# Upper Darby School District
Essential Requirements for
Transition to Windows PC's
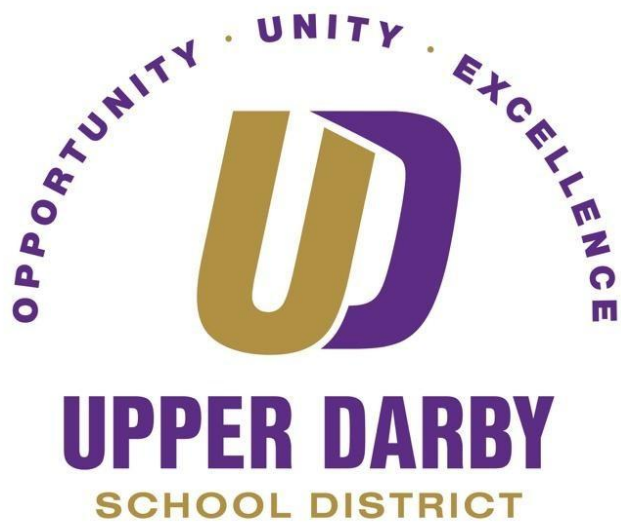
# Table of Contents

# Introduction

As part of the District's commitment to providing its staff members with quality and robust educational tools, we will be replacing our current inventory of MacBook Pro's with a new Windows PC Laptop at the start of the new school year 2022.

**\*\*Note:** The information and instructions in this Google Doc is only intended for teachers who currently have an Apple MacBook Pro. If you're a teacher that already has a new Windows PC, all that's required is that you hand it in at the end of this school year.

**Outline of Requirements:**

1. Minimum Operating System: Mac OSX 10.14.6 (Mojave)
   a. For additional information and instructions regarding this requirement, see the **"Upgrade to Mac OSX 10.14.6 Instructions"** section of this Google Doc
2. Google Drive for Desktop application must be installed
   a. For additional information and instructions regarding this requirement, also see the **"Getting Ready for Google Drive for Desktop"** section of this Google Doc
3. Enable Google Chrome Sync
   a. Enabling this feature will automatically associate your browser's saved information, such as **bookmarks, website usernames and website passwords**, with your Gmail account. If **Google Chrome Sync** is **NOT** enabled, then your browser items will no longer be associated with your Gmail account and won't transfer over to your new computer.
   b. Instructions for How to Turn On Google Sync

# Getting Started With Your Windows Laptop:

Initial Windows Laptop Setup Instructions

# Windows Laptop Tips and Tricks:

Tips and Tricks

# Upgrade to Mac OSX 10.14.6 Instructions

1. To check what version of OSX your MacBook is running
   a. Click on the Apple icon in the upper lefthand corner of the screen.
   b. Now, from the dropdown menu click on About This Mac, your Mac OSX version will be right under the word **macOS**
   .
2. If your laptop is **ALREADY** running OS X version 10.14.6 or higher,(i.e. 10.14.6, 10.14.7, 10.15.x and so on) then proceed to the **"Getting Ready for Google Drive for Desktop"** section.

3. If your computer is **NOT** running a minimum of OS X 10.14.6, then close all your open applications, connect your computer to a power adapter and download the newer version from the following link:
   a. **https://support.apple.com/en-us/HT211683**
4. After downloading, follow the installation prompts and the upgrade will automatically run.

   **Note:** During the upgrade process, your computer will be unavailable for about an hour, so please allot yourself at least this amount of time.
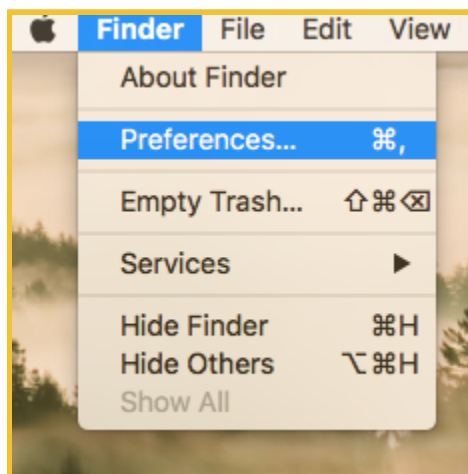
5. Once your MacBook Pro is upgraded to Mac OSX 10.14.6 then proceed to the **"Getting Ready for Google Drive for Desktop"** section to install and configure **Google Drive for Desktop.**

6. In addition, Be sure that you also enable **Google Chrome Sync** using the instructions from the "**Instructions for How to Turn On Google Sync**"

7. Finally, review the information in the **Getting Started** and **Tips and Tricks** links

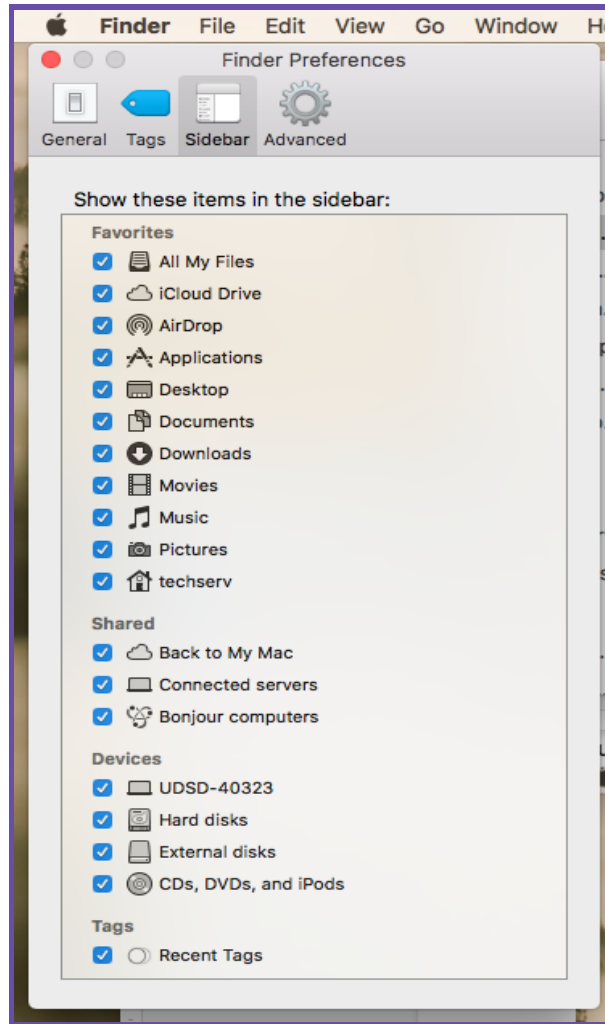# Getting Ready for Google Drive for Desktop

1.  To set up what files are available for backup to Google Drive for Desktop, click on the Finder located on your dock (The Finder is the blue and white Finder smiley face icon).



2.  Now, click on the word **Finder** from the gray menu bar at the top of your screen.
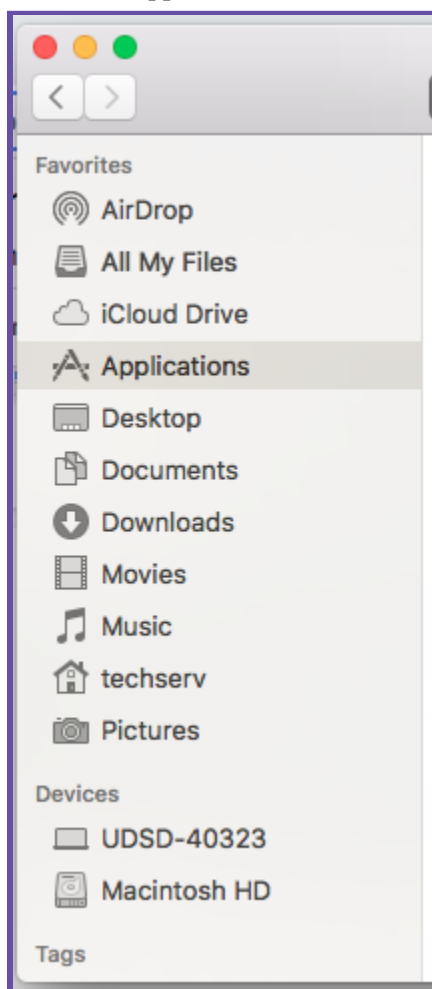
3.  Scroll down, then click on Preferences.



4.  In the next window, click on the Sidebar icon (See the pic below).

5.  Once the Sidebar icon is selected, then use your mouse to put a checkmark in all the squares that are blank or have a minus symbol in them. Once everything is checked, close your Finder.
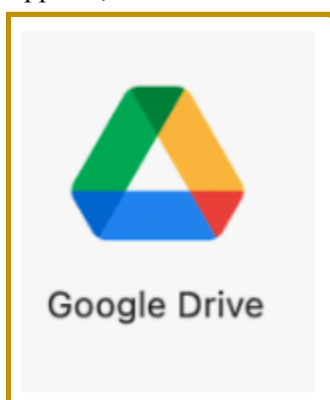
6. At this point go ahead and launch Google Chrome and sign into your Upper Darby Gmail account.

7. Once you've signed in, double click the blue and white Finder smiley face square again.(The icon is located on your dock)

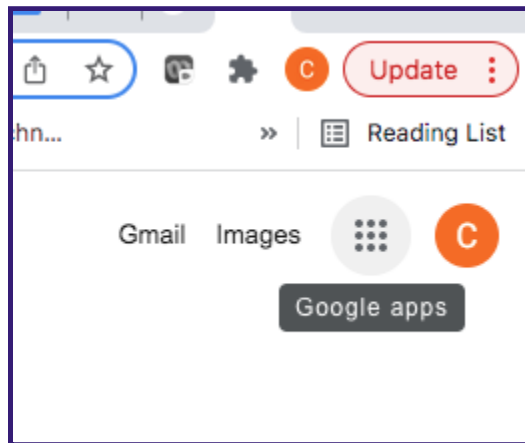8. Now in the Finder Window, click on Applications from the menu on the left hand side.



9. Once the Applications window appears, look for the following Application icon.



10. If you have this application, then proceed to the "**Configuring Google Drive for Desktop**" section of this Google Doc.

11. If you **DON'T** have this application, then follow the steps in the "**Google Drive for Desktop Installation Instructions**" inorder to install **Google Drive for Desktop**.

# Google Drive for Desktop Installation Instructions

1. To get started with installing Google Drive for Desktop, launch Google Chrome and sign into your Upper Darby Gmail account.
2. Now, from a new browser tab, click on the Google Apps icon.
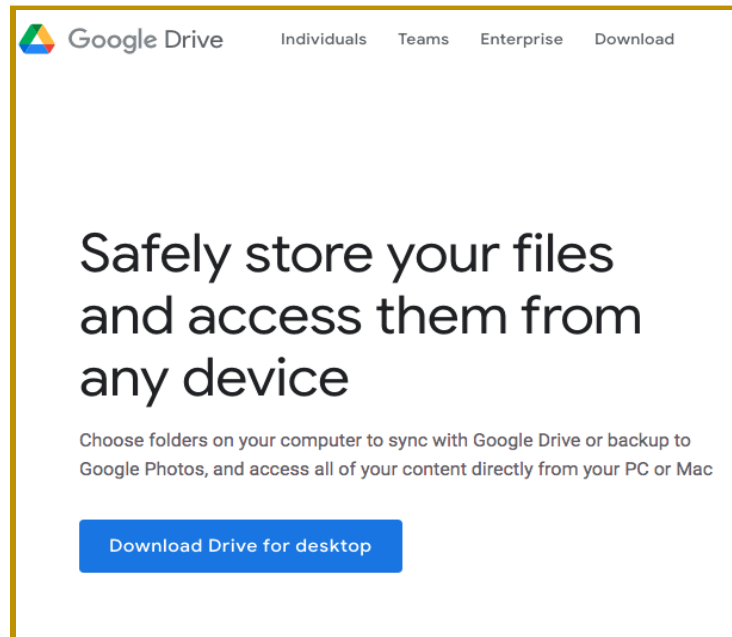   a. The icon is the waffle or the square of nine dots (pictured below)



3. In the Google App menu, click on the Drive icon or if you don't see Drive, click on Google Drive icon.
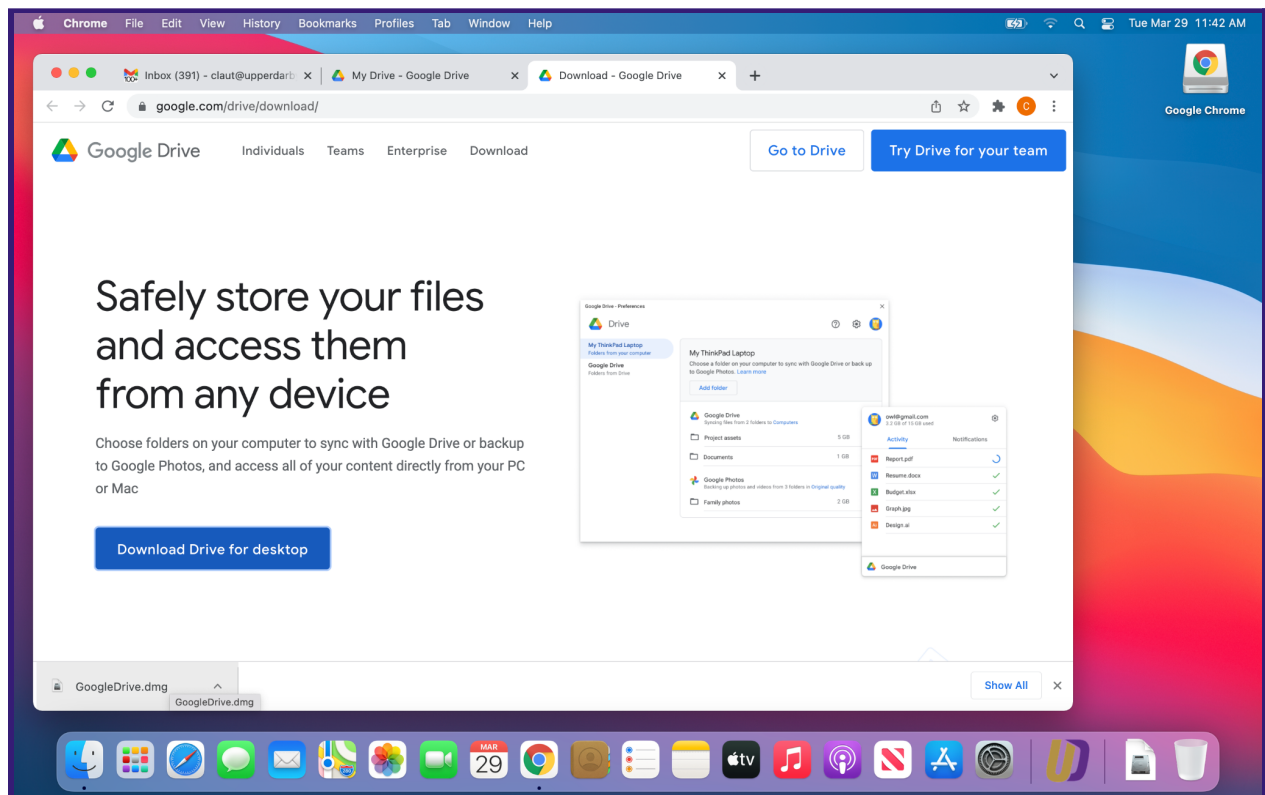


4. When the Google Drive window comes up, click the Gear icon that is to the right of the search bar question mark. Now, from the dropdown menu select Get Drive for desktop.(See Pic)
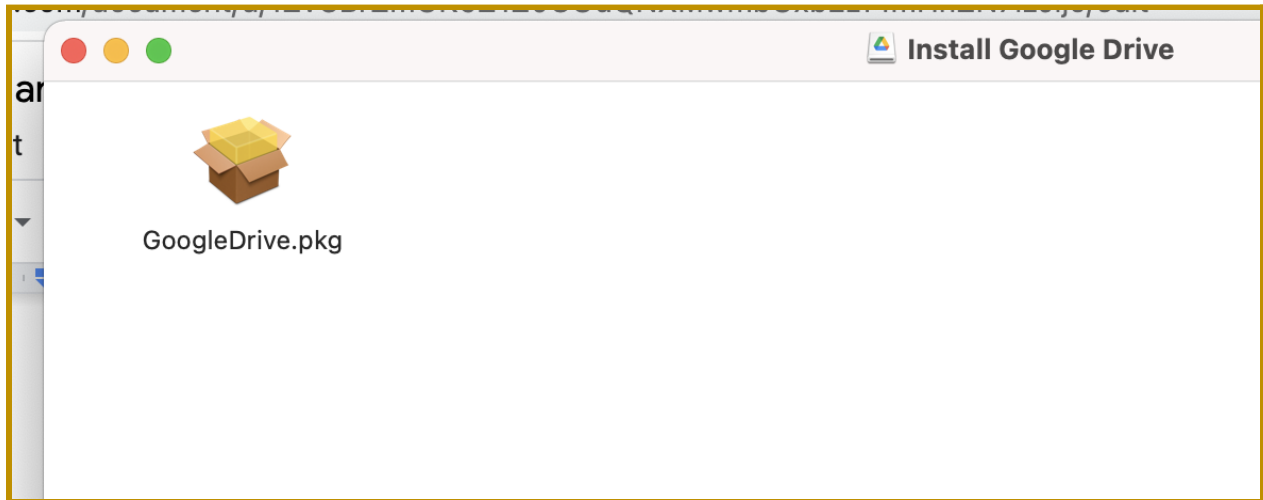
5. Next, click on Download Drive for desktop (Long blue rectangle with "Download Drive for desktop" pictured below)
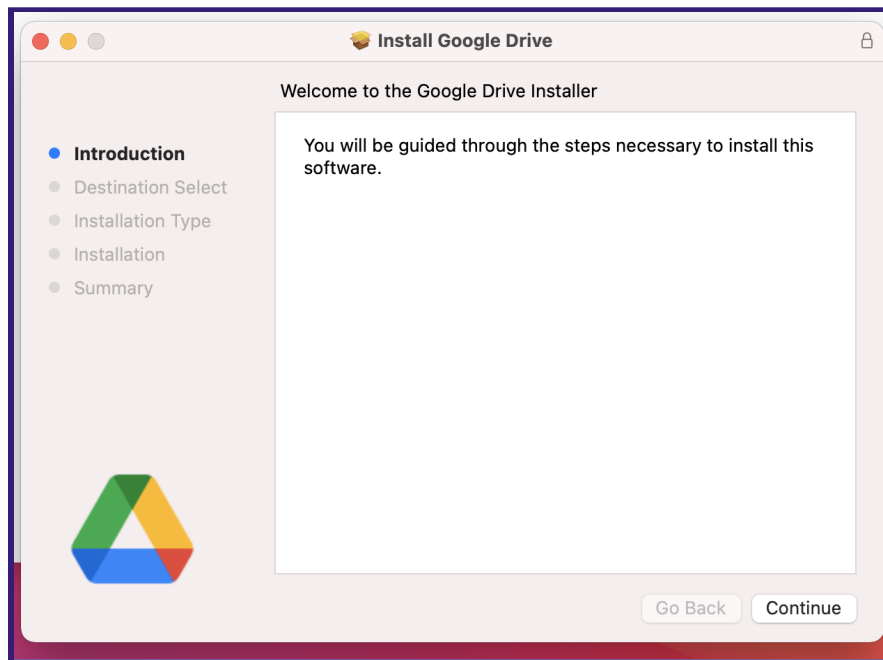


6. Once the **GoogleDrive.dmg** file is downloaded (See lower left corner of browser,), double click it to start installing Google Drive for Desktop (pictured below)
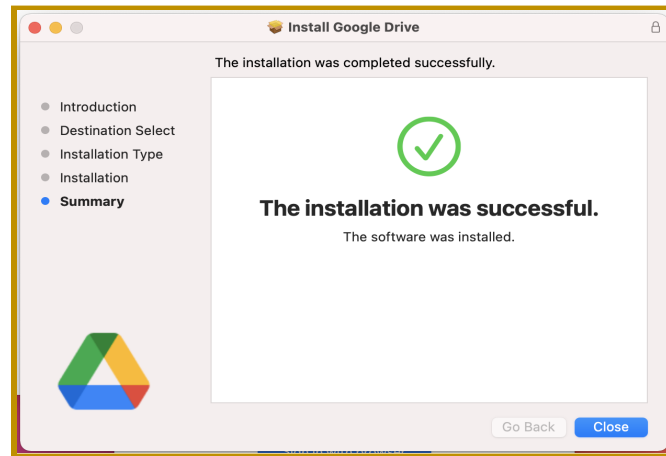
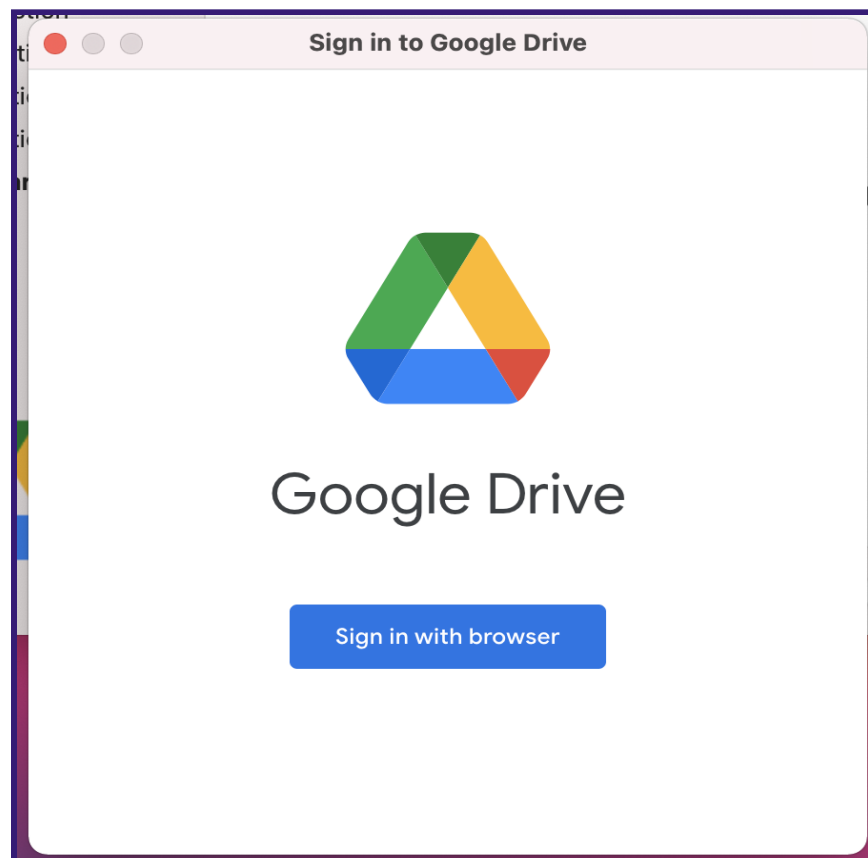7. From the Install Google Drive window, double click GoogleDrive.pkg.



8. At this point, the main Google Drive install window will appear
   a. Minimize all other windows if you don't see it

9. In this window, click Continue and then in the next, Install.
   a. After clicking on Install, you'll be prompted for a password so enter the password you use to login to your computer.
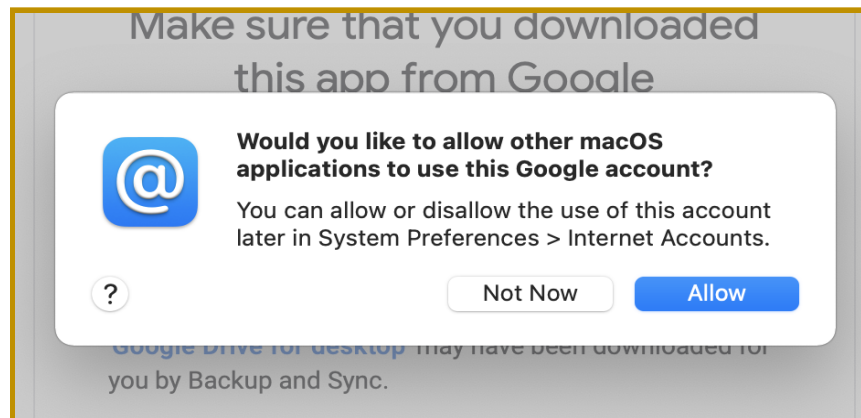
10. After the Google Drive for Desktop installation is complete, you'll see the following window where you will then click on Close.
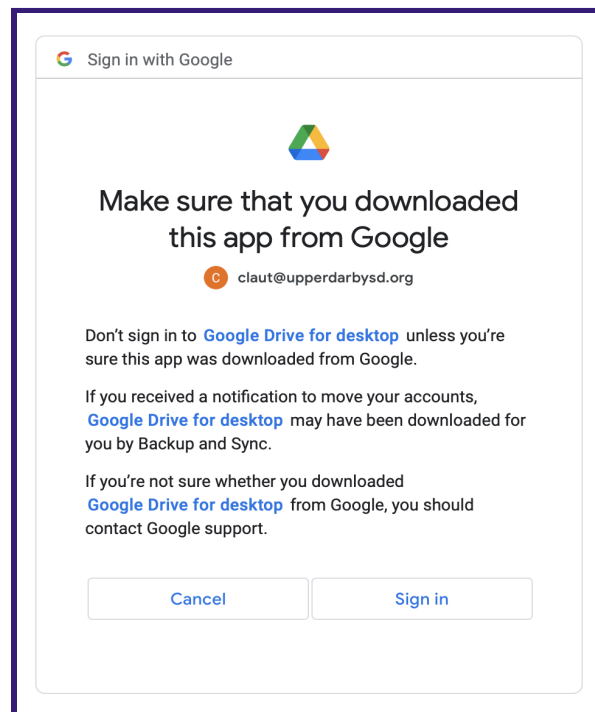


11. When prompted, click on "Sign in with browser" and enter your Upper Darby Gmail username and password .
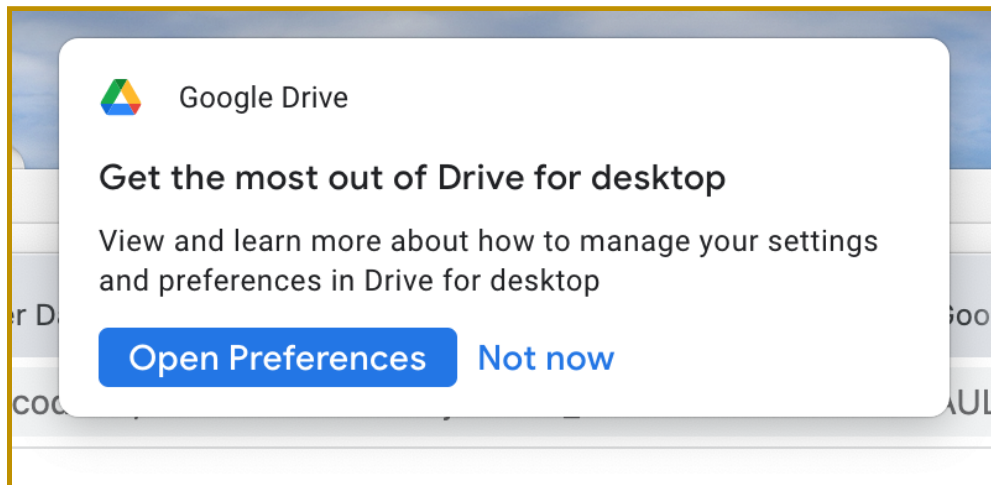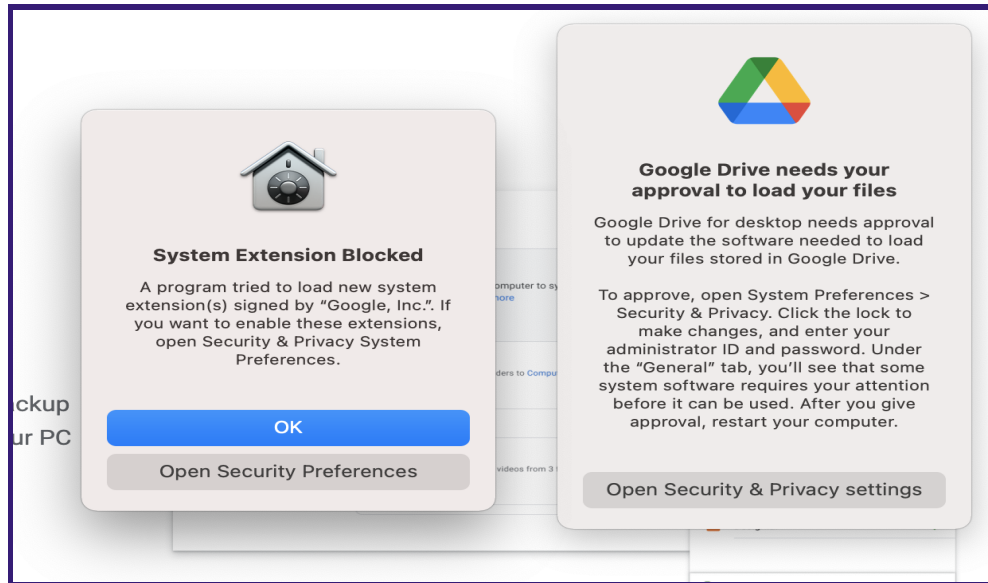
12. You will then be prompted to allow other macOS applications to use this Google account, click on **Not Now**



13. A different Sign in with Google window will appear regarding the downloaded application. At this window go ahead and click on Sign in (pictured below)
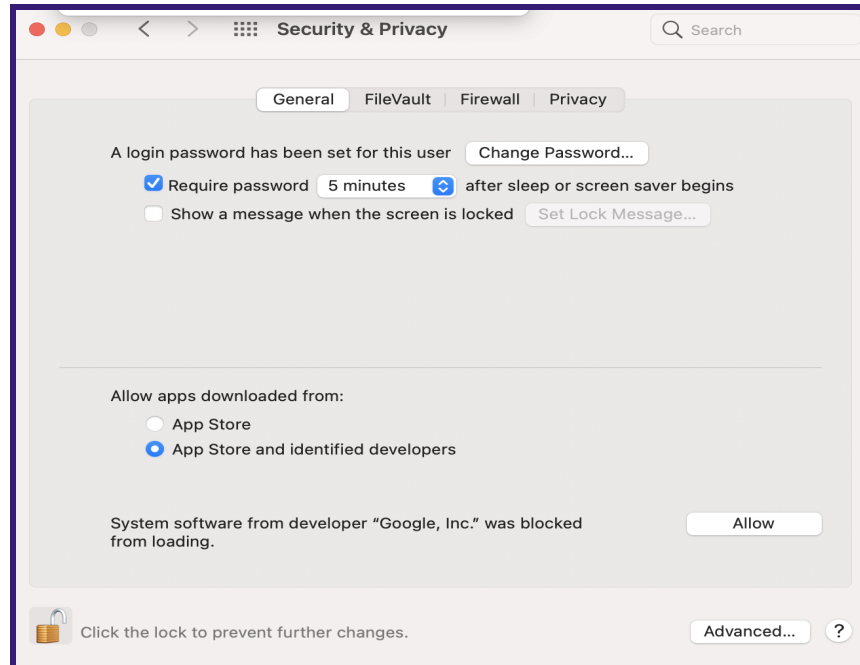


14. Now, If prompted to Allow Google, Inc. to have access to your system,
    a. Click on either Open Security Preferences and or Open Security & Privacy settings.
        i. If more than one of these windows appears, continue to click Open Preferences and or Open Security & Privacy settings until your Mac System Preference Windows opens.(Pictured below)

**\*\*Note:** If you see the Google Drive: Get the most out of Drive for Desktop image popup around the top right of your screen, click **Not now** to close since it will prevent you from proceeding with the Allow Google, Inc. instructions above

15. Now, In System Preferences, click on the General tab, then click on the lock icon (Lower left hand side of the window).
    a. When prompted, enter your username and password for your computer.
16. Click on the Allow button for "Google, Inc" then close System Preferences.

**Note:** If you're prompted to restart your computer, close all open windows then shut down your computer and log back in.
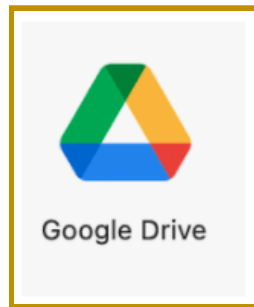
17. Once Google Drive for Desktop is completely installed, restart your computer and proceed to the "**Configuring Google Drive for Desktop**" Section.
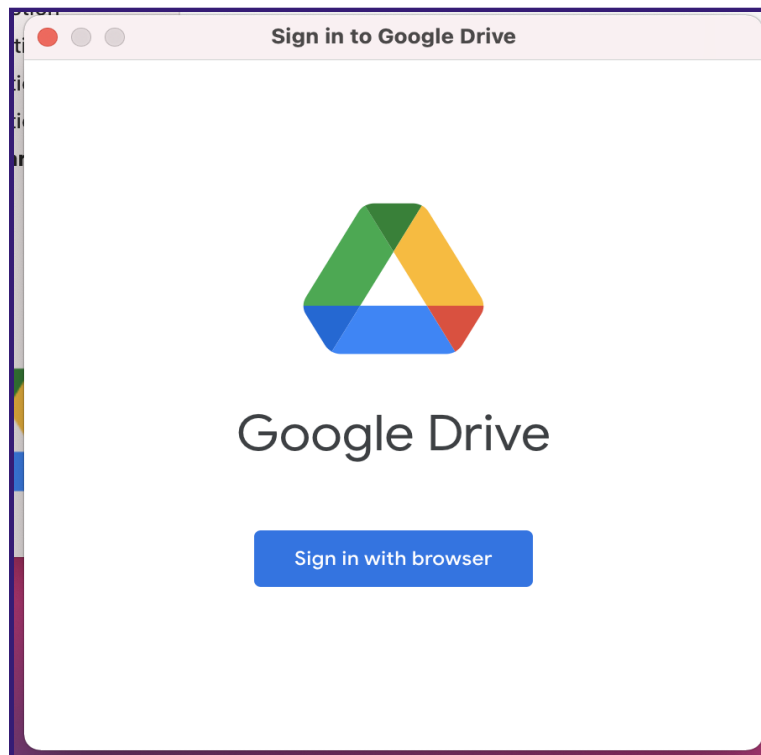
# Configuring Google Drive for Desktop

Now that Google Drive for Desktop is installed and you've restarted your computer,

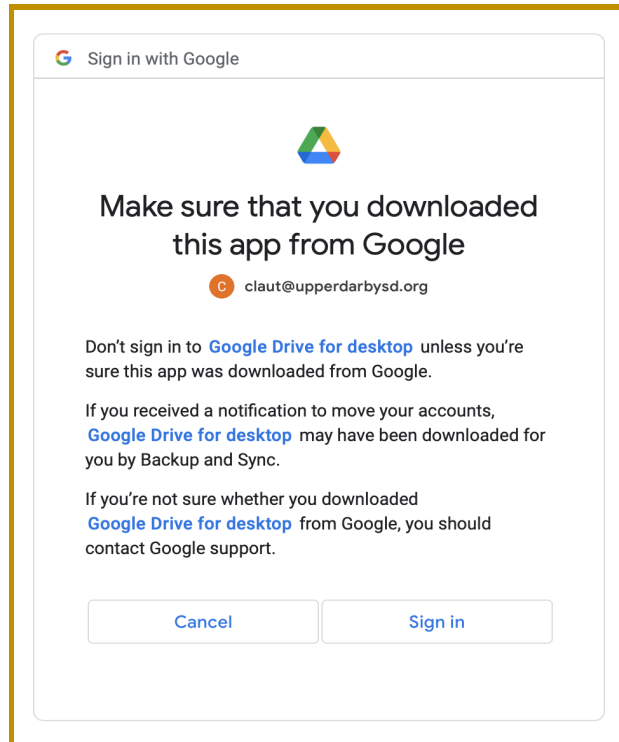1. Log back into your Gmail account and open the Google Drive icon from your Applications folder.

**\*\*Note:** Your Applications folder can be accessed by opening the blue and white smiley face Finder icon located on your dock (the first icon on the left side of the dock).



2. If prompted, click on Sign in with browser and sign in to Google Drive using your Upper Darby Gmail username and password
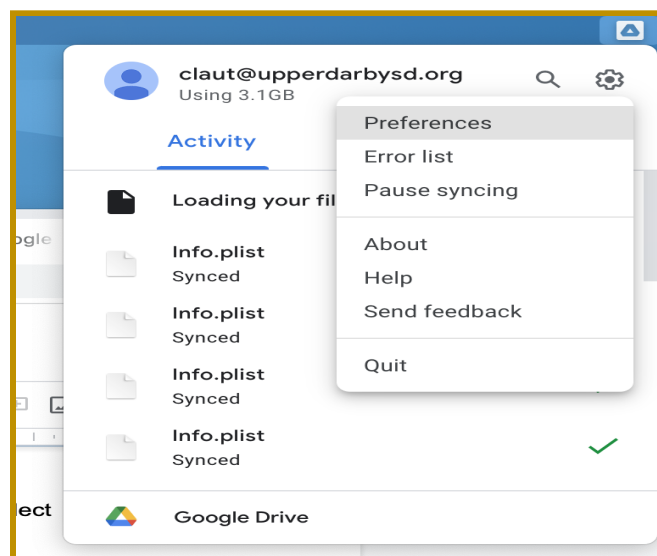


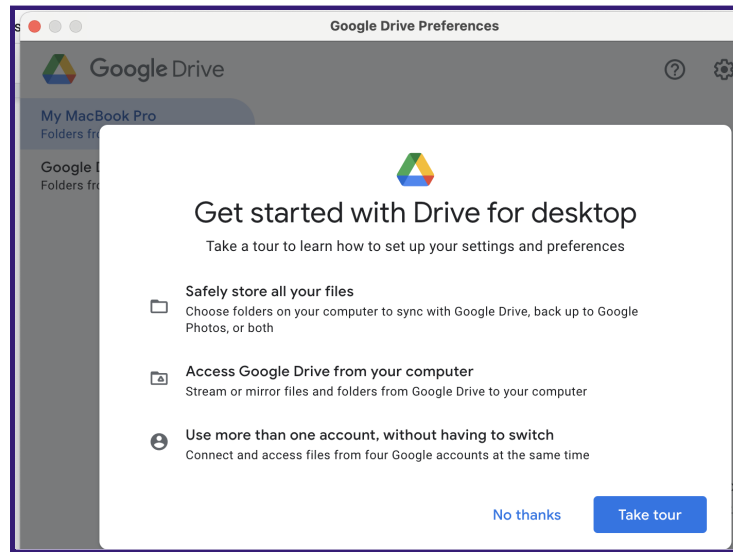3. Now at the next window, click on Sign in

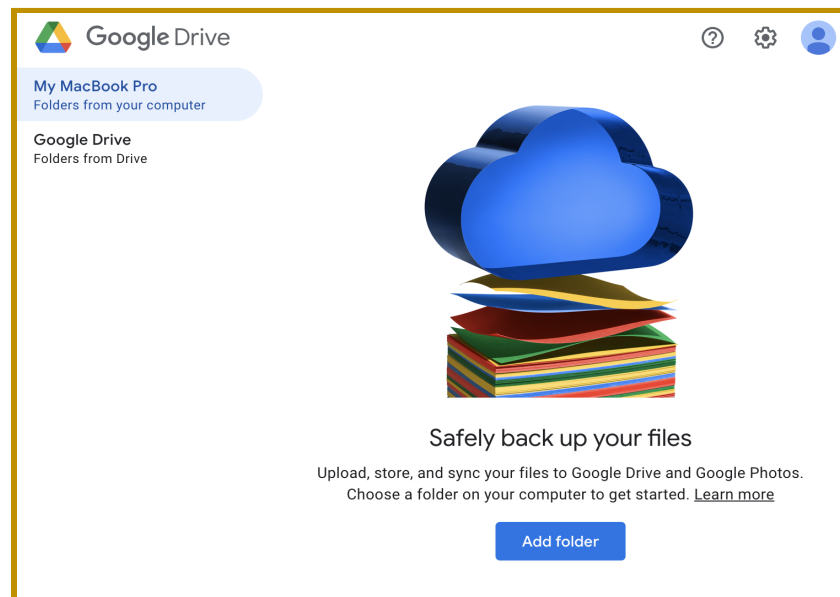At this point, There will now be a small white Google Drive icon in your top gray/blue menu bar (pictured below)



4. Click on the small white Google Drive icon.
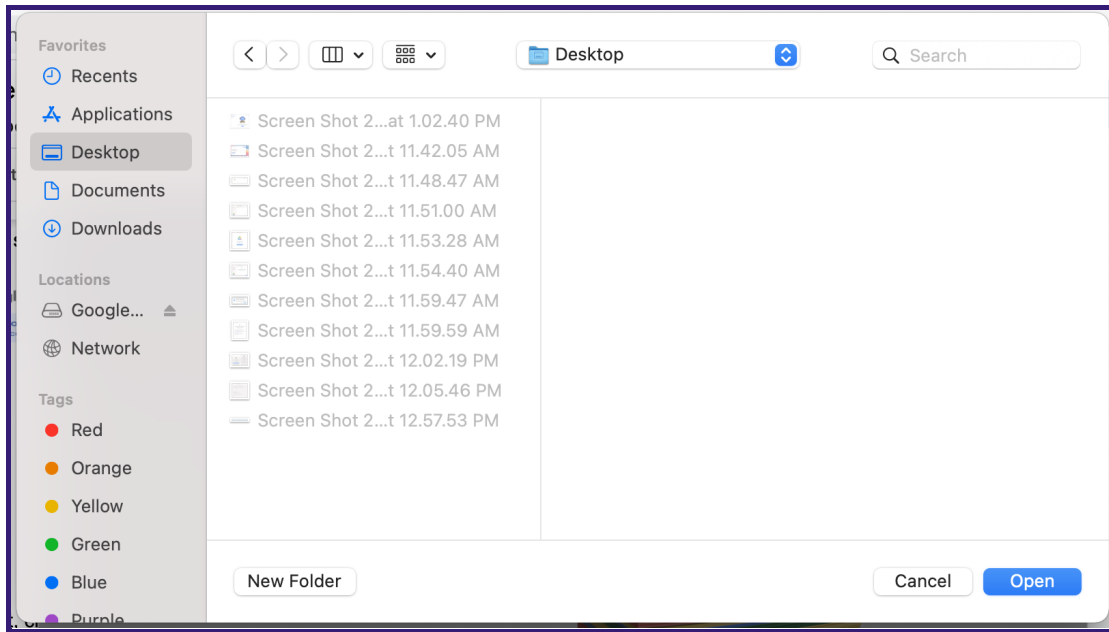5. Click on the gear icon and select Preferences.

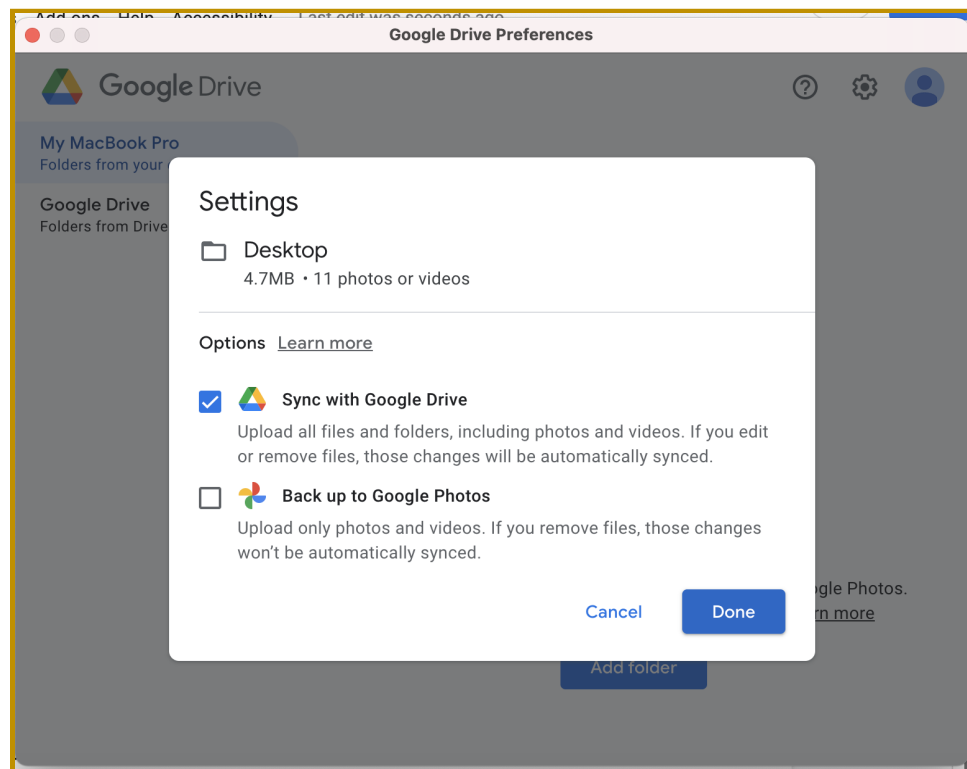6. In the Google Drive Preferences "Get started with Drive for desktop" window, click on No thanks to proceed.



7. Make sure that "My MacBook Pro "is highlighted in the upper left hand side of the "Safely backup your files" window.
8. With "My Macbook Pro" highlighted, click on Add folder (Blue rectangle at the bottom center of the screen)



9. In the next window, click on Desktop from the list of folders at the left hand side of the screen.
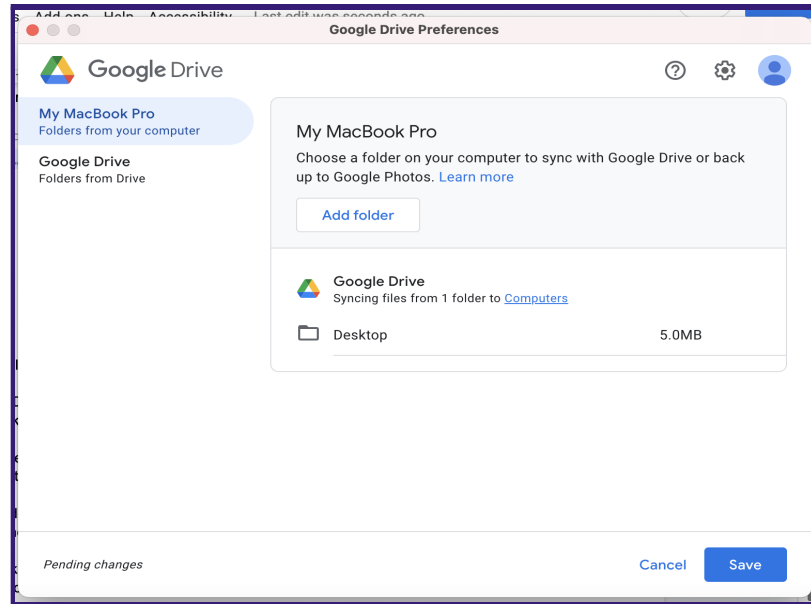10. Once Desktop is highlighted, then click Open

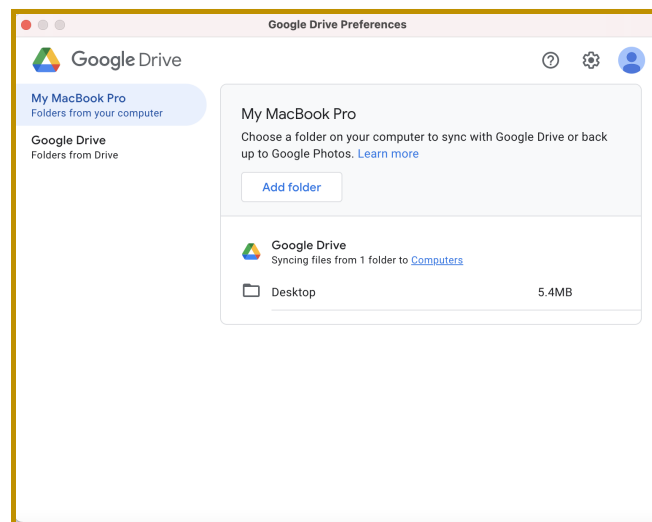11. Now at the Settings window, make sure Sync with Google Drive is checked, then click Done.



12. When the Google Drive Preferences window appears again click on Save to start the backup process.
13. At this point your Desktop files will start to automatically be copied to Google Drive.

13. Now, in order to add your other folders, select Add Folder again and repeat the steps you used to add your Desktop.



14. Additionally, you may want to add the following folders to Google Drive: Documents, Downloads, Movies, Music, Pictures
    a. **Note: Any folders that are not added won't be accessible on your new Windows PC and will be lost.
15. **DO NOT** add your **Applications** folder since it only contains system files that are not needed.

The Google Drive for Desktop backup process may take up to an hour to complete depending on the amount of data being transferred, so be sure to keep your computer connected to the network, connected to your charger and running. Additionally, you can go ahead and use your computer during the backup process but it will likely run a little slower until all your files are copied to Google Drive. Lastly, it is not a problem if you interrupt this process, since it will automatically resume when you use your computer again.**

To access your copied data
1. Be sure that you're logged into your Upper Darby Gmail account
2. Click on the Google Apps icon
3. Click the Drive icon
4. Click the Computers icon located on the left hand side menu. You will then see your folders and files.

After you've successfully installed and configured **Google Drive for Desktop,** be sure that you also enable **Google Chrome Sync** using the instructions from the "**Enable Google Chrome Sync"** link found on the first page of this Google Doc.

Finally, be sure to review the information in the **Getting Started** and **Tips and Tricks** links as well, these links can also be found on the first page of this Google Doc.