Important Information About Backing-up Your Locally Stored Files & Folders PLUS Your Browser Bookmarks

This is important for everyone turning in their FCPSOn Device but Returning to Woodson next year

You will start by backing up any files stored on your device or your network drive to your Google Drive. If you are a virtual student and have files stored on the FCPS network drive, you will need to go to **any FCPS** school and restart your laptop while on the FCPS network. This can be accomplished from the parking lot, no need to enter the building. After you restart your device and while you are still on the FCPS network you can follow the steps below to secure the back-up of files from your device and your network drive files to your Google Drive.
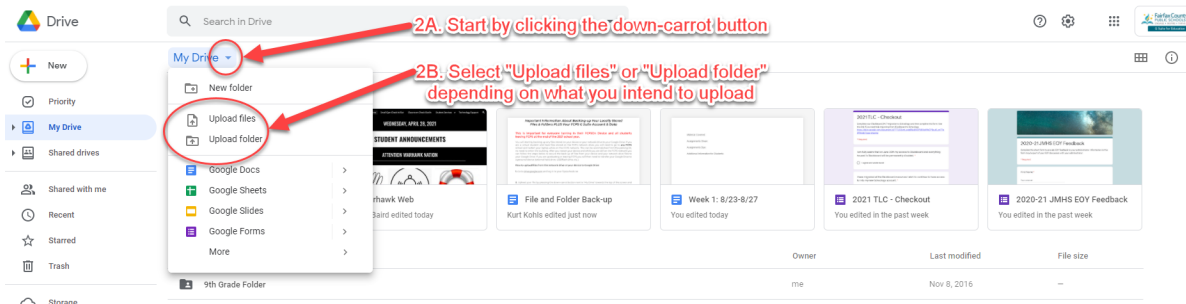
How to upload files from the network drive or your device to Google Drive

1. Go to www.fcpsschools.net and log in to your fcpsschools.net account
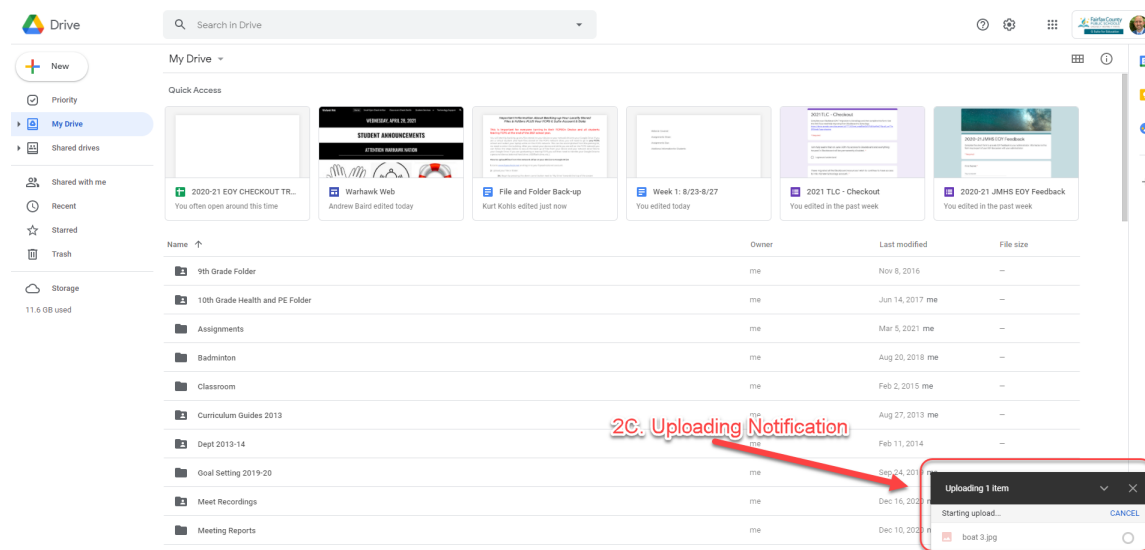
2. Upload your file or folder:

   2A. Begin by pressing the down-carrot button next to "My Drive" towards the top of the screen

   2B. Select "Upload files" or "Upload folder," depending on your needs. Navigate to the location of the folder or files you wish to upload and select open.
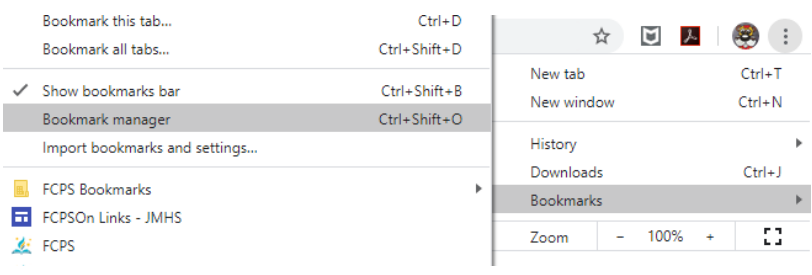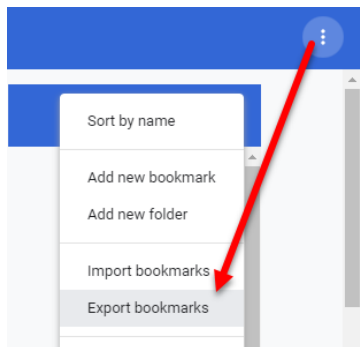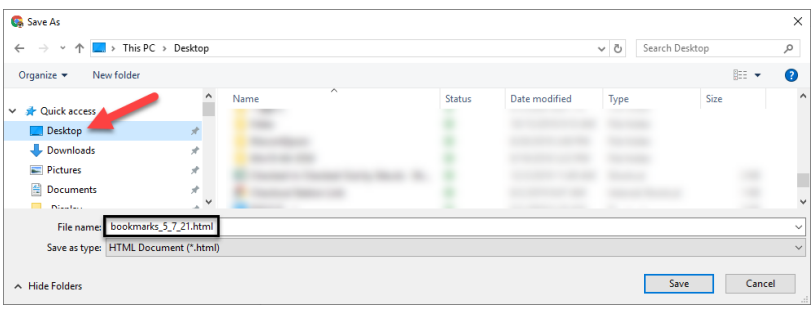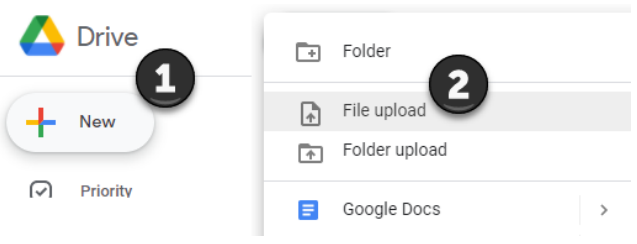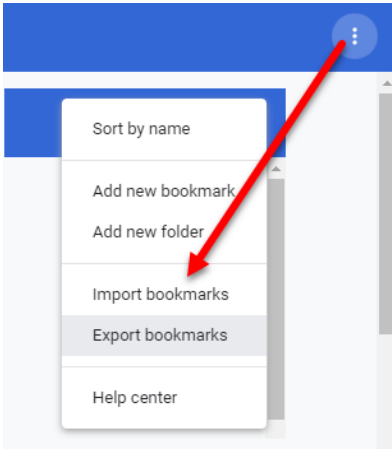

   2C. Once uploading begins, you'll see a notification pop up in the bottom-right corner of your screen.

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Backing Up Bookmarks in Chrome:

Step 1	Click the 3 vertical dots icon in the top right hand corner. Click on 'Bookmarks' and then 'Bookmark manager'	
Step 2	Click on 3 more dots in the upper right corner and then select 'Export Bookmarks'	
Step 3	Navigate to your desktop and save the .html file there.	
Step 4	Go to your @fcpsschools.net Google Drive, click on "New" and then "File Upload." Upload the .html bookmark file from your desktop into your Google Drive.	
Step 4	When you get your laptop back after re-imaging, you will need to import this file. Go to Google Drive and download it to your computer from your Drive. Then, repeat steps 1 and 2, and choose 'Import Bookmarks" instead, and navigate to the file on your desktop.	