



Quick Guide on Student iCON Data Management & Housekeeping

V1.1 | Revised 26 June 2023

To better manage your Google Workspace Storage, practice **D.E.A.R.**

 **From Jun 2024, Student iCON will have a storage limit of 1 GB for each student.**

Do Regular Housekeeping to keep within limit!



What is **D.E.A.R.** ?

D

Delete

Do you need all your files? Delete documents, emails & media which you no longer need to use starting with the **largest size**.

Refer page 3 to 8.

A

Archive

Archive or **compress** files which you do not use often so that they will not take up excess storage space. Use **attached Google Takeout guide** to export and backup your data.

Refer page 10 to 11.

E

Empty

Once you have deleted files that you no longer need, **empty your Trash**.

Good housekeeping will help maintain availability of storage in Student iCON.

Refer page 9.

R

Review

Review files in your Student iCON Google Workspace frequently to ensure they are kept are **relevant & up-to-date** for your learning purposes.

Refer page 12.

Delete

- **Check** your Google Apps storage quotas
- **Sort** file size from largest to smallest, delete larger files first.

Access the Google Storage tool here:
<https://drive.google.com/drive/quota>

Login using your Student iCON account.

A Check your overall data storage usage by reading the **“Total used”**.

Look at the storage distribution among the 3 areas – Drive, Gmail and Photos to identify which one has the highest data.

B Look at the files listed under the **“Files using Drive storage”** and click on the arrow to sort the file size from largest to the smallest.

This will enable you to quickly identify larger files to be deleted first.

The screenshot shows the Google Drive Storage interface. At the top, there's a search bar and navigation icons. Below that, the 'Storage' section displays 'Total used 774.9 MB' with a yellow callout 'A'. A red box highlights the storage distribution for Drive (168.6 MB), Gmail (606.2 MB), and Photos (0 bytes). Below this, the 'Files using Drive storage' section has a yellow callout 'B' pointing to a dropdown arrow next to 'Storage used'. The file list includes:

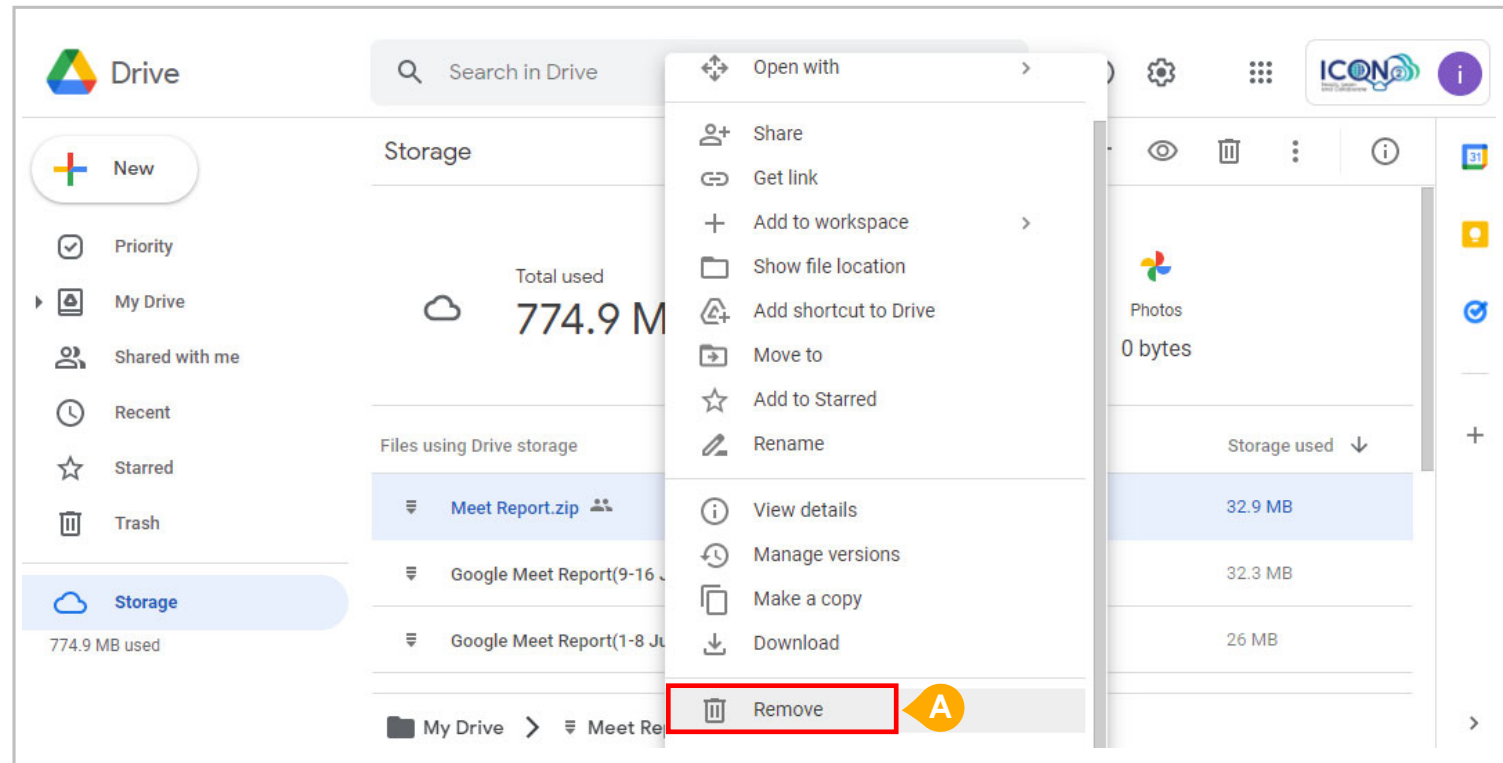
File Name	Size
Meet Report.zip	32.9 MB
Google Meet Report(9-16 June).zip	32.3 MB
Google Meet Report(1-8 June).zip	26 MB

Delete

- **Delete** unused documents, emails & media starting with the **largest** size.

A To recover data storage space, start by deleting unused files that are of the largest size first as they have the most impact to your overall storage space.

Right click on the file you would like to delete and select **Remove**



Delete

- Review & remove **shared files and folders**

A Review files and folders that you are sharing with your peers and determine whether they should be kept or removed.

If there is no further groupwork or need to continue sharing, remove these shared files to reduce your overall data utilisation.

The following files count toward storage:

Google Drive

- Files in Google Drive, which includes PDFs, images, videos, and Meet recordings.

- A** • Files created or edited after May 2, 2022 in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, Recorder, and Jamboard.

If a file is in more than one folder in Drive, it still counts only once toward your storage quota.

Gmail

- Messages and attachments, including items in your Spam and Trash folders.

Google Photos

- [Original quality photos and videos backed up to Google Photos.](#)
- High quality (now named Storage saver) and Express quality photos and videos backed up to Google Photos after June 1, 2021. Any photos or videos you've backed up in High quality or Express quality before June 1, 2021 will not count toward your Google Account storage. [Learn more about this change.](#)

Content created with My Maps doesn't count toward your organization's storage quota.

Delete

- Review **personal files** stored in Student iCON.

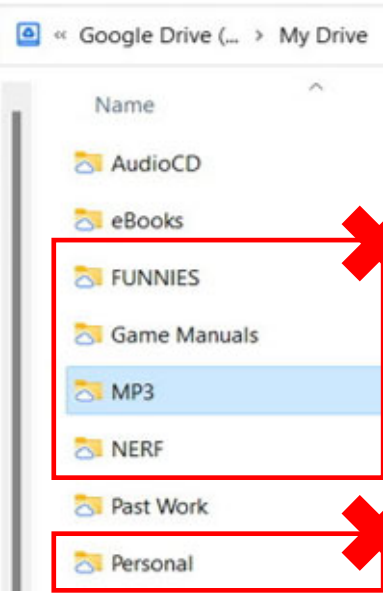
A Please note that Student iCON storage is for educational (teaching & learning) purposes.

- For personal files, remove them from your Student iCON account if they are not teaching and learning resources.
- Review all other content stored in your Student iCON Drives and **remove or export** emails or files if they are not resources related to your learning.

This may include:

- Music
- Photos
- Movies

A



« Google Drive (...) > My Drive

Name ^

- AudioCD
- eBooks
- FUNNIES**
- Game Manuals
- MP3**
- NERF
- Past Work
- Personal**

- These files should be removed from Student iCON storage as they are not related to your learning.
- Files stored in Student iCON are only meant for educational (teaching & learning) purposes.

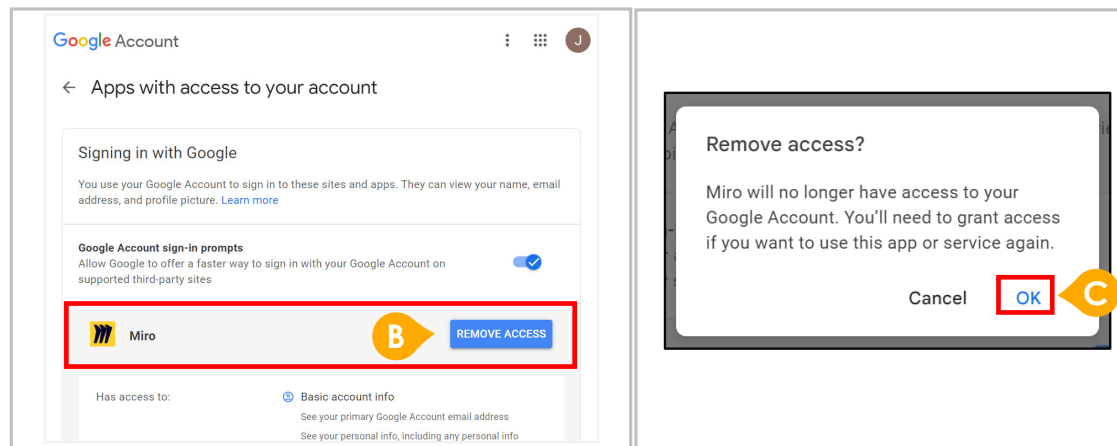
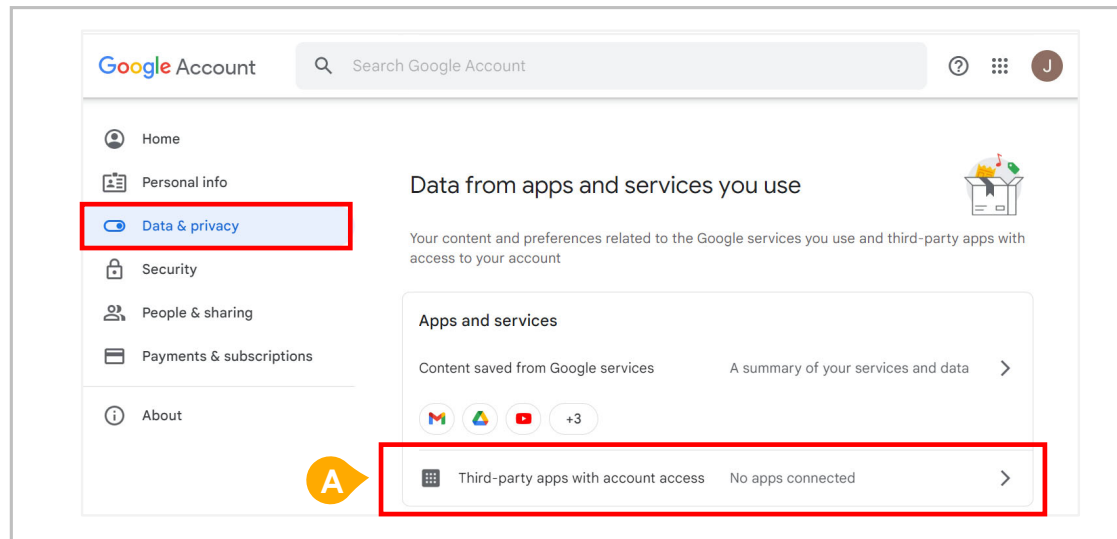
Delete

- Remove Third-party app access manually

A If you have any Third-party apps that you would like to remove, click on **“Third-party apps with account access”** under the **“Data & privacy”** tab.

B Click on **“Remove Access”** for the app that you intend to remove access from.

C Click **“OK”** to confirm app access removal.



Empty

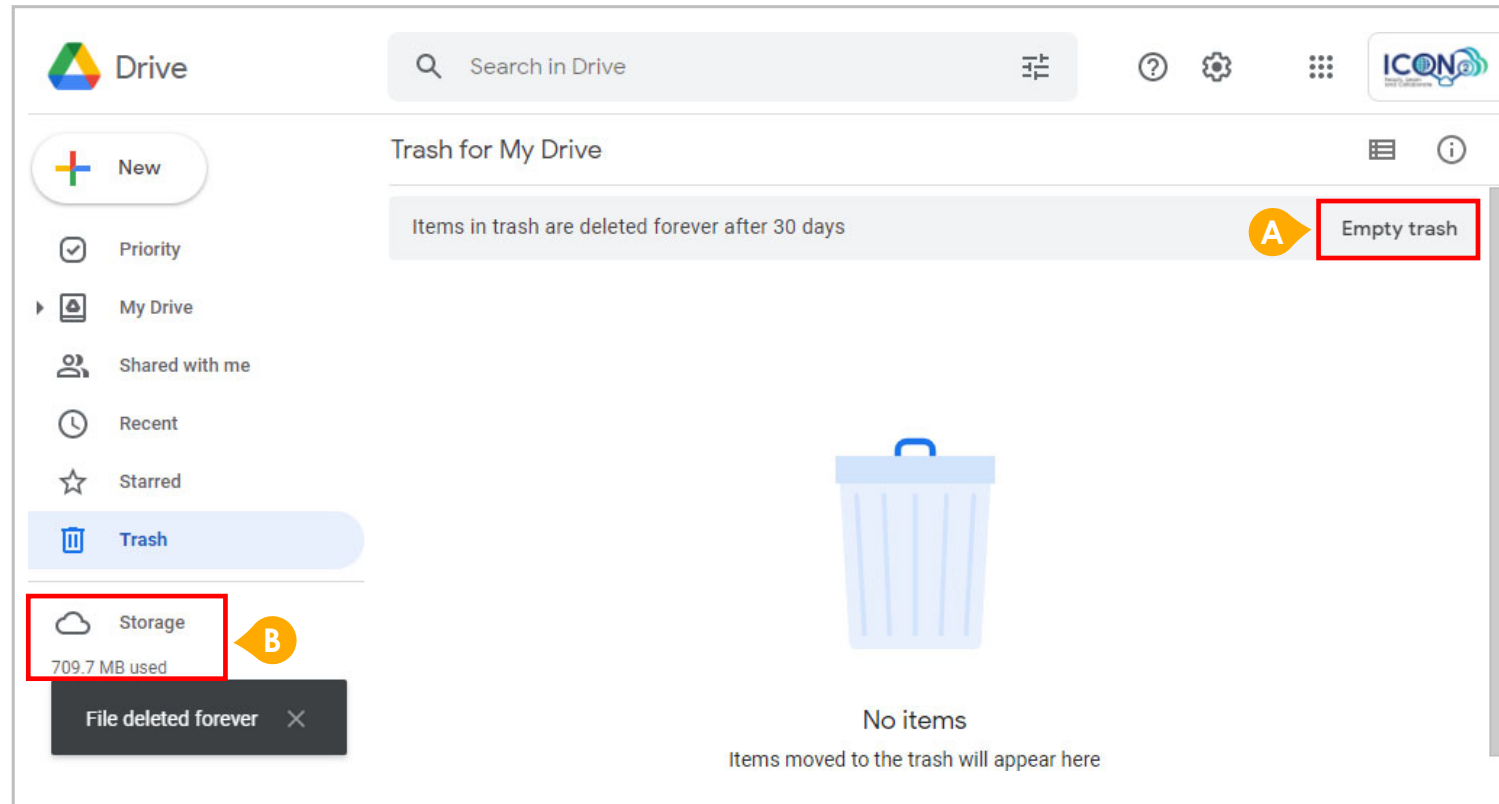
- **Empty** your Trash frequently
- Files will be **deleted automatically after 30 days** in Trash

A Files are not immediately deleted but will be stored in the Trash before they are automatically and permanently removed after 30 days.

To perform a manual removal, click on "Empty Trash"

B Your storage will only be reduced after files have been removed from the Trash.

Please be informed there is no chance of recovering files which have been emptied or removed from the Trash or deleted forever after 30 days.



Archive

- **Archive or compress** rarely used files.

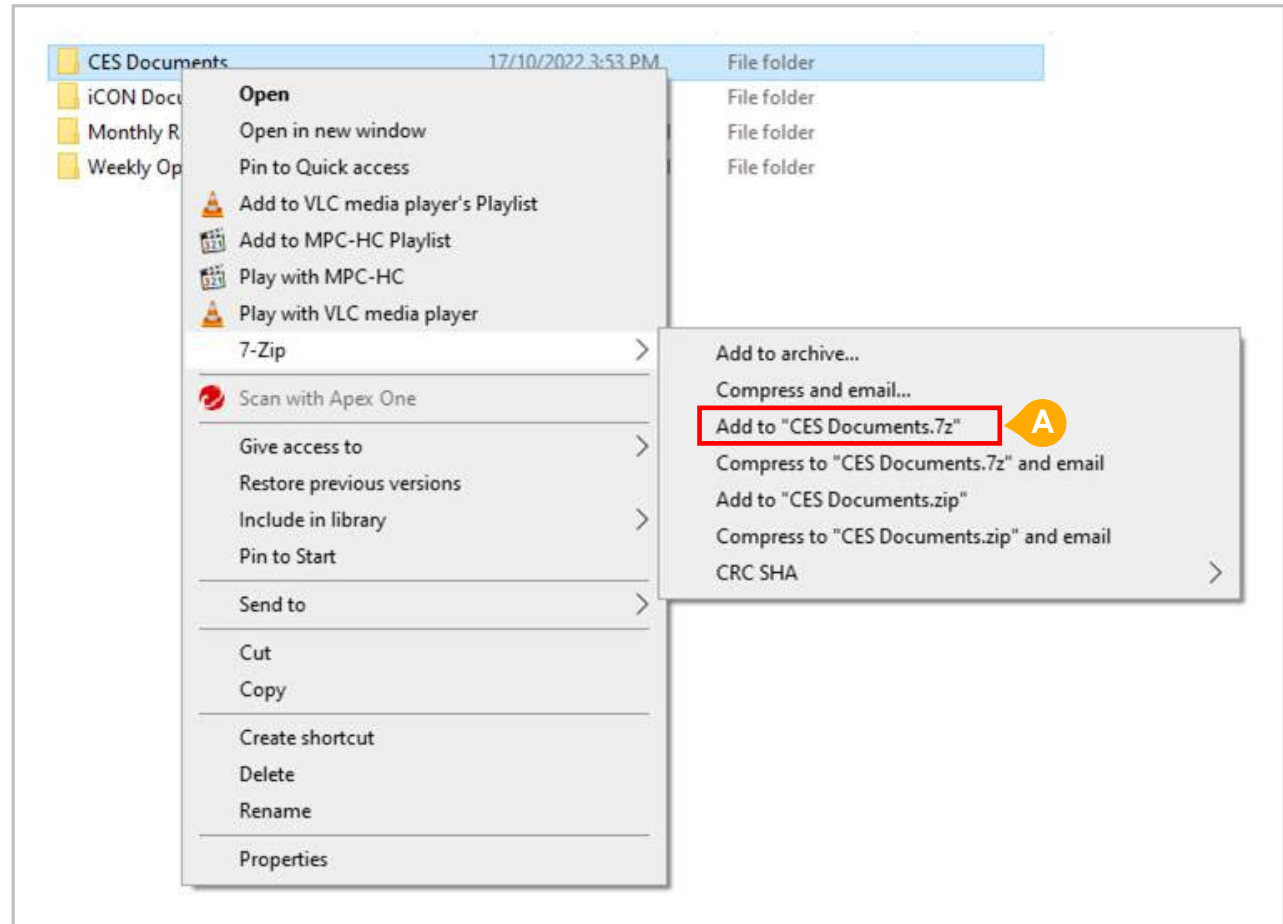
A Use compression tools like 7-Zip to compress rarely accessed files into a single file before uploading into Student iCON.

The benefits of doing so are:

- A. Reduced overall storage utilisation
- B. Data organisation by ordering your files
- C. Uploading convenience of a single file



- Create folders to organise your files based on your subjects or classes so that you may locate them easily.
- When uploading or downloading files, consolidate compression of multiple files in a folder and store them in your local disk as a compressed folder.



Archive

- Use the **Google Takeout** tool to export and backup your Student iCON data to your personal Gmail or email account.

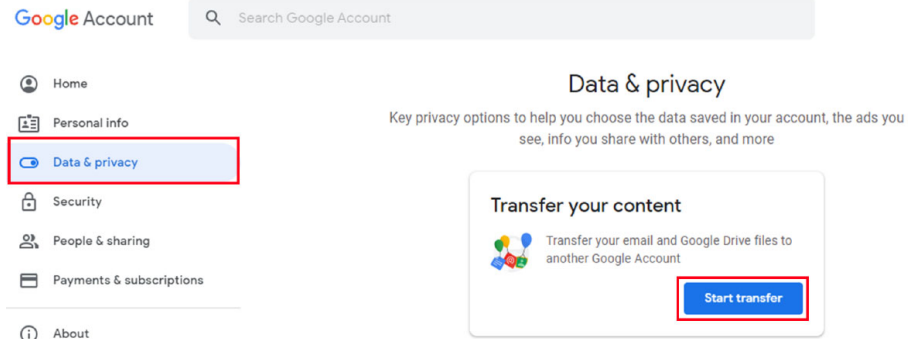
A Alternatively, you may use the Google Takeout tool to export your data in Student iCON to an archive file which you may download.

Please refer to the attached Google Takeout Guide for the detailed steps:



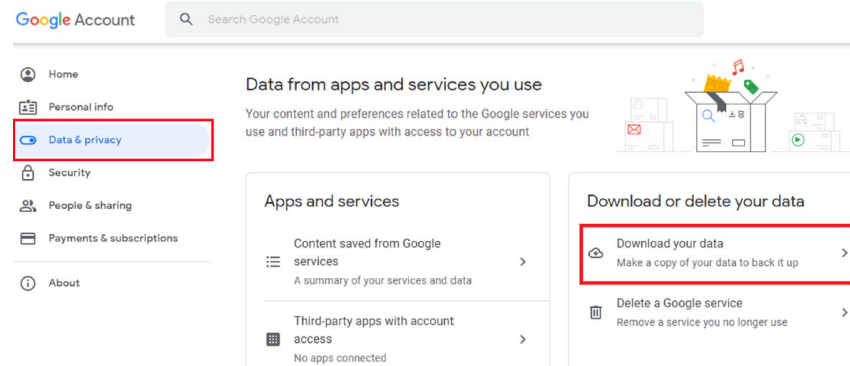
Microsoft
verPoint Presentat

A Backup Student iCON data to your personal Gmail Account:



The screenshot shows the Google Account 'Data & privacy' page. On the left sidebar, 'Data & privacy' is highlighted with a red box. The main content area is titled 'Data & privacy' and includes a sub-header 'Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more'. Below this, there is a section 'Transfer your content' with the text 'Transfer your email and Google Drive files to another Google Account' and a blue 'Start transfer' button highlighted with a red box.

Backup Student iCON data without personal Gmail Account:



The screenshot shows the Google Account 'Data from apps and services you use' page. On the left sidebar, 'Data & privacy' is highlighted with a red box. The main content area is titled 'Data from apps and services you use' and includes a sub-header 'Your content and preferences related to the Google services you use and third-party apps with access to your account'. Below this, there are two sections: 'Apps and services' and 'Download or delete your data'. The 'Download or delete your data' section has a red box around the 'Download your data' option, which includes the text 'Make a copy of your data to back it up'.

Review

- Review files in your Student iCON Google Workspace frequently to ensure that its contents kept are **relevant & up-to-date**.

Access the Google Storage tool here:
<https://drive.google.com/drive/quota>

Login using your Student iCON account.

A Look at the list of files listed under the "Files using Drive storage"

B Sort the file size in descending order to view the largest to the smallest files.

C Review your files and Right-Click to remove those which you no longer require for the purpose of your learning.

The screenshot shows the Google Drive Storage interface. At the top, it displays 'Total used 774.9 MB'. Below this, a section titled 'Files using Drive storage' is highlighted with a red box and labeled 'A'. This section lists three files: 'Meet Report.zip', 'Google Meet Report(9-16 June)', and 'Google Meet Report(1-8 June).z'. A right-click context menu is open over the first file, with the 'Remove' option at the bottom highlighted by a red box and labeled 'C'. On the right side of the interface, the 'Storage used' section is highlighted with a red box and labeled 'B', showing a list of files with their respective sizes: 32.9 MB, 32.3 MB, and 26 MB. The 'Storage used' label and a downward arrow icon are circled in red.



Student iCON Users
Google Takeout Guide to Back up Student iCON Data
v1.1 | 26 January 2023

Overview

1. Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps).....Page 4

Option B: Download your data (applicable to all Google apps)..... Page 9

2. Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps).....Page 14

Note on use of different browser windows for transfer of content

For a more optimal experience when transferring your content with Google Takeout, you are recommended to **use 2 different browser windows** for **login to Student iCON account and personal Gmail account**. Please refer to the following for more information for the various web browsers.

Google Chrome web browser – 1 browser window for login to Student iCON account and 1 Incognito window for login to personal Gmail account. Refer to this [link](#) on how to browse in Incognito mode.

Microsoft Edge web browser – 1 browser window for login to Student iCON account and 1 InPrivate window for login to personal Gmail account. Refer to this [link](#) on how to browse in InPrivate mode.

Safari web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) (for iPad) and this [link](#) (for Mac) on how to browse in Private mode.

Firefox web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) on how to browse in Private mode.

Part 1 - Backup Student iCON data to your personal Gmail Account Option A: Transfer your content (applicable to Gmail and Drive apps)

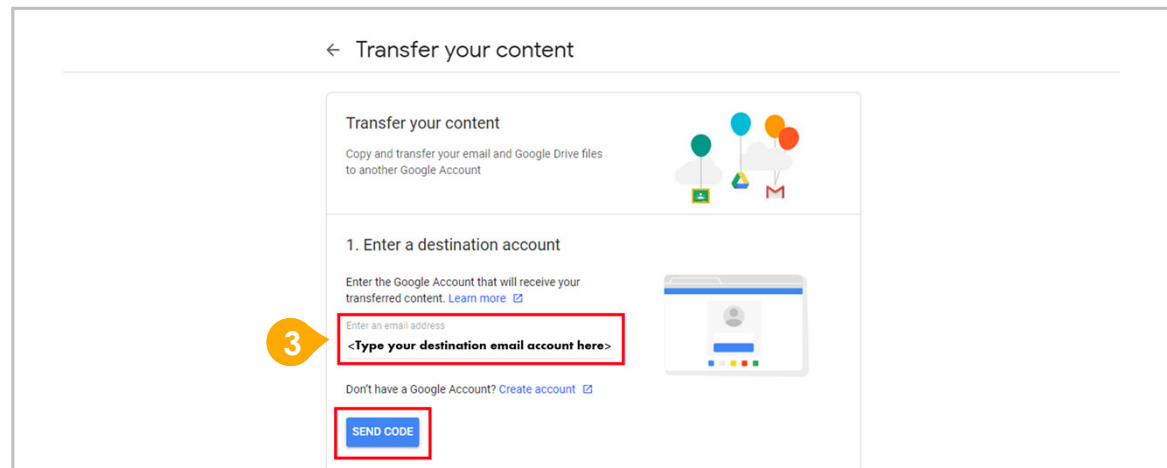
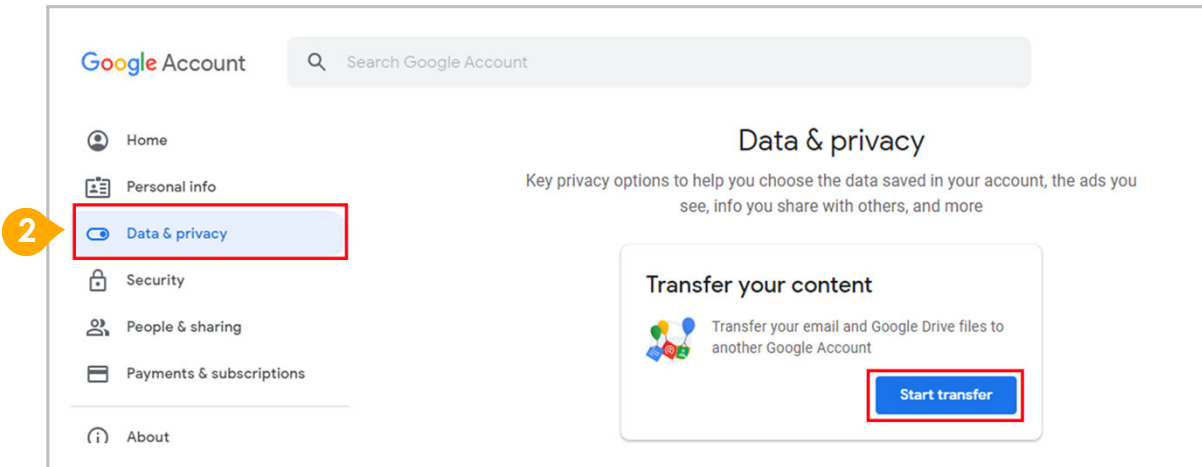
Before logging in below, refer to **slide 4** for more information on the use of the various web browsers.

1 Login to Student iCON:
<http://myaccount.google.com/>

2 Under "Data & privacy",
Click on "**Start transfer**" on the
"Transfer your Content" widget

3 Enter your destination account to
transfer your data.

→ Click "**SEND CODE**"

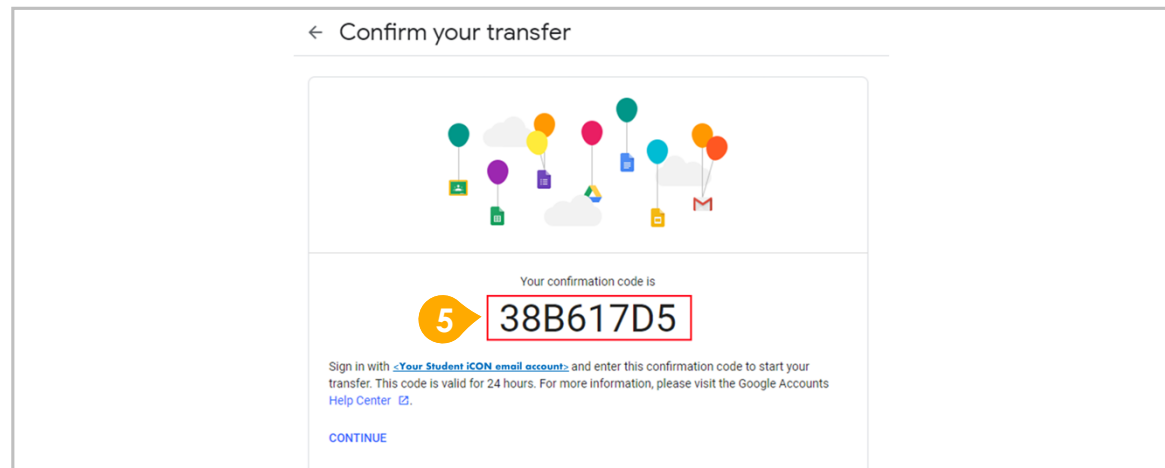
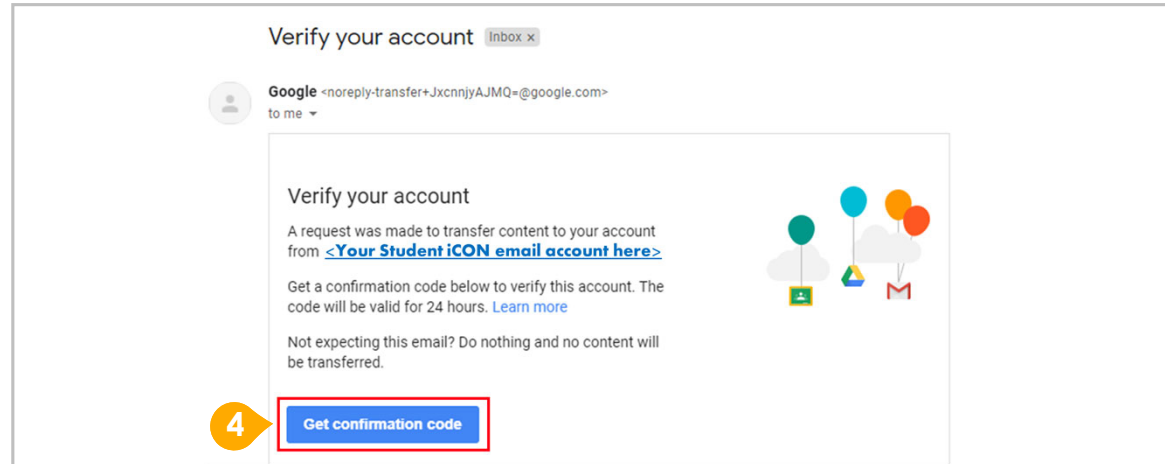


Part 1 - Backup Student iCON data to your personal Gmail Account Option A: Transfer your content (applicable to Gmail and Drive apps)

4 Check your destination email account inbox. You will receive an email to Verify your account.

→ Click “**Get confirmation code**”

5 Copy the confirmation code generated.



Part 1 - Backup Student iCON data to your personal Gmail Account Option A: Transfer your content (applicable to Gmail and Drive apps)

6 Return to Google Takeout.

→ Enter the code under “Verify your destination account”

→ Click “**VERIFY**”

← Transfer your content

✓ 1. Code sent to [<Your destination email account>](#)

2. Verify your destination account

Check your [<Your destination email account>](#) email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox. [Learn more](#) [🔗](#)

Enter code
38B617D5

VERIFY RESEND CODE

Part 1 - Backup Student iCON data to your personal Gmail Account Option A: Transfer your content (applicable to Gmail and Drive apps)

7 Once destination account has been successfully verified,
→ Click **"START TRANSFER"**

← Transfer your content

✓ 2. Account verified

3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)

[<Your Student iCON email>](#) → [<Your destination email>](#)

Product	Details	
Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to [<Your destination email>](#) [Change](#)

7 **START TRANSFER**

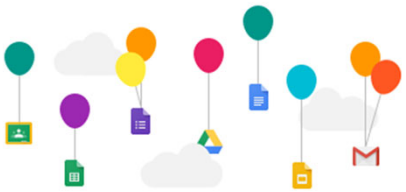
Part 1 - Backup Student iCON data to your personal Gmail Account Option A: Transfer your content (applicable to Gmail and Drive apps)

8 All set!

You'll receive an email once the export is complete.

8

← Transfer your content




✓ You're all set

Your copy and transfer to [<Your destination email>](#) is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.



[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)

 **Google** <noreply-account-migration@google.com>
to me ▾


Your content has arrived!

The Google content transfer you started on Oct 15, 2021 is done.

  Spread the word

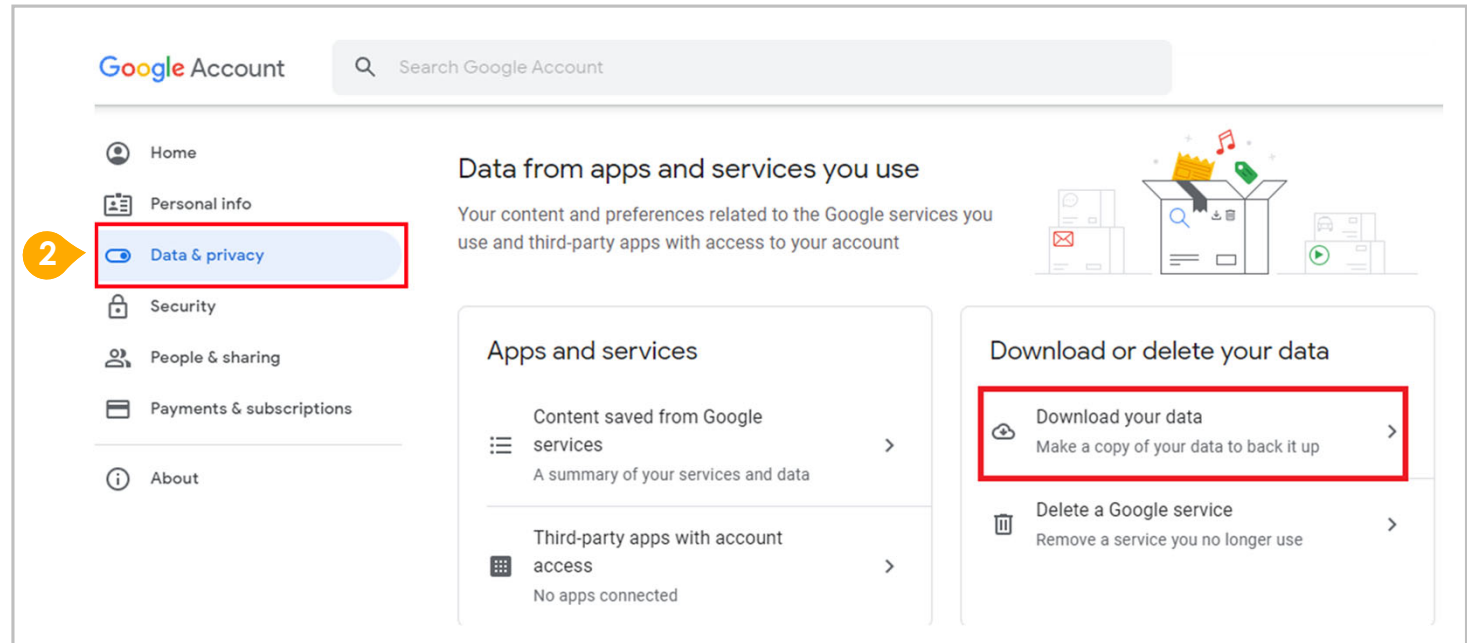
⋮

This message was sent to you because you recently used Google's [Transfer your content](#) service. [Privacy Policy](#) | [Terms of Service](#)



Part 1 - Backup Student iCON data to your personal Gmail Account Option B: Download your data (applicable to all Google apps)

- 1 Login to Student iCON:
<http://myaccount.google.com/>
- 2 Click "Data & Privacy" and scroll down.
→ Click "Download your data"



Part 1 - Backup Student iCON data to your personal Gmail Account Option B: Download your data (applicable to all Google apps)

3 Under "Select data to include"

→ Click "Select all"

→ Scroll down & Click "Next step"

3 ← Google Takeout

CREATE A NEW EXPORT

1 Select data to include 0 of 40 selected

Products

Select all

Access Log Activity
Collection of account activity logs

Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats All activity logs selected

Arts & Culture
Favorites and galleries you've created on Google Arts & Culture.

1 Select data to include 40 of 40 selected

Multiple formats

Tasks
Data for your open and completed tasks. [More info](#)

JSON format

Next step

Part 1 - Backup Student iCON data to your personal Gmail Account Option B: Download your data (applicable to all Google apps)

4 Under "Choose file type, frequency & destination"

→ Click "Create export"

← Google Takeout

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼

Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

4 Create export

Part 1 - Backup Student iCON data to your personal Gmail Account Option B: Download your data (applicable to all Google apps)

5 All set!

You'll receive an email once the export is complete.

The screenshot shows the Google Takeout interface. At the top, there is a back arrow and the text "Google Takeout". Below this, there is a section titled "CREATE A NEW EXPORT" with two checked items: "Select data to include" (40 of 40 selected) and "Choose file type, frequency & destination". Underneath is an "Export progress" section with a clock icon and the text: "Google is creating a copy of files from 40 products. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done." Below this are two buttons: "Cancel export" and "+ Create another export".

Below the progress section, it says "Your Google data is ready to download". This is followed by an email notification from "Google Takeout <noreply@google.com> to me". The email content includes the Google logo, the heading "Your account, your data.", and the text: "We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021. Your download will contain data from 41 products." There are two buttons in the email: "Manage exports" and "Download your files". At the bottom of the email, it says "This message was sent to you because you recently used [Google Takeout](#)" and includes links for "Privacy Policy" and "Terms of Service". The Google logo is also present at the bottom right of the email content.

Note to Students:

For more info on transferring your Student iCON data to personal Google account:

<https://support.google.com/accounts/answer/6386856>

For more info on how to download your Student iCON data:

<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

Part 2 - Backup Student iCON data without personal Gmail Account Option A: Download your data (applicable to all Google apps)

1 Login to Student iCON:
<http://myaccount.google.com/>

2 Click "Data & Privacy" and scroll down.

→ Click "Download your data"

The screenshot shows the Google Account interface. On the left, a navigation menu includes 'Home', 'Personal info', 'Data & privacy' (highlighted with a red box and a yellow '2' callout), 'Security', 'People & sharing', 'Payments & subscriptions', and 'About'. The main content area is titled 'Data from apps and services you use' and includes a search bar. Below this, there are two main sections: 'Apps and services' and 'Download or delete your data'. The 'Download or delete your data' section contains two options: 'Download your data' (highlighted with a red box) and 'Delete a Google service'. The 'Download your data' option includes the text 'Make a copy of your data to back it up' and a right-pointing arrow.

Part 2 - Backup Student iCON data without personal Gmail Account Option A: Download your data (applicable to all Google apps)

- 3 Under "Select data to include"
 - Click "Select all"
 - Scroll down & Click "Next step"

3 ← Google Takeout

CREATE A NEW EXPORT

1 Select data to include 0 of 40 selected

Products Select all

Access Log Activity
Collection of account activity logs

Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats All activity logs selected

Arts & Culture
Favorites and galleries you've created on Google Arts & Culture.

1 Select data to include 40 of 40 selected

Multiple formats

Tasks
Data for your open and completed tasks. [More info](#)

JSON format

Next step

Part 2 - Backup Student iCON data without personal Gmail Account Option A: Download your data (applicable to all Google apps)

4 Under “Choose file type, frequency & destination”

→ Click “**Create export**”

← Google Takeout

2 Choose file type, frequency & destination

Export every 2 months for 1 year

6 exports

File type & size

.zip ▼

Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

4 **Create export**

Part 2 - Backup Student iCON data without personal Gmail Account Option A: Download your data (applicable to all Google apps)

5 All set!

You'll receive an email once the export is complete.

The screenshot shows the Google Takeout interface. At the top, there is a back arrow and the text "Google Takeout". Below this, there is a section titled "CREATE A NEW EXPORT" with two checked items: "Select data to include" (40 of 40 selected) and "Choose file type, frequency & destination". Underneath is an "Export progress" section with a clock icon and the text: "Google is creating a copy of files from 40 products. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done." There are two buttons: "Cancel export" and "+ Create another export". Below this, it says "Your Google data is ready to download".

The email notification is from "Google Takeout <noreply@google.com> to me". The main content of the email is:

Google
Your account, your data.

We've finished creating a copy of the Google data you requested on November 8, 2021. You can download your files until November 16, 2021.

Your download will contain data from 41 products.

Buttons: "Manage exports" and "Download your files".

Footer: "This message was sent to you because you recently used [Google Takeout](#). [Privacy Policy](#) | [Terms of Service](#) **Google**

Note to Students:

For more info on how to download your Student iCON data:

<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.