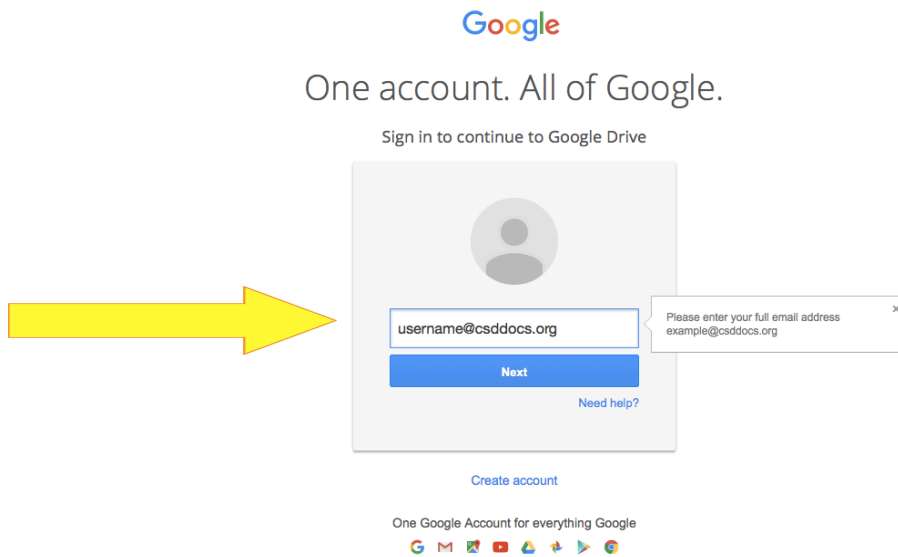


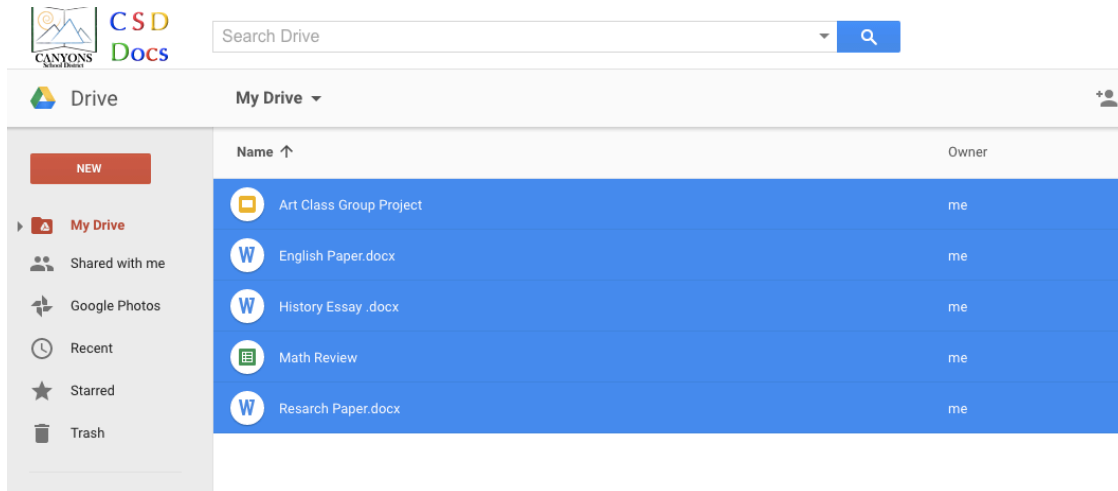
Saving CSDDocs Files for Graduating Seniors or Students Leaving Canyons School District

As a student exiting Canyons School District, you may have files and projects saved in CSDDocs you will want to keep. Simply “sharing” those files with another account will NOT work as a way to save the files long term as access will be removed after 30 days and shared file links will no longer function. **To save your documents, follow the steps below on a home computer.**

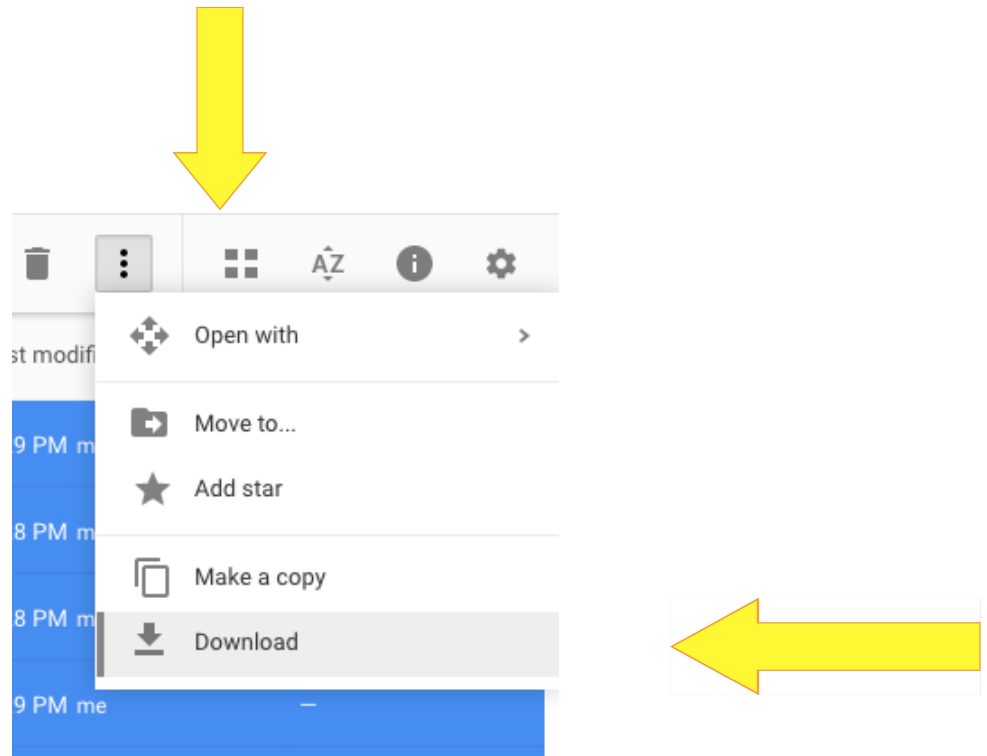
1. Open an internet browser on a personal/ home computer and navigate to csddocs.org. Log into your account. (Don't forget to include @csddocs.org in your username when logging in.)



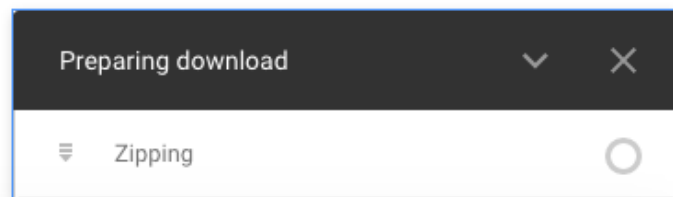
2. Select the files you'd like to save on a Mac by holding down the Command key and clicking all the documents you want or Command A to select all. On a PC, Control A will select all files.



3. With the files selected (highlighted) click the button with the three vertical dots at the top of the screen and select “Download” from the drop-down list.



4. This will begin the download process by zipping the selected files and placing them in the downloads folder on your computer. Once the download is complete, you may move or edit the files as you like, including moving them back into a personal Google Drive account if desired.



***Reminder: You have one month (30 days) of access to your CSDDocs account to save any files you wish to keep before the account is deactivated.**



CANYONS
School District

Education Technology Department
<http://edtech.canyonsdistrict.org>