

# JMS 1:1 8<sup>th</sup>/9<sup>th</sup> Grade

## Student iPad Check in Procedures – May 2019

Students will turn in the equipment distributed to them.

- JCSD iPad
- Protective case with student ID
- Power adapter and cord

Students will go to PE and iPads will be turned in the Small Gym. Students will be directed to tables to turn in iPads.

Damaged iPads/equipment -- damage fees will be determined and students will be sent an email notification and the incurred fees will be updated on Infinite Campus.

If the device is NOT turned in, charges will be placed on the student account, and/or a police report filed.

### COLLECTION TIMES:

Wednesday, May 29<sup>th</sup>: during PE class time

Thursday, May 30<sup>th</sup>: during PE class time

## JMS Student: iPad End of the Year Tasks and Procedures

Students need to complete some file maintenance on their iPads before the end of the school year.

Items from the iPad can be backed up in online tools. Google Drive, Dropbox, and Google Takeout are online tools that can be used for saving files off the iPad so that users can access independently from the iPad on another device. It is the student's responsibility to backup files off the iPad.

## iPad End of the Year Tasks and Procedures

If you want any your files, follow the instructions below.

### Backing Up GoodNotes to Google Drive

It is recommended that students use their Google Drive accounts to backup GoodNotes files from the iPad.

To link a Google Drive account:

1. In GoodNotes, go to **Options > Settings**.
2. Under **General**, toggle the switch next to **Google Drive** so that the switch shows green.
3. Sign in with your JDragonmail account information.
4. Click **Allow** when prompted.
5. Tap **Done** to return to the main app view.

To back up an individual file:

1. Open the notebook/file.
2. In the top right corner, tap the ellipsis icon (...) to open the **Options** menu.
3. Tap on **Export**, then choose either **Export Current Page** or **Export All Pages**.
4. Leave all options as is, then tap **Export** in the upper right corner of the window.
5. Select **Google Drive**, then tap **Upload** in the bottom right corner to export the notebook as a **PDF**. This PDF can be opened from Google Drive on another computer or device.

To do a full back up:

1. Open **Options > Backup All**.
2. Select **Google Drive**, then tap **Upload** in the bottom right corner to export all saved GoodNotes files as a .ZIP file. This .ZIP file can later be reimported into a new installation of GoodNotes to restore all notebooks and files.

### Backing Up Photos/Videos

All photos and videos will be deleted at the end of the year. To save any of these files, either upload them to Google Drive or send copies via email to yourself.

### Clean Up Email

Delete any unneeded mail in your Inbox and Sent Mail folders.