

# Technology Backup Tutorial 2018-2019

Backing up your data is the process of moving all of your saved files on your computer to another source for safekeeping and easy access. As of right now, you have 3 ways to backing up your data.

1. Using your Private Drive (P: Drive)
2. Using Google Drive
3. Using a Flash Drive or External Hard Drive (least preferred, due to encryption steps)

In this guide, I will show you how to use each of these methods and different ways to go about moving your files. It will be up to you to decide which is the best way to back up your data.

One thing to remember about backing up your data is to do it frequently. Try to make it part of your routine when using any computer. If you can stay on top of backing everything up, you will not have any trouble losing your files. You can use one, two or all 3 resources for backing up your data! You don't have to stick to one way. Use any of these however you'd like. You never know when disaster will strike for your computer! Hard drive crashes do happen and computers are re-imaged and sometimes moved during the summer. You may not have the same computer in a new school year.

# 1. PRIVATE/PERSONAL DRIVE



Every MISD employee has access to a network drive, mostly referred to as the Private or Personal Drive (P: Drive), that can be used as another destination to save files. It will store all of your files over the MISD network and is only accessible to you as it is tied to your MISD computer login. You will always have access to this drive when logged in to any Windows computer joined to the MISD domain/network as long as you log in with your profile. The P: Drive is not accessible from outside the MISD network. It is located in “This PC” (Windows 10) or “Computer” (Windows 7) labeled as “*firstname.lastname (P:)*”. If you do not have access to this drive, you will need to submit a work order in Eduphoria to Technology requesting access for a private/personal drive.

You can use “Drag & Drop” or “Send to” methods to move files to and from your private/personal drive.

## 2. GOOGLE DRIVE



Just like the private/personal drive, All MISD employees have access to Google Drive through the MISD Google Account (Midland ISD e-mail). You will always have access to this as long as you log into Google with your MISD e-mail address. Uploading your files to Google Drive is a really simple process as you can upload files and folders. Google Drive is accessible from any computer connected to the internet. Following the steps below will transfer a copy of either a file on your computer or a folder containing files to your Google drive.



Open Google Drive and click this button . You will then, on the drop-down list, see the “File Upload” and “Folder Upload” options. If you are using the “File Upload” option, you will be able to upload more than one file. Highlighting and Select All methods will work here. If you are using the “Folder Upload” option, you will only be able to upload one folder at a time.

### 3. FLASH DRIVE / EXTERNAL HARD DRIVE



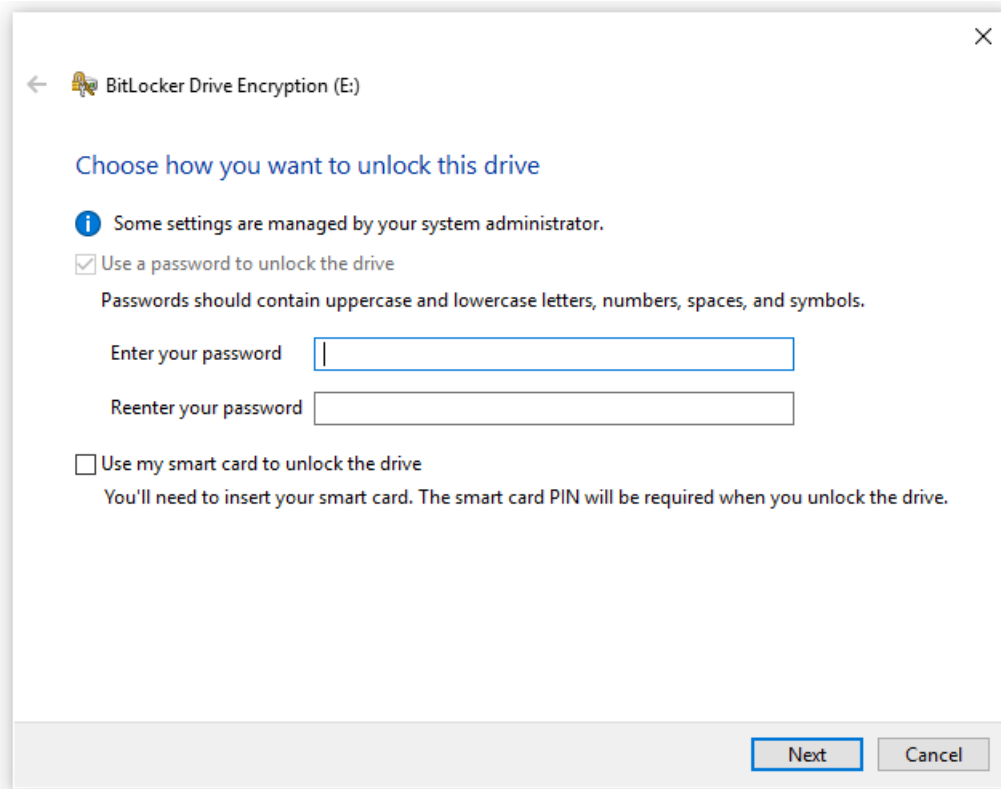
A common way of backing up data is the use of Flash Drives or External Hard Drives. Using one of these will let you have access to your files on any computer in a physical, portable format. They come in a wide range of storage capacity from 256MB to 8TB. Choose one that will provide you plenty of storage space for your files. Keep in mind that video files can take up a lot of space depending on the length and quality of the video. Go for a bigger drive if you are saving video files as well.

Since flash drives are easy to lose, on MISD computers, **you will be required to encrypt your drive** with BitLocker and create a password to have access to your drive and be able to use it. Depending on how big your drive is, the one-time encryption process could take up to several hours.

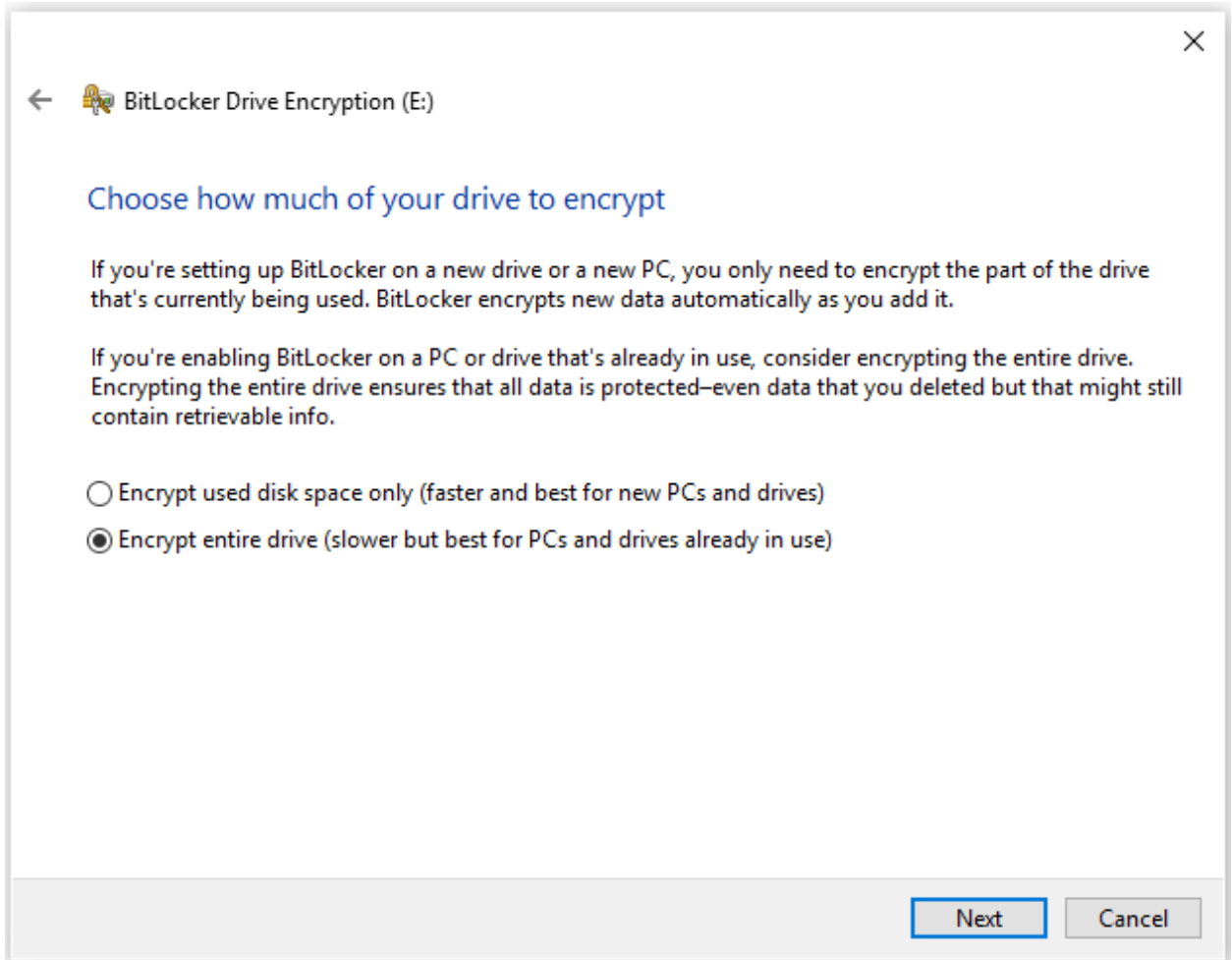
Plug in your drive to your computer. After you plug it in, a pop-up for BitLocker will appear. Click “Encrypt this drive...”



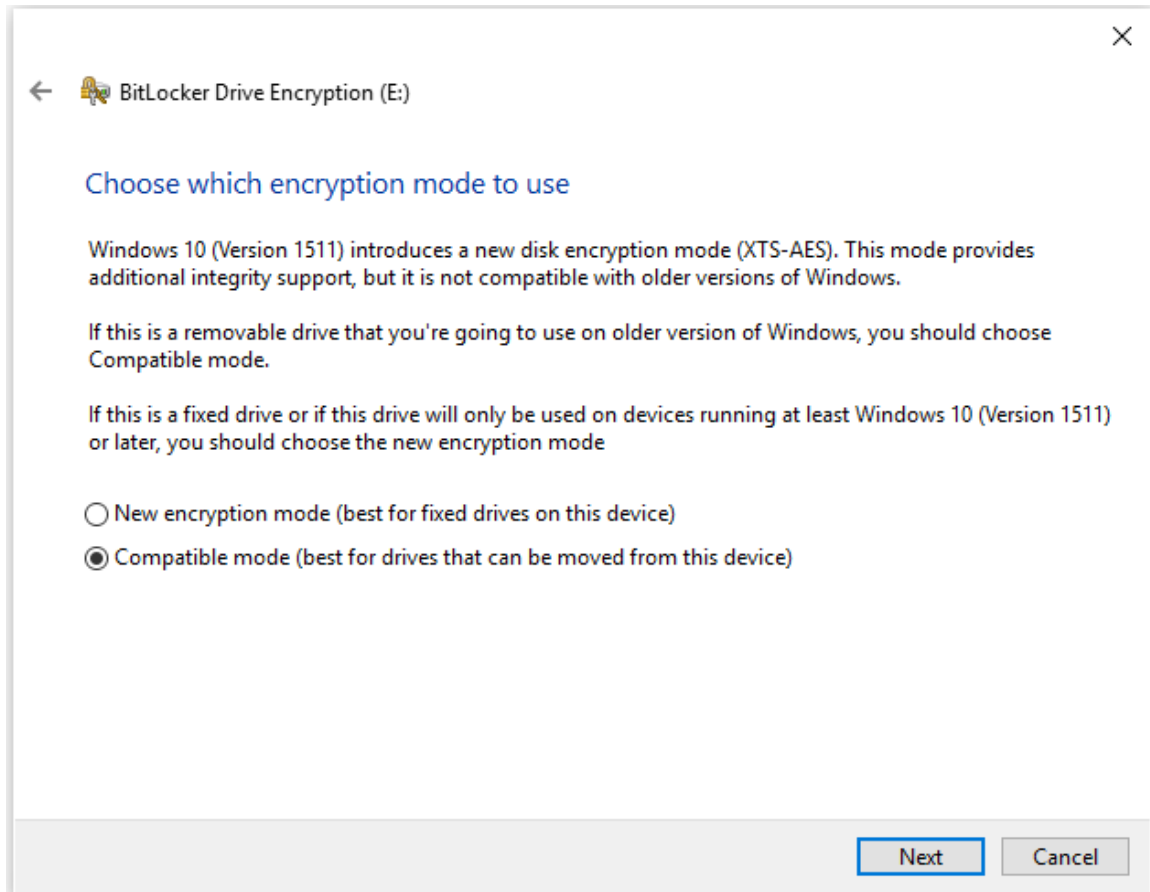
- 1) BitLocker will begin scanning your drive. After a few minutes, it will then prompt you to enter a password for your drive. Enter a password you can easily remember and re-enter it. Click “Next” when you are done.



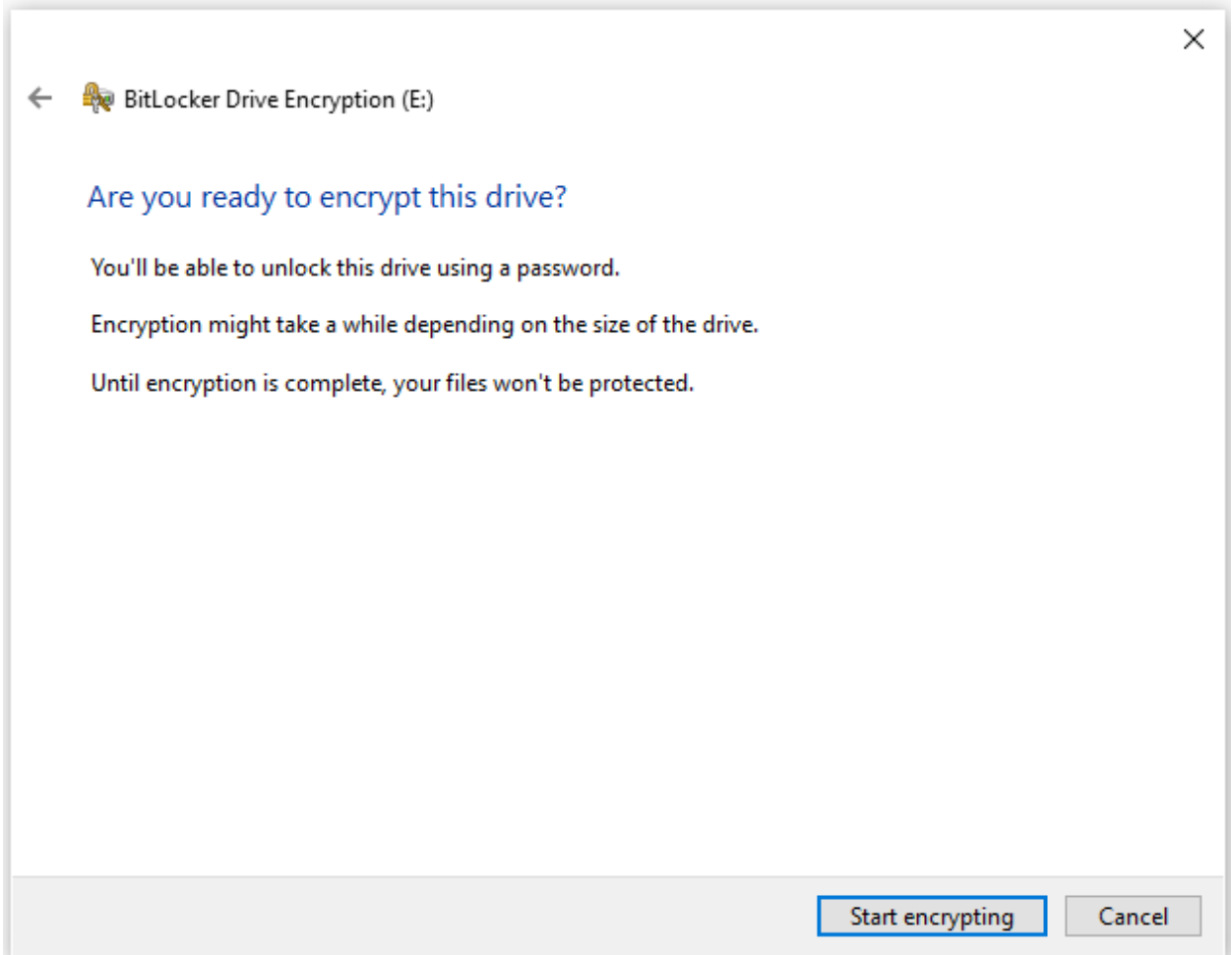
2) You will then be prompted on how to encrypt the drive. Choose the second option to encrypt the entire drive.



*\*SIDENOTE\* If you are encrypting on Windows 10, you will have a prompt that will ask you what kind of encryption you would like to use. You will want to choose the second option to continue using your drive on an older version of Windows like Windows 7.*



- 3) You will then be prompted to begin encrypting the drive. This will take a long time depending on the size of the drive as stated before. Please make sure that this will not interfere with your instructional time. Click “Start encrypting” and the drive will begin encryption.



After the encryption process is done, you are now ready to start using your drive! There are two ways of transferring files between your drive and computer. Choose the best method that is easiest for you to use.



## METHOD 1: DRAG & DROP

You can drag & drop your saved files that are already on your computer to your drive.

- Open your flash drive in File Explorer and resize it to a small window. If you have files on your desktop, move the window away from your files so it doesn't overlap.
- Highlight all of your files on your Desktop by holding down the Left Mouse Button and dragging the blue box over them if they are all together. If they are separate, hold the CTRL key down and simply click the files one time individually. Let go of CTRL when you are done highlighting.
- When they are all highlighted, click and hold one highlighted file and drag it into your flash drive window.

If you are transferring files from your Downloads, My Documents, Pictures, or other folders, simply open that folder in a smaller window and put it next to the window for your drive. Highlight or Select All your files (click one file and push CTRL+A) and simply drag them to the drive's window.

## METHOD 2: SEND TO...

Another way of moving your files over to your flash drive is by using the "Send to" option. If it is a single file, simply Right-Click on it to bring up the menu, highlight "Send to", and click your flash drive. If it's multiple files, be sure to highlight all of them first, Right-Click, Send to, name of flash drive.