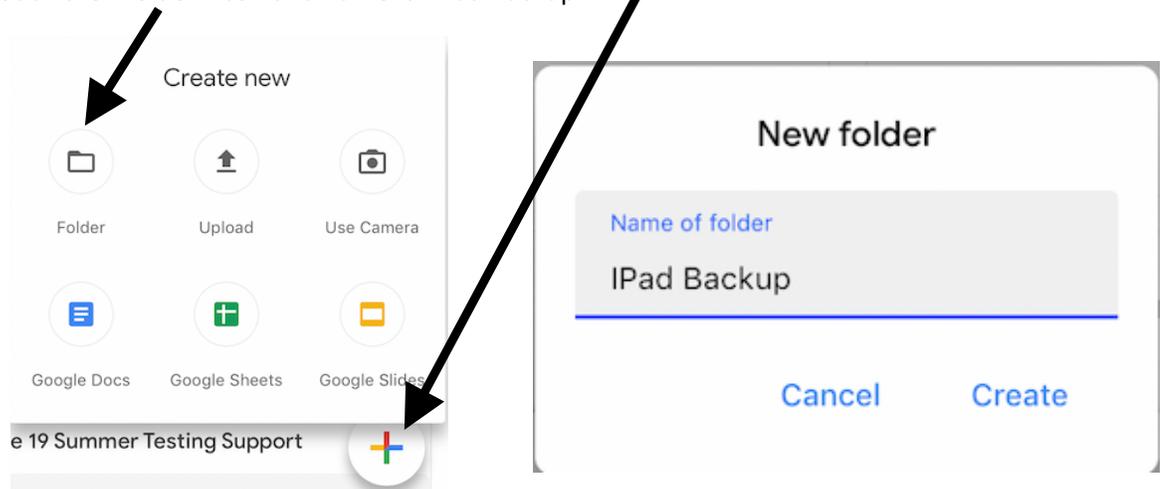


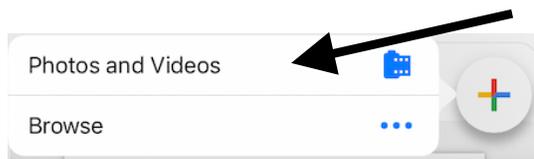
In District iPad Backup to Google Drive



- 1) Open the Google Drive app on the iPad.
- 2) Create a folder for your pictures/files, by touching the "+" in the bottom of the window, then touch the "Folder" icon and name it "iPad Backup"

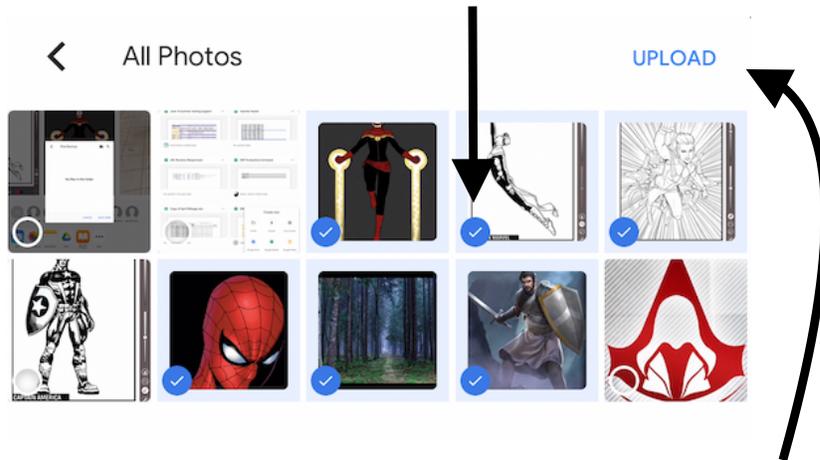


- 3) To upload the pictures into the new folder, open the folder, then touch the "+" in the bottom right of the window.
- 4) Touch the Upload icon and select "Photos and Videos"



- 5) Touch the "OK" to allow Drive to access your photos if prompted.
- 6) Select "Camera Roll" or other album that contains the pictures/files desired.

- 7) Select each video or photo you want to back up (it will be marked with a blue check mark)



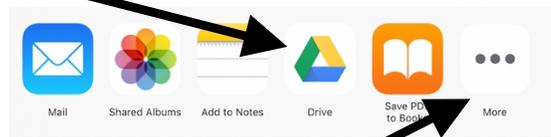
- 8) Touch the Upload link. The selected files will be uploaded to your Google Drive and will be accessible from any internet connection on your computer or smart device.

Uploading Files from Apps

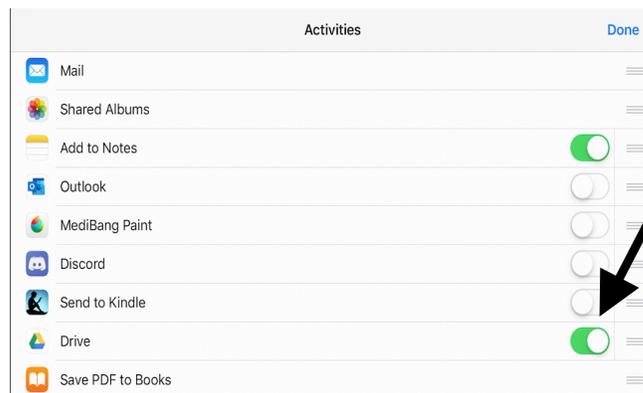
- 1) Find and select the “Share” button inside the app. Each app is different so locations of the share button can vary.



- 2) Choose Google Drive from within the share options if available, and the files will then upload to Google Drive.

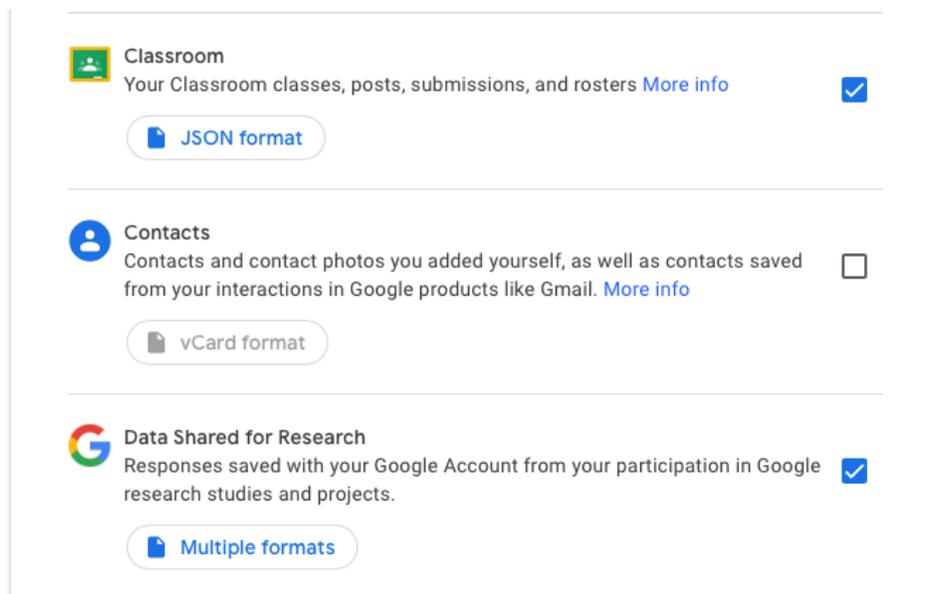


- 3) If Google Drive is Unavailable, press the “More” button and you can press the toggle to activate it in most apps.



How to Transfer Google Content When Leaving the District

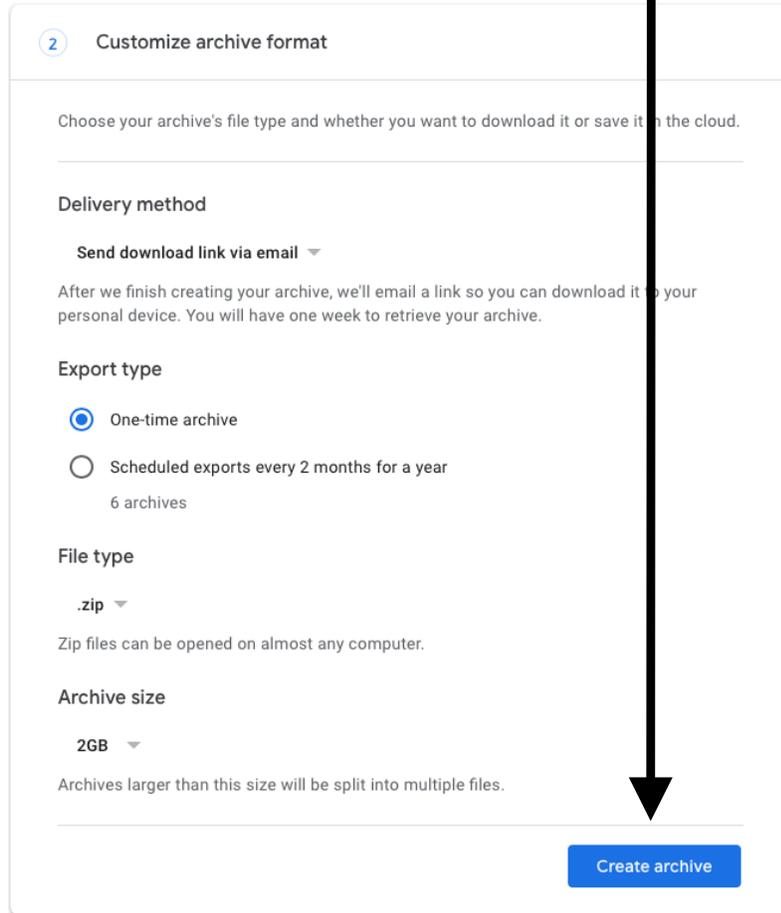
- 1) Go to <https://www.google.com/settings/takeout> and log in with your Google credentials.
- 2) The items listed in the window that appears are those you will be able to include in the .zip file. By default, all items are selected.
- 3) Deselect any items you don't need to backup (most students select to backup Drive and Mail at minimum).



- 4) Click Next Step in the bottom right of the page.

Next step

- 5) Leave all settings as the default settings and click the Create Archive button. It will take a while for the folder to be zipped.



2 Customize archive format

Choose your archive's file type and whether you want to download it or save it in the cloud.

Delivery method

Send download link via email ▾

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

Export type

One-time archive

Scheduled exports every 2 months for a year
6 archives

File type

.zip ▾

Zip files can be opened on almost any computer.

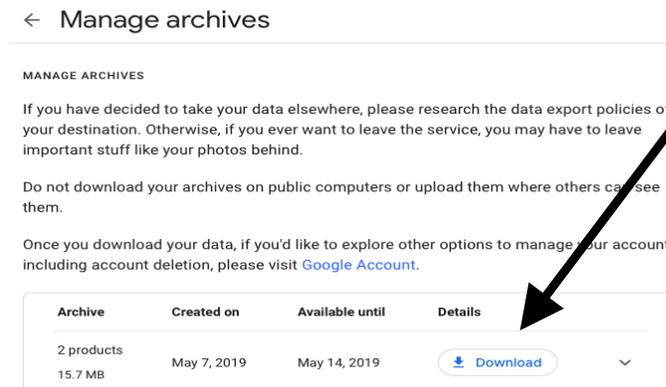
Archive size

2GB ▾

Archives larger than this size will be split into multiple files.

Create archive

- 6) A window will open that provides the size of the file and the date created.
- 7) When the file has completely zipped, you will have a Download button available. You must be on a personal computer to utilize that download button, otherwise wait until you are on your personal computer and download from the email that will be sent to you.



← Manage archives

MANAGE ARCHIVES

If you have decided to take your data elsewhere, please research the data export policies of your destination. Otherwise, if you ever want to leave the service, you may have to leave important stuff like your photos behind.

Do not download your archives on public computers or upload them where others can see them.

Once you download your data, if you'd like to explore other options to manage your account, including account deletion, please visit [Google Account](#).

Archive	Created on	Available until	Details
2 products 15.7 MB	May 7, 2019	May 14, 2019	Download ▾

- 8) An email will be sent to your school gmail account from “Google Download Your Data” with the subject of “Your Google data archive is ready.”
- 9) Access the email listed in the previous step from the personal computer where you plan to save your backup.
- 10) Click the link in the email to download your archived backup.

