


## How to back up iPad school work from an iPad

Most Apps allow for work to be uploaded to cloud storage. It is the iPad users' responsibility to save important work to cloud storage and not just locally to an iPad.

If you need to remove Apps to gain some working space on your iPad, remember the Self Service App allows allocated apps to be reinstalled at a later date if required. **Back up work from Apps before removing them.**


*Remember we use **@c2ken.net** for access to Microsoft O365 Apps like OneDrive and Google Apps such as Google Drive.*



Back up any files you wish to keep by uploading them to OneDrive or Google Drive from within the Apps you have used. If these are not an option check for it under 'More'. Use the OneDrive  cloud storage if Google Drive is not available. iCloud Drive may be available in some Apps for storing files but it is only recommended if Google Drive and OneDrive are unavailable. Once used an iCloud Drive shortcut can appear on your iPad with which to access the iCloud Drive files.

Look for the following icons in Apps to be able to copy files to a cloud based storage location:



Back up any photos and videos you wish to keep by uploading them to One Drive or Google Drive (use the Select option to select groups of photos then tap the page with an arrow pointing up at the top left of the screen and select the Drive you wish to use). You can also use Airdrop  to send photos and small videos to another Apple device.

**OR note:** It is also possible to copy any photos and videos you wish to keep from your camera roll by connecting the iPad to a home computer and copying them from the iPad to your computer.

Apple Apps such as Pages, Numbers, or Keynote documents can be backed up by, using the **3 DOTS** icon in the upper right hand corner, from the menu choose **Send a Copy**. Next select the format you'd like the document in, choose the required App, i.e. Google Drive then tap on the location where to save and tap on **Save Here** and then tap **UPLOAD**.

Finally, to ensure you have a backup of these files access the used cloud storage website on a home computer to check everything is there. You may want to download the files to a year folder on a personal computer.