Backing Up your iPad Data
(all students <u>graduating or leaving</u> Vancouver Public Schools)

Your iPad will be completely reset when you turn it in. You will need to create a backup folder of all of your files in Google Drive that you can download or share with a personal Google account.

Backing up data to Google Drive

<u>Photos & Videos</u> - *(For a visual open this [link](#))*
1. Open your **Drive** app and log in if needed *(StudentID#@vansd.net - your password is your 8 digit birthday)*
2. Open the folder you want to backup your photos, or create a new folder.
3. Tap the **+** *(blue circle)* in the bottom right.
4. Tap **Upload**
5. Tap on "**Photos and Videos**"
6. You need to allow Drive to access your photos.
7. Select the photos & videos you want to save. Tap **Upload**. *(Selecting batches of about 25 or less depending on size)*
8. Allow that batch to upload, and continue will all the photos and videos you want to save.

<u>Goodnotes</u> - *(For a visual open this [link](#))*
1. Open **Goodnotes**
2. Tap **Options** in the bottom right corner
3. Tap **Backup All**
4. Tap on **External Apps** *(it will begin compressing your files which may take a few minutes)*
5. Select **Copy to Google Drive**
6. Tap **Save** *(allow the file to upload on wifi)*

<u>Pages/Keynote/Numbers</u>
1. Open the app *(Pages/Keynote/Sheets)*
2. Tap **Select** *(top right corner)* and tap on each document you want to back up.
3. Tap **Share** *(box with an arrow out of the top - bottom left corner)*
4. Select **Open in Google Drive**
5. Tap **SAVE**

<u>ANY</u> other apps that files are saved locally on the iPad - *(follow the same process as Pages above)*

Download your files

1. **On a school or home computer**, log into Google Drive by going to drive.google.com.
2. Right click on the folder you created and choose **Download**.
3. Save to your home computer or to a jump drive if you are using a school computer.

Sharing your files with a Personal Google Account

You can share your Drive files with a personal Google account, but you cannot share a folder which means that you will need to share each file individually. If you do this, make sure you make a copy of the file on your personal Google Drive account. **If it is only shared, you will eventually lose access to it.**

1. **On a personal device**, log into Google Drive by going to drive.google.com.
2. Right click on the folder you created and choose **Make a Copy**.

Microsoft Word/Powerpoint Files

These files are saved when you are logged in to your Office 365 account. (For a detailed description, open this link).

1. Go to onedrive.live.com and log in. Your username is id#@student.vansd.org and your password is your 8 digit birthday.
2. Download or share these files as you did with google drive.