

Step One: Google Photos

(do this sooner rather than later to give Google Drive time to upload photos & videos)

Make sure your students have Google Photos turned on. Here's a link to the tech agenda containing the short tutorial video. You can show this video to your students.

<http://hucktech.blogspot.com/2016/04/cardinal-team-tech-dcms-42616.html>

Written Directions – Open the Google Drive app – Touch the 3 horizontal lines in the upper left – Touch Settings – Touch Photos – Turn Auto Backup ON by sliding button to turn it blue (turning on the Google photos folder at the top is optional; the checkmarks at the bottom of this box are fine as they are). Google Photos is now turned on. Give the iPad a day or so to finish the uploading process

Step Two: Cross-Reference the Pictures in Google Photos with Pictures on Camera Roll

(do this prior to Tuesday to give Google Drive time to upload pictures & photos)

I THINK that Google Drive goes back and backs up ALL the photos, but I'm not positive. Ask your students to check to see if Google Photos has gotten them all. If Google Photos hasn't gotten them all, your students will know how to load the missing photos and videos. There are several ways they can do this.

Open Google Drive – Use the + sign in the lower right and click Upload – Click on Photos and Videos – Choose the missing photos & videos – Click on Upload in the upper right

There's also a Google Photos app now students can use to access these photos more easily! It also seems to do the backup automatically.

Step Three: Delete Items from Camera Roll (Photos)

Now that students' photos and videos are safely stored in Google Drive, prompt them to totally clear out their Camera Roll so their iPad will have enough usable storage space to complete a back up

Open Photos (camera roll) – Click on Camera Roll – Click on Select in upper right corner – Click on as many pictures and videos as you want – Click on Delete in the upper left – Click on Delete XX Photos – Go to Albums – Click on Recently Deleted Album – Click on Select in the upper right – Click on Delete All in the upper left – Continue this process until all photos & videos have been cleared from the Photos app

Step Four: Check Log In Information on Google Sheet (spreadsheet)

Your DCMS Connect teachers have been coaching DCMS students to keep all passwords and account information in a spreadsheet in Google Drive. Remind students of this and prompt them to find the spreadsheet and make sure all account information is current.

Step Five : Back Up iPad

443 Technology (and even the Apple reps) are now not recommending that we use iCloud for student backups (they may run into the situation where they run out of iCloud storage and it takes so long to re-set up when using an iCloud backup). Instead, everyone recommends that **students put all of their important pieces into Google Drive.** *directly or via Camera Roll*

+ sync Notability (see below)

If a student INSISTS on an iCloud backup, here are the latest directions I have:

Most of your students are working in iOS 8 or later, so they'll follow this set of directions. Click on Settings – Click on iCloud on the left – Click on Backup (green icon) on the right – Make sure iCloud Backup button is turned on (green) – Click on Back Up Now

** not even an option!*

(If a student has not updated his or her iPad in a VERY long time, he or she might be operating in iOS 7 or even an earlier version. Here are their instructions for the back up procedure – Click on Settings – Click on iCloud on the left – Click on Storage and Backup – Click on Now.)

Students will follow this next set of directions to ERASE their devices – Click on Settings – Click on General on the left – Click on Reset - Click on Erase all Content and Settings on the right. Follow the prompts to ERASE and enter your passcode and Apple ID password. The iPad will reboot and erase itself.

**NOT SS kids!*

Syncing Notability

Notability - Gear in bottom left - Auto Backup in top left - Google Drive - log in - Choose Format -

PDF

• Daniel will ~~have restrictions on~~ 5/19

• + student procedure in case Sis absent