

Backing Up your iPad Data

(all students returning to Vancouver schools in the fall)

Backing up data to Google Drive

Photos & Videos - *(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.

Goodnotes - *(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*)

Pages/Keynote/Numbers

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**

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

Google Docs/Slides/Sheets - these are already saved in your **Drive**. You will be able to access them on your new device once you log into your school Google Account.

Microsoft Word/Powerpoint-These are saved when you are logged in to your Office 365 account. Login at onedrive.live.com with id#@student.vansd.org and your birthday password. (For a detailed description, open this [link](#)).