Backing up data on the iPad

Important iPad, data/information/pictures/projects you want to save need to be backed up on a regular basis.

If you use apps like **Evernote** or **Google Drive** for notes or important projects or your work is on **Edmodo** or **Schoology**, you do not need to worry about backing up your work because it is always on the web due to the apps being web based. This means that you can access this information anytime/anwhere from a computer that is connected to the Internet. However, if you are using the iPad **Notes** app and/or you have pictures on the **Camera Roll** that you want to save, you will need to back them up to make sure that you do not lose them.

You can use Google Drive to do this.

To back up your notes to Google Drive, open Notes.



Open the note you wish to back up

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Open the Google Drive app.

Adapted from: Julie Walton, Forestwood Middle School, Library Media Specialist



Click the + for creating a new file (in the top right corner).



Click New Document.

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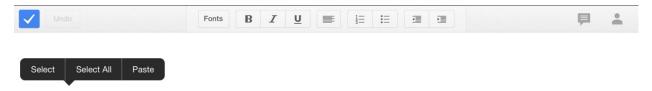
Name your document.

Click Create.

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Demo for backing up files							
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Push and hold in the blank part of the new document until the copy/paste feature appears.

Click Paste.



Your information appears in a **Google Drive** file and can be accessed from any device that connects to the Internet.



Click the blue check mark.

To back up pictures/videos to Google Drive

Open the Google Drive app



Click the plus sign (+) in the top right corner



■ My Drive

Click Upload Photos or Videos.

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If you get the question "Google Drive" Would Like to Access Your Photos, click OK.

Click Camera Roll.



Select the photos and/or videos (you may select more than one at a time)

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Click the blue check mark on the far right

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They upload and show up in your **Google Drive**. To login to your **Google Drive** from a computer, do the following:

- 1. Go to www.lisd.net
- 2. Click Students > Google Apps



On the next screen, login with your network LISD User name and Password:

