2 Under "Data & privacy",
Click on "**Start transfer**" on the
"Transfer your Content" widget

3 Enter your destination account to
transfer your data.
→ Click "**SEND CODE**"



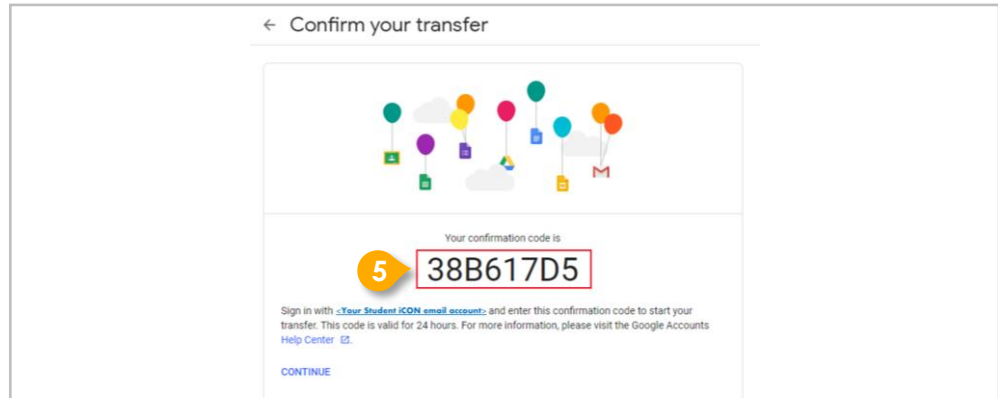
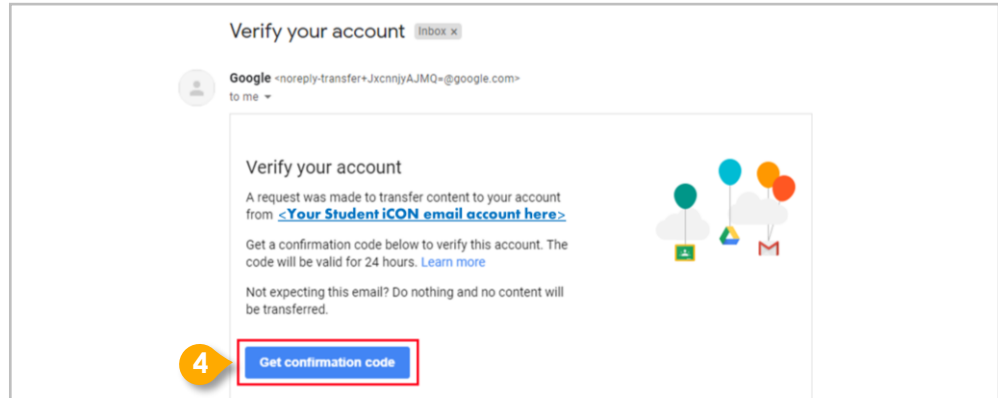
Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

4 Check your destination email account inbox. You will receive an email to Verify your account.

→ Click “**Get confirmation code**”

5 Copy the confirmation code generated.



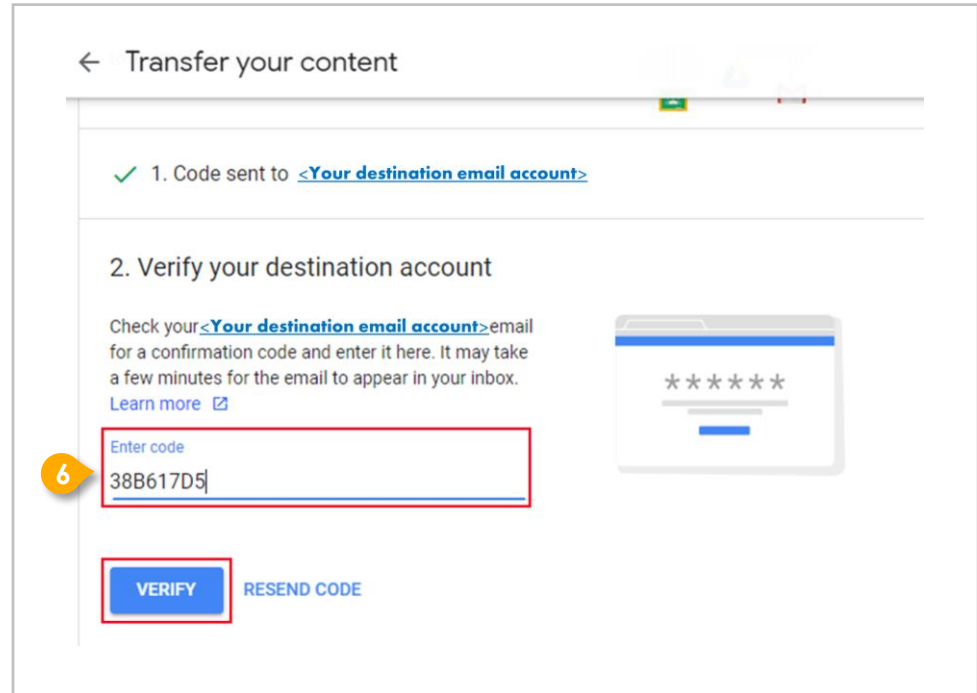
Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

6 Return to Google Takeout.

→ Enter the code under “Verify your destination account”

→ Click “**VERIFY**”

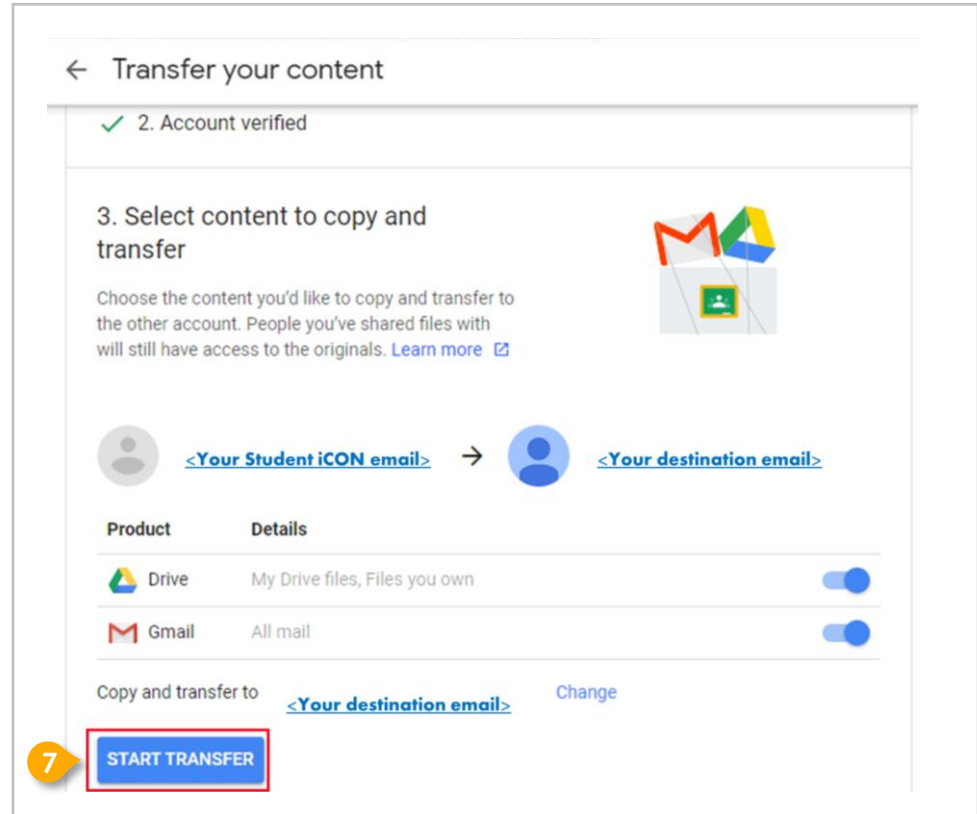


The screenshot shows a mobile interface for transferring content. At the top, there is a back arrow and the title "Transfer your content". Below this, a green checkmark indicates that a code has been sent to the user's destination email account. The next step is to verify the destination account. The user is instructed to check their email for a confirmation code and enter it in the provided field. A red box highlights the input field containing the code "38B617D5". Below the input field, there are two buttons: "VERIFY" and "RESEND CODE". A small yellow circle with the number "6" is positioned to the left of the input field. To the right of the text, there is a graphic of a smartphone displaying a code with asterisks.

Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

- 7 Once destination account has been successfully verified,
→ Click **“START TRANSFER”**



The screenshot shows the 'Transfer your content' screen. At the top, there is a back arrow and the title 'Transfer your content'. Below this, a green checkmark indicates '2. Account verified'. The main section is titled '3. Select content to copy and transfer' and includes a sub-instruction: 'Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)'. To the right of this text is an icon representing shared files. Below the instruction, there is a visual representation of the transfer: a source account icon labeled '<Your Student iCON email>' followed by an arrow pointing to a destination account icon labeled '<Your destination email>'. Underneath, there is a table with two columns: 'Product' and 'Details'. The table lists 'Drive' with details 'My Drive files, Files you own' and 'Gmail' with details 'All mail'. Both rows have a blue toggle switch on the right, which is currently turned on. At the bottom, it says 'Copy and transfer to <Your destination email>' with a 'Change' link. A blue button labeled 'START TRANSFER' is highlighted with a red box and a yellow callout bubble containing the number '7'.

← Transfer your content

✓ 2. Account verified

3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)

<Your Student iCON email> → <Your destination email>

Product	Details	
Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to <Your destination email> [Change](#)

7 **START TRANSFER**

Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

8 All set!

You'll receive an email once the export is complete.

8

← Transfer your content



✓ You're all set

Your copy and transfer to [<Your destination email>](#) is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)



Google <noreply-account-migration@google.com>
to me ▾

Your content has arrived!

The Google content transfer you started on Oct 15, 2021 is done.

[f](#) [t](#) Spread the word



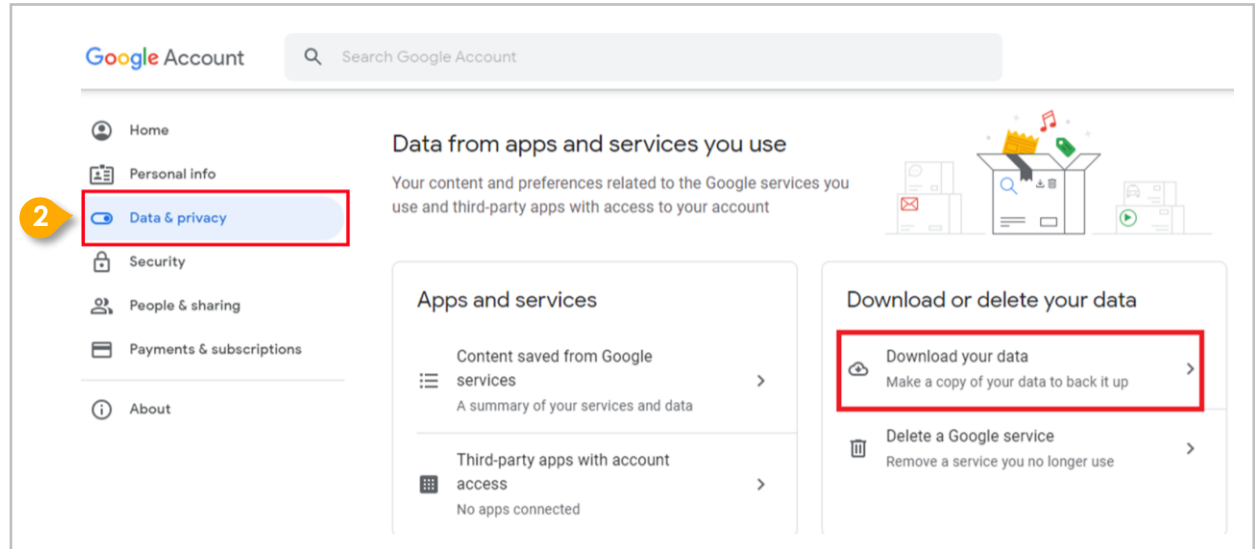
This message was sent to you because you recently used Google's [Transfer your content service](#). [Privacy Policy](#) | [Terms of Service](#)

Google

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

- 1 Login to Student iCON:
<http://myaccount.google.com/>
- 2 Click "Data & Privacy" and scroll down.
→ Click "Download your data"



Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

3 Under "Select data to include"

→ Click "Select all"

→ Scroll down & Click "Next step"

← Google Takeout

CREATE A NEW EXPORT

1 Select data to include 0 of 40 selected

Products Select all

Access Log Activity
Collection of account activity logs

Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats All activity logs selected

Arts & Culture
Favorites and galleries you've created on Google Arts & Culture.

1 Select data to include 40 of 40 selected

Multiple formats

Tasks
Data for your open and completed tasks. [More info](#)

JSON format

Next step

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

4 Under "Choose file type, frequency & destination"

→ Click "Create export"

← Google Takeout

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▾

Zip files can be opened on almost any computer.

2 GB ▾

Exports larger than this size will be split into multiple files.

4 **Create export**

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

5 All set!

You'll receive an email once the export is complete.

The screenshot shows the Google Takeout interface. At the top, there is a back arrow and the text "Google Takeout". Below this, there is a section titled "CREATE A NEW EXPORT" with two steps: "Select data to include" (40 of 40 selected) and "Choose file type, frequency & destination". Below this is an "Export progress" section with a clock icon and the text: "Google is creating a copy of files from 40 products. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done." There are two buttons: "Cancel export" and "+ Create another export". Below this, it says "Your Google data is ready to download".

The email preview shows the sender "Google Takeout <noreply@google.com>" and the subject "to me". The email content includes the Google logo, the heading "Your account, your data.", and the text: "We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021. Your download will contain data from 41 products." There are two buttons: "Manage exports" and "Download your files". At the bottom, it says "This message was sent to you because you recently used [Google Takeout](#)" and includes links for "Privacy Policy" and "Terms of Service". The Google logo is in the bottom right corner.

Note to Students:

For more info on transferring your Student iCON data to personal Google account:

<https://support.google.com/accounts/answer/6386856>

For more info on how to download your Student iCON data:

<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

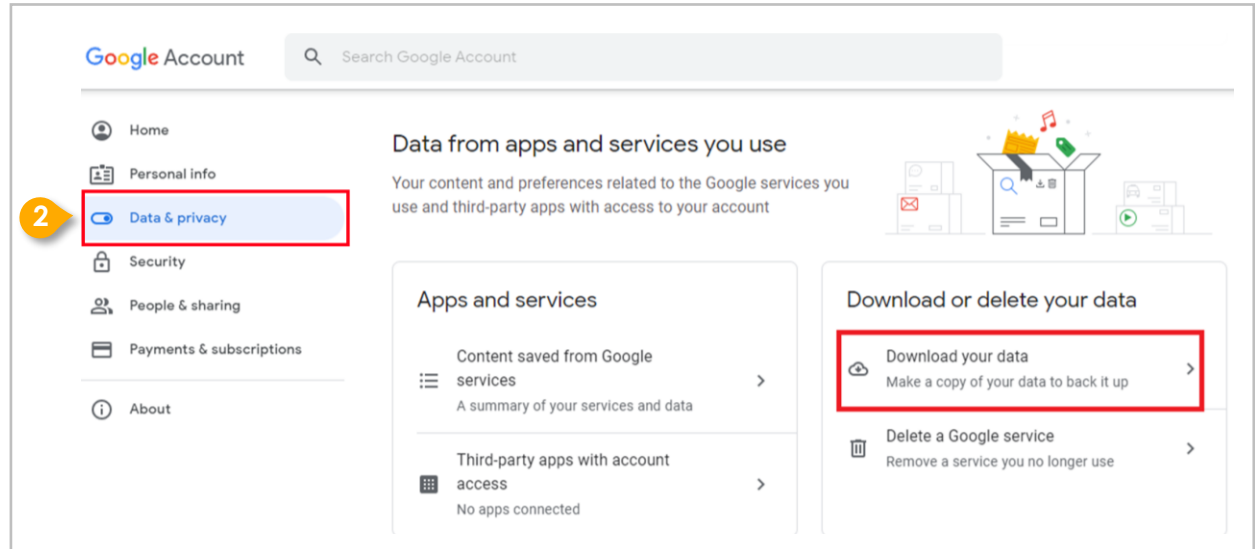
Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

1 Login to Student iCON:
<http://myaccount.google.com/>

2 Click "Data & Privacy" and scroll down.

→ Click "**Download your data**"



Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

3 Under "Select data to include"

→ Click "Select all"

→ Scroll down & Click "Next step"

← Google Takeout

CREATE A NEW EXPORT

1 Select data to include 0 of 40 selected

Products Select all

Access Log Activity
Collection of account activity logs

Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats All activity logs selected

Arts & Culture
Favorites and galleries you've created on Google Arts & Culture.

1 Select data to include 40 of 40 selected

Multiple formats

Tasks
Data for your open and completed tasks. [More info](#)

JSON format

Next step

Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

4 Under "Choose file type, frequency & destination"

→ Click "Create export"

← Google Takeout

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▾

Zip files can be opened on almost any computer.

2 GB ▾

Exports larger than this size will be split into multiple files.

4 **Create export**

Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

5 All set!

You'll receive an email once the export is complete.

The screenshot shows the Google Takeout interface. At the top, there is a back arrow and the text "Google Takeout". Below this, there is a section titled "CREATE A NEW EXPORT" with two steps: "Select data to include" (40 of 40 selected) and "Choose file type, frequency & destination". Below this is an "Export progress" section with a clock icon and the text: "Google is creating a copy of files from 40 products. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done." There are two buttons: "Cancel export" and "+ Create another export". Below this, it says "Your Google data is ready to download".

The email preview shows the sender "Google Takeout <noreply@google.com>" and the subject "to me". The email content includes the Google logo, the heading "Your account, your data.", and the text: "We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021. Your download will contain data from 41 products." There are two buttons: "Manage exports" and "Download your files". At the bottom, it says "This message was sent to you because you recently used Google Takeout" and includes links for "Privacy Policy" and "Terms of Service". The Google logo is also present at the bottom right of the email content.

Note to Students:

For more info on how to download your Student iCON data:
<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.