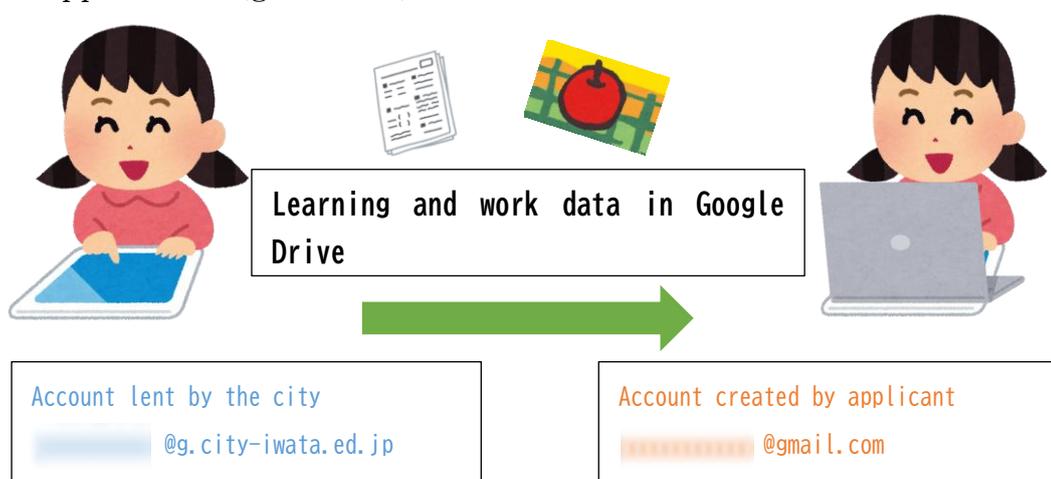


磐田市教育データ引き継ぎ説明書

Iwata City Educational Data Transfer Manual

1 What you can do

By this procedure, the educational data (learning and work data) in the Google Drive of the child's account lent by the city can be transferred to the Google account specified by the applicant (guardian).



※To take over, a Google account created by the applicant (guardian) is required.

2 Request of Registration for transfer of educational data

(1) An e-mail 「About the transfer of educational data」 will be sent to the e-mail address registered in CoDMON. (This email)

The email contains 2 URLs.

Address that leads to "Education Data Transfer Manual"

Address that leads to "Registration for requesting transfer of educational data"

(2) Just pressing the URL of "Iwata City Education Data Transfer Manual"

Please read it. (This manual)

(3) Please press the URL of [Registration for requesting transfer of educational data].

The following request registration window will open.

The screenshot shows a web form titled "児童生徒の教育データ引き継ぎ希望登録" (Registration for requesting transfer of educational data of children and students). The form includes a header with the title and a paragraph explaining the process: "Iwata City has shared the educational data of children and students in the Google account with which they were registered, and if you wish to transfer the data to a private Google account created by you, please register for the transfer." Below this is a field for the user's email address, currently showing " [redacted]@g.city-iwata.ed.jp (共有なし)" with a link to "アカウントを切り替える" (Switch account). A red asterisk indicates this field is mandatory. The main content area contains a label "申請者（保護者）様の氏名を入力してください。*" (Please enter the name of the applicant (guardian)). Below the label is an input field with the placeholder text "回答を入力" (Enter answer). At the bottom of the form, there is a "次へ" (Next) button, a progress bar showing "1/6 ページ" (Page 1 of 6), and a "フォームをクリア" (Clear form) link.

(4) Please enter the necessary information for the transfer and press "Send" at the end. Educational data can be handed over within a week after registration.

The screenshot shows the final page of the registration form, titled "児童生徒の教育データ引き継ぎ希望登録". It features a purple header bar with the text "以下の説明を読み、最後に「送信」を押してください。" (Please read the following explanation and press "Send" at the end). The main content area contains a confirmation message: "確認事項への御同意ありがとうございました。今後、3日程度で教育データの引き継ぎが可能となります。" (Thank you for your agreement to the confirmation items. From now on, the transfer of educational data will be possible within about 3 days). It continues with: "教育データの引継ぎ方法につきましては、同メールにて送信いたしました「磐田市教育データ引き継ぎ説明書」に沿って手続きを行ってください。" (Regarding the transfer method of educational data, please follow the instructions in the "Iwata City Educational Data Transfer Manual" sent in the same email.) and "「送信」を押すことで「教育データの引き継ぎ希望者登録」が終了します。" (By pressing "Send", the registration for the transfer of educational data will be completed). At the bottom, there is a "戻る" (Back) button, a prominent "送信" (Send) button, a progress bar showing "6/6 ページ" (Page 6 of 6), and a "フォームをクリア" (Clear form) link.

3 About handing over educational data

To transfer educational data, proceed by going back and forth between the following two accounts.

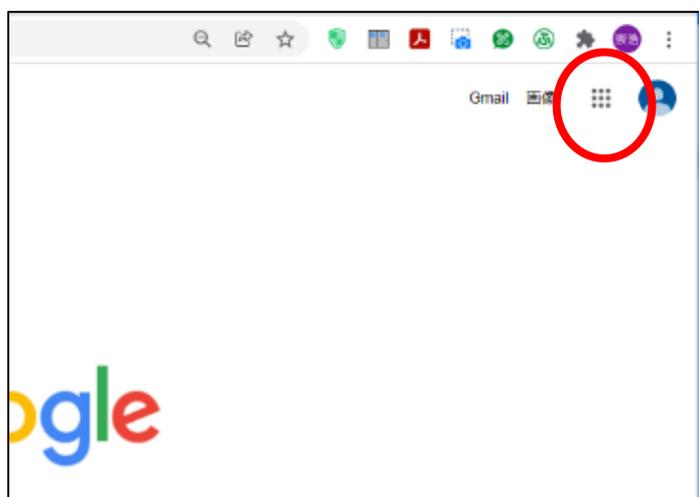
- Children's account lent by the city
[redacted]@g.city-iwata.ed.jp

- Account created by the applicant (guardian)
[redacted]@gmail.com

From here, the operation is within the account of the child lent by the city.

Please check if there is any data that infringes the portrait rights or copyrights of others, and delete unnecessary data before starting the transfer work.

- (1) Children's accounts lent by the city [redacted]@g.city-iwata.ed.jp でログインをしてください。Please log in.
- (2) Top right  Please press.

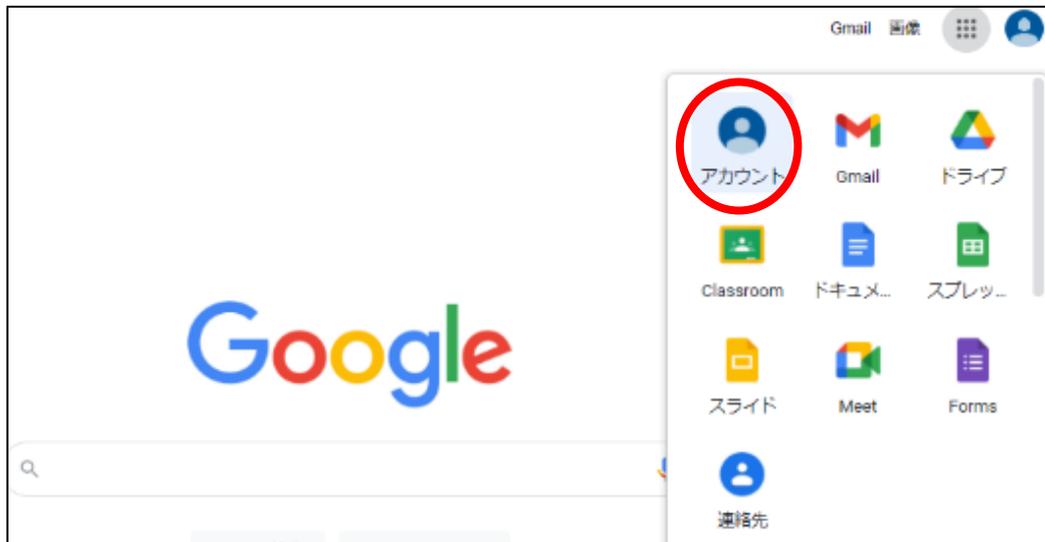


(3) Various applications are displayed in the frame, so in

the upper left of the frame

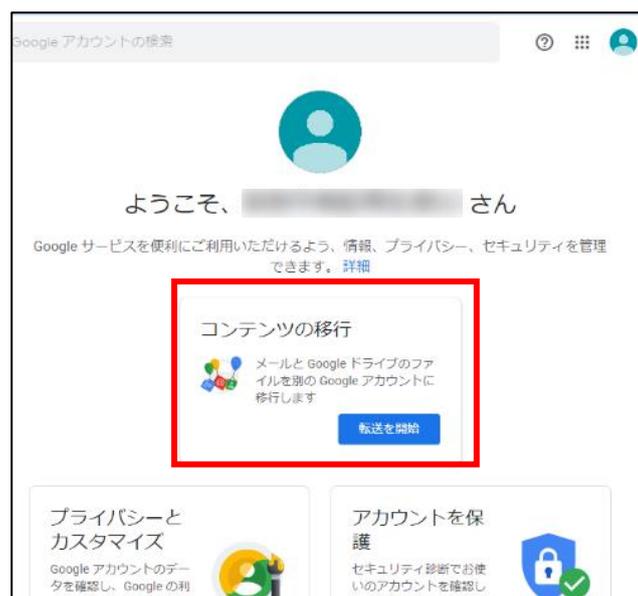


Please press.



(4) When the screen is switched, a frame called "content migration" is created.

※ It will takes about 3 days. after "Registration for requesting transfer of educational data" until the frame "Content transfer" is created.



- (5) Enter the email address [redacted]@gmail.com of the account created by the applicant (guardian) in the "Enter email address". Enter the destination account box.



- (6) When you enter your e-mail address, "Send Code" 「コードを送信」 will turn blue and you will be able to press it. Press "Send Code" 「コードを送信」.



From here, it is an operation within the account created by the applicant (Guardian)

- (7) Please log in to the account [redacted]@gmail.com created by the applicant (guardian) and open the "account confirmation" 「アカウント確認」 sent to G-mail.

G-mail



- (8) Open the email and press the blue button that says "Get verification code" 「確認コードを取得」.



- (9) Make a note of the code displayed under "Confirmation Code" 「確認コード」.

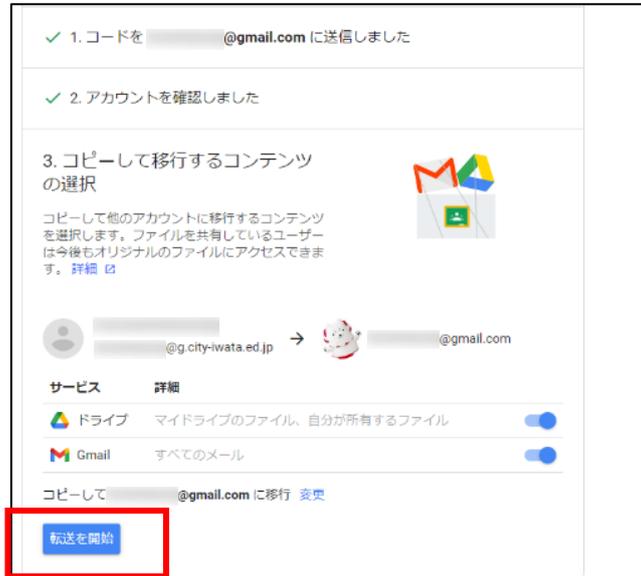


From here, the operation is within the account of the child lent by the city.

- (10) Please enter the above code in the "Enter code" 「コードを入力」 part of the Confirmation of the destination account". After that, when "Confirm" 「確認」 turns blue, press "Confirm" 「確認」.



(11) Click "Start Transfer" that appears under Content to be copied and transferred".



(12) Finally, enter the password your child has set for login. Education data will be handed over.



That's all.



※ Depending on the amount of data in your child's account, data transfer may take a long time.

Please check again if there is any data that infringes the portrait rights or copyrights of others, and delete unnecessary data.

