Backup iPad

Withdrawing from LISD

If you are going to withdraw from the LISD (graduate, move, etc) and you currently have a district issued iPad, you must return the district issued iPad. Before you do, however, we recommend you backup the content you wish to save. Please backup your data prior to withdrawing from LISD. Access to your @go.lisd.net account may NOT be available once you have withdrawn from LISD. You can then save your backup content in a personal account and later restore it to another device.

Before turning in your iPad,

Before you turn in your device, you should remove your personal information. You shouldn't manually delete your contacts, calendars, reminders, documents, photo streams, or any other iCloud data while you're signed in to iCloud with your Apple ID. This would delete your content from the iCloud servers and any of your devices signed in to iCloud.

Follow these steps:

1) Back up your iOS device.

2) Tap Settings > iCloud. Scroll down and tap Sign Out. In iOS 7 or earlier, tap Delete Account and then Delete

3) Tap Sign Out again, then tap Delete from My iPad, enter your password and tap Turn Off.

4) Go back to Settings and tap General > Reset > Erase All Content and Settings.

5) If asked for your device passcode or Restrictions passcode, enter it. Then tap Erase [device].

6) Turn in your iPad as instructed.

Backing up your files

1) Remove old data or apps that are no longer used or needed.

   a) Click on Settings >> General >> Storage & iCloud Usage (iOS 7 or earlier – Usage) >> Manage Storage and see which apps or data take up the most space. You can remove the apps from this screen or from the iPad home screen.

Select a backup method

You must first have a location for which to save your backup file(s). The backup can be saved to a local personal computer, or downloaded to the computer and saved to an external source.

There are multiple options to backup/download your data and not all will be mentioned in this document.

Dropbox – backup photos, videos, and notes (option may not be available in all apps)

Microsoft OneDrive – backup photos, videos, and notes (option may not be available in all apps)

Google Drive – backup photos, videos, and notes (option may not be available in all apps)

Google Drive is a popular option; LISD students have unlimited space in their @go.lisd.net account (keep in mind personal Google Drive accounts only come with 15GB of free space).

Use the share button to save your photos, videos, or notes to Google Drive (this process will be similar for Dropbox and OneDrive for the note taking or photo sharing apps that have the feature).

share buttons on iPad and in various applications

Google Takeout – backup bookmarks, calendar, contacts, google drive, mail, tasks, photos, videos. (Files are added to a single downloadable .zip file).
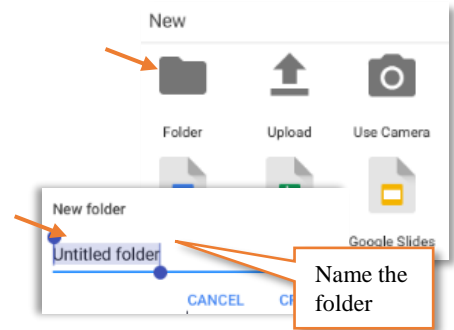
iTunes -- completely backup all data and apps

iCloud – backup of data and apps for restore only. Photos can be stored in iCloud Photo Library and accessed with another Apple product. Some apps are designed to back up to iCloud. If an app is configured to use iCloud, data may be retrievable if you need to restore an iPad. The data that can be retrieved via iCloud depends on how the app developer designed the process. Remember that space is limited to 5GB for free. Beyond that, Apple provides monthly storage pricing.

> **Note:** *LISD has disabled the ability to restore from an iCloud or iTunes back up on District iPads to prevent the possibility of them being configured (restored) without LISD requirements. Restoring to personal iPads will work.*
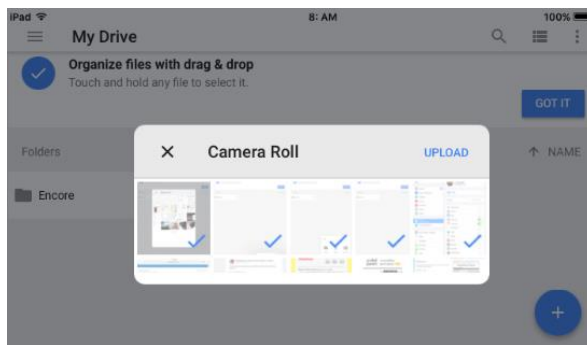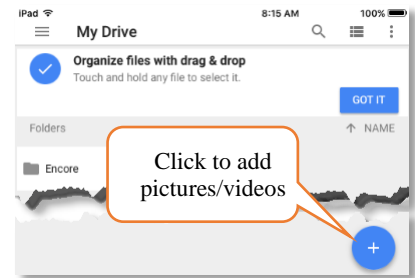
1 - Google Takeout

1) If you have files on your iPad that you want to include in the .zip archive file, you must first move them to your Google drive folder. Go to www.google.com *and log into the google account that is linked to your iPad.*

2) Click next to continue.

3) Open the Google Drive App on the iPad. If you have a folder already created, click the folder, then click upload. Select all items you wish to upload.

   a) Example: To create a folder for your pictures, click the "+" in the bottom of the window, then click the "Folder" icon and name it "pictures".

   b) You must then move the pictures to this new folder.

4) To upload the pictures folder with the files in it, click on the folder then click the "+" sign in the bottom right of the window.
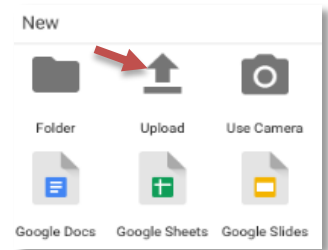
Upload Pictures/Videos

5) Click the upload icon and select "photos or videos" link. Select the Camera Roll or other album that contains the pictures.

6) Click each video or photo you want to back up (it will be marked with a blue checkmark as shown below).
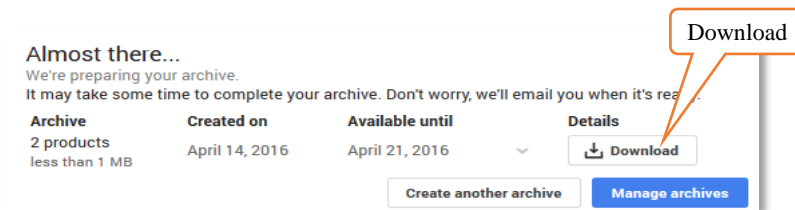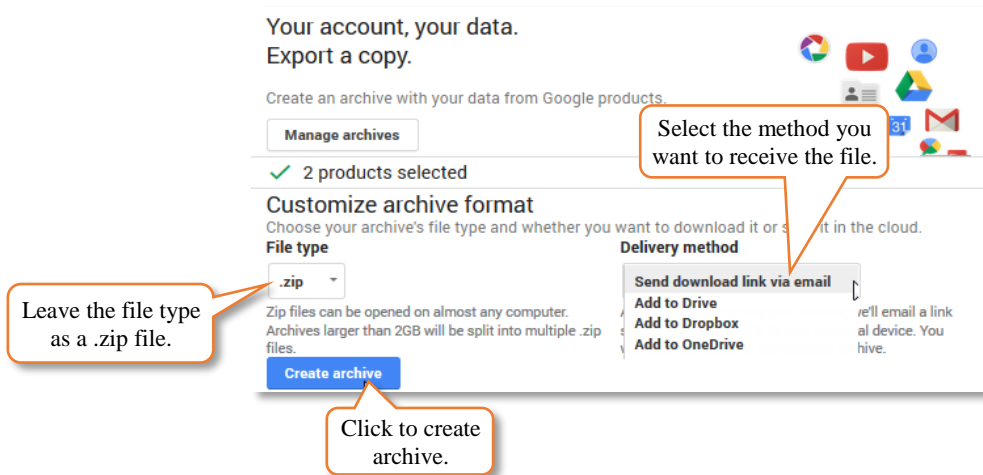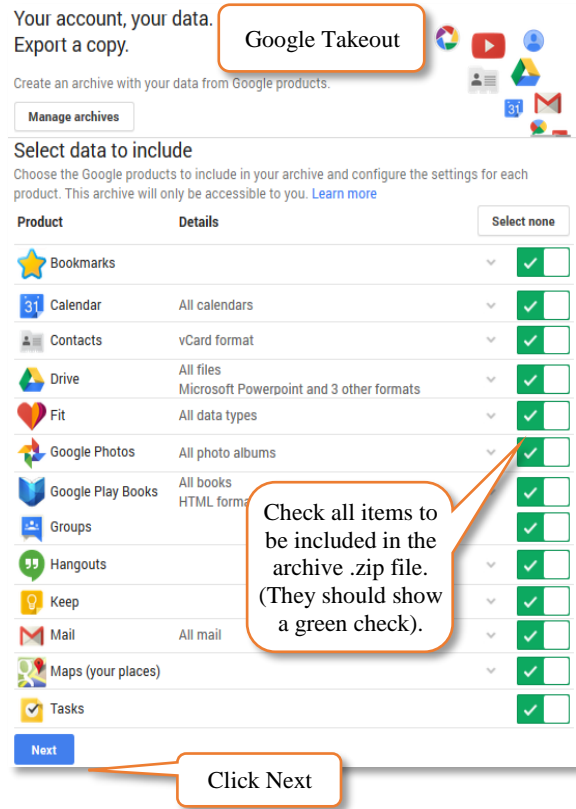

Click to add pictures/videos

7) Click the Upload link. The selected files will be uploaded to your Google Drive and accessible from any internet connection on your computer or other smart device.

Create the .zip archive file

The next step is to combine all selected files into 1 zip file. Google Takeout will send it via email. You can then be save the file to any computer or usb drive. The files can then be opened from any computer or uploaded to another google account.

1) Go to (https://www.google.com/settings/takeout) *and log in with your Google credentials.*

2) The items listed in this window are those you will be able to include in the .zip file.

3) Select each file type to be included.

4) Click the Create Archive button. It will take a while for the folder to be zipped.

5) A window will open that provides the size of the file and the date created.

6) When the file has completely zipped, you will have a Download button available.

7) If you chose to download, you must save the file to your local computer.

8) If you chose to add it to your Drive, Dropbox or Microsoft OneDrive, you must proceed and link those accounts.

Google Takeout

Check all items to be included in the archive .zip file. (They should show a green check).

Click Next

Select the method you want to receive the file.

Leave the file type as a .zip file.

Click to create archive.

Download

2 -Transfer ownership of your Google Site or blogs

To be able to access the data you have store on your LISD google site or a Google Blog, you can transfer ownership to your private Gmail account. If you don't have a free Gmail email account, go to the Gmail home page, click on "Create an account" and follow the instructions to create a new email account. Once you have a valid Gmail account, you may use this address to change ownership of your current District Google Sites and other Google tools.

Click on this link -
http://www.dist113.org/cms/lib010/IL01904711/Centricity/Domain/805/Google%20Takeout%20Instructions.pdf
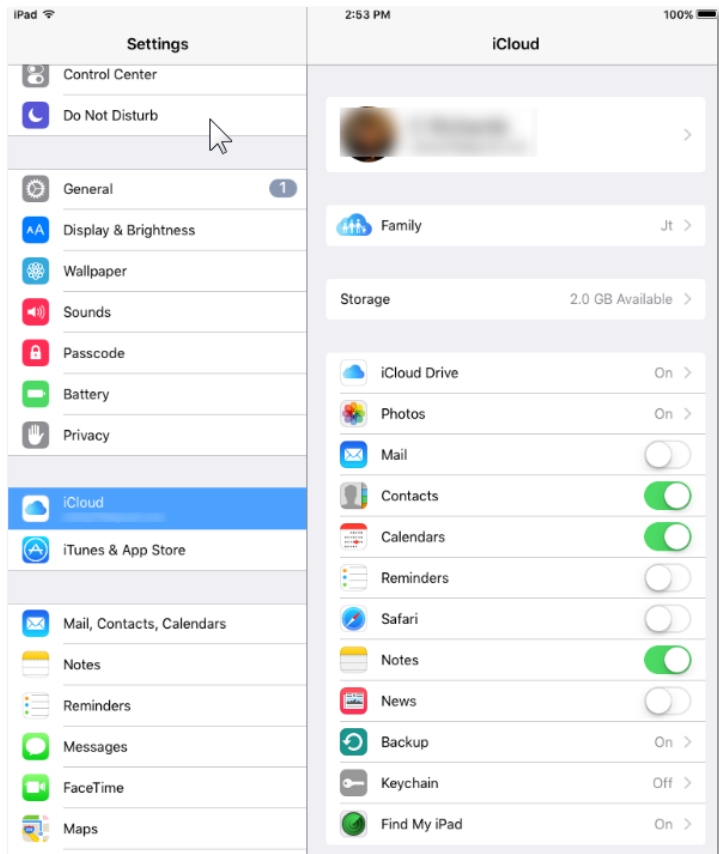. For additional information on:

- Backup up your Google site with Google Takeout

- Transferring ownership of your google site

- Transfer ownership of your blog in blogger

EASY Enterprise Application Services for You!

3 - iCloud

1) Connect to a Wi-Fi network and log into the iPad.

2) Click on Settings >> iCloud >> Backup.

3) Make sure the backup is turned on and tap the "backup now…" button.

4) From the list on the right select those items that are to be backed up to your iCloud account,

5) In this example, the only things to be backed up are the Contacts, calendars and notes.

From you iCloud account, you can then access the backup file.

Helpful links:

- iTunes 11 for Windows: Transfer files between your computer and mobile apps
  https://support.apple.com/kb/PH12318?locale=en_US

- File Sharing on iPhone, iPad, and iPod touch - https://support.apple.com/en-us/HT201301

- How to back up your devices using iCloud or iTunes - https://support.apple.com/en-us/HT203977

- How to backup and restore PDF documents on iPad/iPhone using iTunes -
  https://forums.adobe.com/docs/DOC-4591

- How to backup with Google Takeout or transfer ownership of your drive. -
  http://www.dist113.org/cms/lib010/IL01904711/Centricity/Domain/805/Google%20Takeout%20Instructions.pdf

-

- How to restore from an iCloud backup https://support.apple.com/kb/ph12521?locale=en_US

- How to migrate your data from one google drive to another http://lifehacker.com/5934343/how-can-i-migrate-my-google-data-from-one-account-to-another