

Windows 7 Teacher Laptop Backup

These directions provide guidance for backing up teacher laptops. Please review prior to the turning in old teacher laptop to ensure a successful transition. All Windows 7 users will be upgraded to Windows 10 with the new laptop.

Prerequisites for Turning in Old Teacher Laptop

1. **Remove all peripheral hardware** (i.e. USB adapters, dongles, SD cards).
The backup **WILL** erase information held in these locations if they are left connected to the laptop.

2. **Back up files and favorites.**

Determine where your documents, music, photos, and Internet favorites (bookmarks) reside and copy to an external storage device.

- i. Google Chrome favorites backup: [See Chrome favorites](#)
- ii. Internet Explorer favorites backup: [See IE Import/Export favorites](#)

Note: No data that resides on a publicly shared drive (i.e. H drive, S drive, U drive) needs to be backed up.

3. **Software**

- a. Updated Windows 10 software and the standard CCSD software will be installed on new laptop.

- b. Software not automatically installed can be accessed via the Software Center.



- c. If you find that specific software has not been installed on your laptop and you are unable to locate it in Software Center, please submit a Web Help Desk Ticket.

Note: The software must meet all the following criteria: (1) Valid license, (2) CCSD Approved Software List, (3) Microsoft Windows 10 compatible.

To view the CCSD Approved Software List, go to the following link:

http://support.cobbk12.org/Tech/ApprovedSoftware_0914.xlsx

4. Email

All email is saved within Microsoft Outlook and does not require back up.

Backing Up Files and Folders

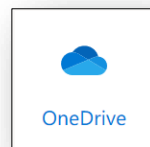
Users have two options for backing up files and folders.

Note: It is always VERY important to back up files and folders in more than one location. Before copying files, close all open windows on your computer. Ensure the names of your files and folders don't include special characters because files and folders cannot begin or end with a dot and cannot contain any of the following characters: " * : < > ? / \ |.

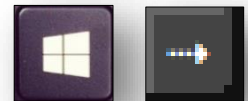
Option 1: Back Up Files to OneDrive

1. Use the Office 365 icon on your computer or open a browser and go to <https://login.microsoftonline.com>. If on campus, your computer should use automatic single sign-on to access Office 365
Note: If you are off campus or are requested to enter additional information, the login is your CCSD email and the password is your CCSD network password.

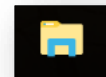
2. Click on the cloud icon for **OneDrive**.



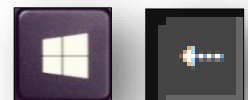
3. Press and hold the **Windows key** and the **right arrow key**. Then release. The Internet browser window will go to the right side of your screen.



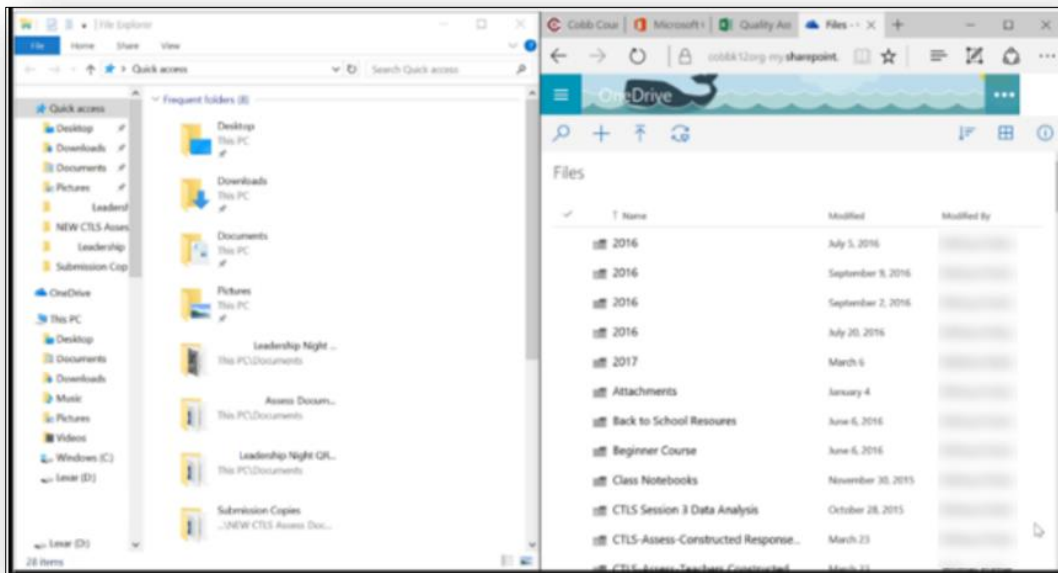
4. Click on **File Explorer** in the taskbar at the bottom of your screen.



5. Press and hold the **Windows key** and the **left arrow key**. Then release. The File Explorer window will go to the left side of your screen.
Note: Two screens-one with One Drive and one with File explorer-should now be equally split on the computer.



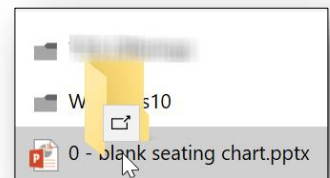
6. On the left side of the screen, click the **drive** where your files and folders are located (H-drive, C-drive, Documents, Desktop, Pictures, etc.) to view them.



7. **Left-click** and **hold** on a file or folder you wish you to copy.

8. **Drag** the file or folder over to the right side of the screen where you have **OneDrive** open, and release. This will copy the file or folder.

Note: The more files and folders you have and the larger they are, the longer it will take to completely copy the files or folders.



9. Repeat this process to copy each file or folder.

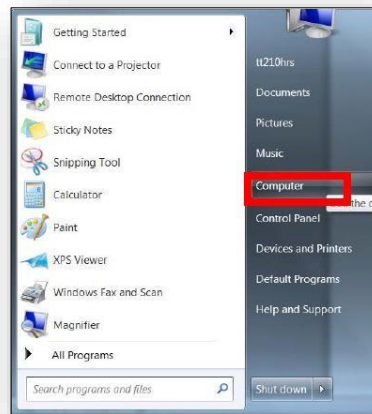
Option 2: Back Up Files to an External Hard Drive

Note: Prior to beginning these steps, plug in an external hard drive or flash drive into a USB port on your computer.

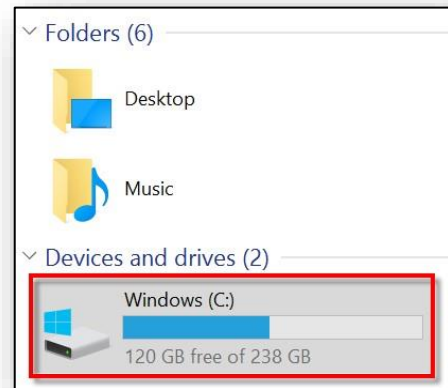
1. **Click** on **Start Menu**.



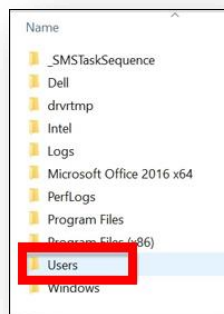
2. **Click** on **Computer**.



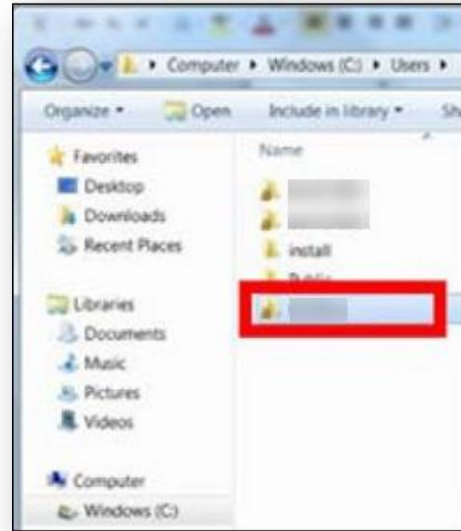
3. **Double click** the **C:\Drive**.



4. **Double click** on the **Users** folder.

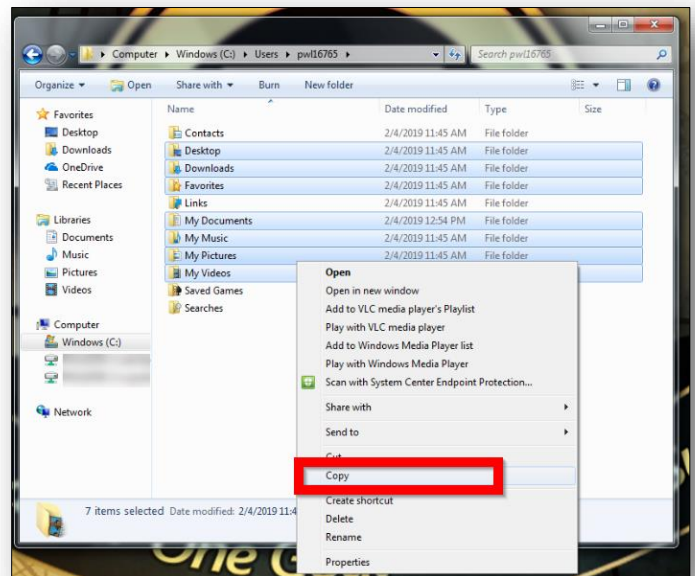


5. **Double click** on the folder that is the same as your **Badge ID**.

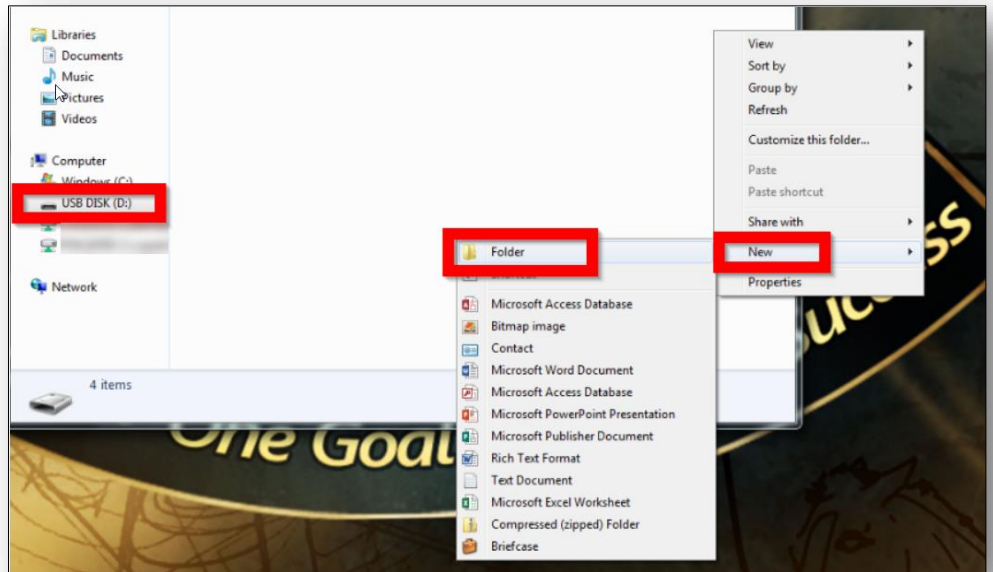


6. Hold down the **Ctrl Key**, and click on the following folders: **Desktop, Downloads, Favorites, My Documents, My Music, My Pictures, and My Videos**.

7. **Right click** on the folders and click **Copy**.

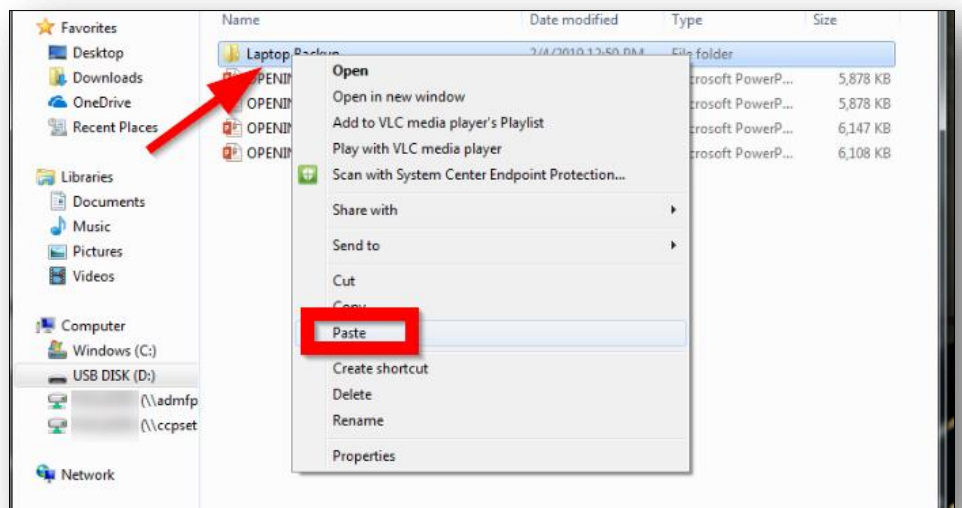


8. In the Navigation Pane on the left under Computer, click the **external hard drive** or **flash drive** you previously connected.



9. At the top of the window, **right click**, select **New**, and then choose **Folder**. Name the new folder Laptop Backup.

10. **Right click** on the newly created **Laptop Backup** folder. **Click paste**.



11. All your documents within the folders are now copied and saved to the external storage device or flash drive.

These instructions are a guide for you to back up your primary documents from the folders shown above. If you have other documents or folders saved to other locations on your laptop, be sure to also back up those items. If you are unsure about backing up your data, submit a Web Help Desk ticket for assistance.