

# Backing Up Data

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# Backing Up Bookmarks - Google Chrome

Over the course of the school year a lot of staff members undoubtedly save a lot of bookmarks. We always recommend that teachers ***back up their bookmarks and save them to their desktop*** at the end of the year to make sure they don't lose them. All you need to do in order to back up your bookmarks is to follow these instructions:

## EXPORTING YOUR BOOKMARKS

### ***Step 1: Open Google Chrome***

Launch the Google Chrome browser by clicking on its icon on your desktop or searching for it in your computer's applications.

### ***Step 2: Access the Bookmarks Manager***

Click on the three vertical dots located at the top-right corner of the Chrome window. This will open a dropdown menu. From the menu, hover your mouse over "Bookmarks" and then click on "Bookmark manager."

### ***Step 3: Export Bookmarks In the Bookmark Manager***

Click on the three vertical dots located at the top-right corner of the page. This will open a menu. From the menu, select "Export bookmarks."

### ***Step 4: Choose a Location***

A dialog box will appear asking you to choose a location to save your bookmarks file. We recommend saving the file to your desktop so it will be available on any district computers you access.

### ***Step 5: Provide a Name***

In the dialog box, you can enter a name for the bookmarks file if you wish. By default, it will be named "bookmarks.html." You can leave it as is or give it a different name.

### ***Step 6: Save the File***

Click on the "Save" button to save the bookmarks file to the chosen location on your desktop.

### ***Step 7: Locate the Saved File***

Minimize or close the Chrome browser, and go to your desktop or the folder where you saved the bookmarks file in Step 4. You should now see the bookmarks file with the name you provided or the default name "bookmarks.html."

## **IMPORTING YOUR BOOKMARKS**

### ***Step 1: Start Importing***

In the Bookmark Manager, click on the three vertical dots located at the top-right corner of the page. This will open a menu. From the menu, select "Import bookmarks."

### ***Step 2: Locating the File***

A file selection dialog box will appear. Navigate to the location where you saved the bookmarks file on your desktop or in a specific folder. Select the bookmarks file you want to import by clicking on it, and then click on the "Open" button.

### ***Step 3: Verify the Import***

After importing, Chrome will automatically add the imported bookmarks to your existing bookmarks. You can verify the imported bookmarks by accessing the bookmark bar or using the Bookmark Manager.

**Congratulations!** You have successfully saved your bookmarks from Chrome onto your desktop. You can open this bookmarks file in any web browser to access your saved bookmarks.

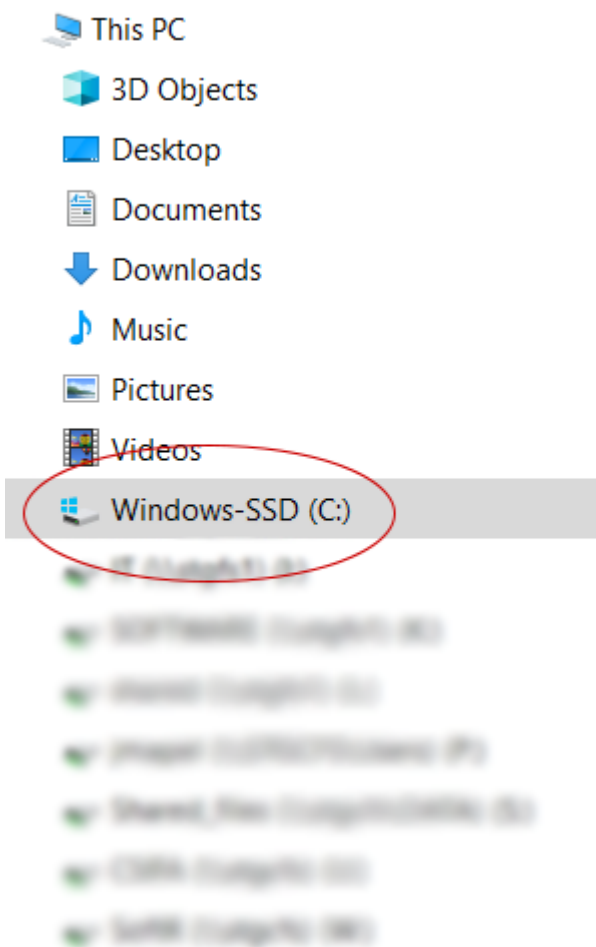
*Note: It's important to regularly back up your bookmarks to avoid losing them. You can follow these steps periodically to keep your bookmarks safe.*

# Difference Between C Drive, P Drive, and OneDrive

Hi everyone, this document serves as a breakdown of the various types of storage that we have in the district. Over the summer your C Drive (local storage) will be wiped. The good news is that most of your data is likely stored on your P Drive and your OneDrive account. Please refer below for a more detailed explanation of these three storage options.

## C Drive -

Your C Drive is all of the data that is stored locally on your computers hard drive. In order to save something to your C Drive you would have to open up File Explorer, then navigate to where it says, (C:).

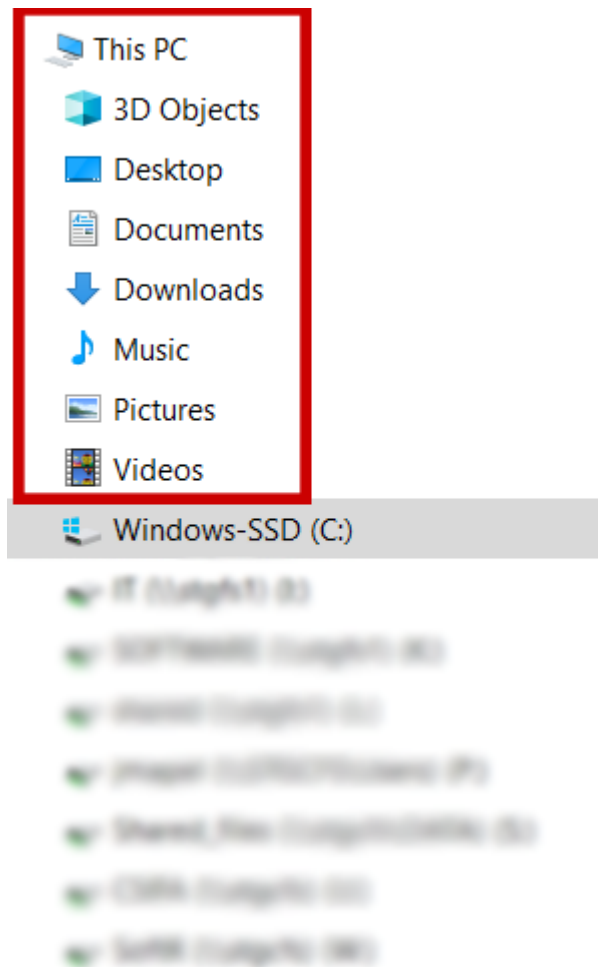


The only files that the IT department stores on the C Drive are the program files such as the Office Suite, LanSchool, and Web browsers. We **don't** recommend users to save files to their C Drive as

we cannot guarantee files saved there will be backed up.

## P Drive -

The P Drive is where the majority of your files are saved. Anything that you save on your Desktop, Recycling Bin, Downloads folder, and more will all be saved on our network. These files will be saved and loaded onto every **district computer** you sign into, essentially bringing the files with you automatically. Everything circled in the picture below is carried over through your P Drive.



An important note is that you **will** have these files when you log into your district device from home through the VPN. If you have files saved in any of these locations, **they will be saved over the summer.**

## OneDrive -

You can access your Microsoft OneDrive by going to: <https://www.onedrive.com> and clicking "Sign In"

Get 100 GB cloud storage, premium OneDrive, plus ad-free Outlook FREE for one month. Try Microsoft 365 Basic >

# Securely save and share what's important with OneDrive

Keep your files and memories protected, up to date, and easily accessible across all your devices.

Sign in

Try for free

See plans and pricing >



Once you do that, you need to type in your district email address and your district password. After that you should be greeted to a screen similar to this one:

The screenshot shows the OneDrive web interface. On the left is a sidebar with navigation options: Home, My files, Shared, Favorites, Recycle bin, Quick access, and More places... Below these are links to 'Get the OneDrive apps' and 'Return to classic OneDrive'. The main area is titled 'Recent' and shows a list of files with columns for Name, Opened, Owner, and Activity. The files listed include 'iPod12022\_Resume', 'Report on 2020', '2020-2021-22', '2020-2021-22', '2020-2021-22', '2020-2021-22', '2020-2021-22', '2020-2021-22', '2020-2021-22', and '2020-2021-22'.

Name	Opened	Owner	Activity
iPod12022_Resume	30m ago	Jared Mager	You added this 30m ago
Report on 2020	4h ago	Jared Mager	
2020-2021-22	Yesterday at 11:00 AM	Jared Mager	You added this Yesterday
2020-2021-22	Jan 6	William Thomas	William Thomas moved this with you Jan 6
2020-2021-22	Jan 6	Jared Mager	You added this Jan 6
2020-2021-22	Jan 6	Jared Mager	You added this Jan 6
2020-2021-22	Jan 6	Jared Mager	You added this Jan 6
2020-2021-22	Jan 6	Jared Mager	You added this Jan 6
2020-2021-22	Jan 6	Jared Mager	You added this Jan 6
2020-2021-22	Jan 6	Jared Mager	You added this Jan 6

From there, you can create new files by clicking on "New", or you can upload existing files by clicking on "Upload". Instead of clicking on "Upload" you can also click and drag a file or folder into the OneDrive tab and that will allow you to store the items in the cloud. One important note is that when you upload files to your OneDrive is that you can access them from **any device**. OneDrive files will also be saved over the course of the summer, so they will not be lost unless a user leaves the district permanently.

**Closing -**

That's all for the three main pieces of storage that STGRSD staff can use. If you have any questions or concerns with backing up your files please reach out to the IT department via

<https://it.stgrsd.org>.