Backing up your Important Documents

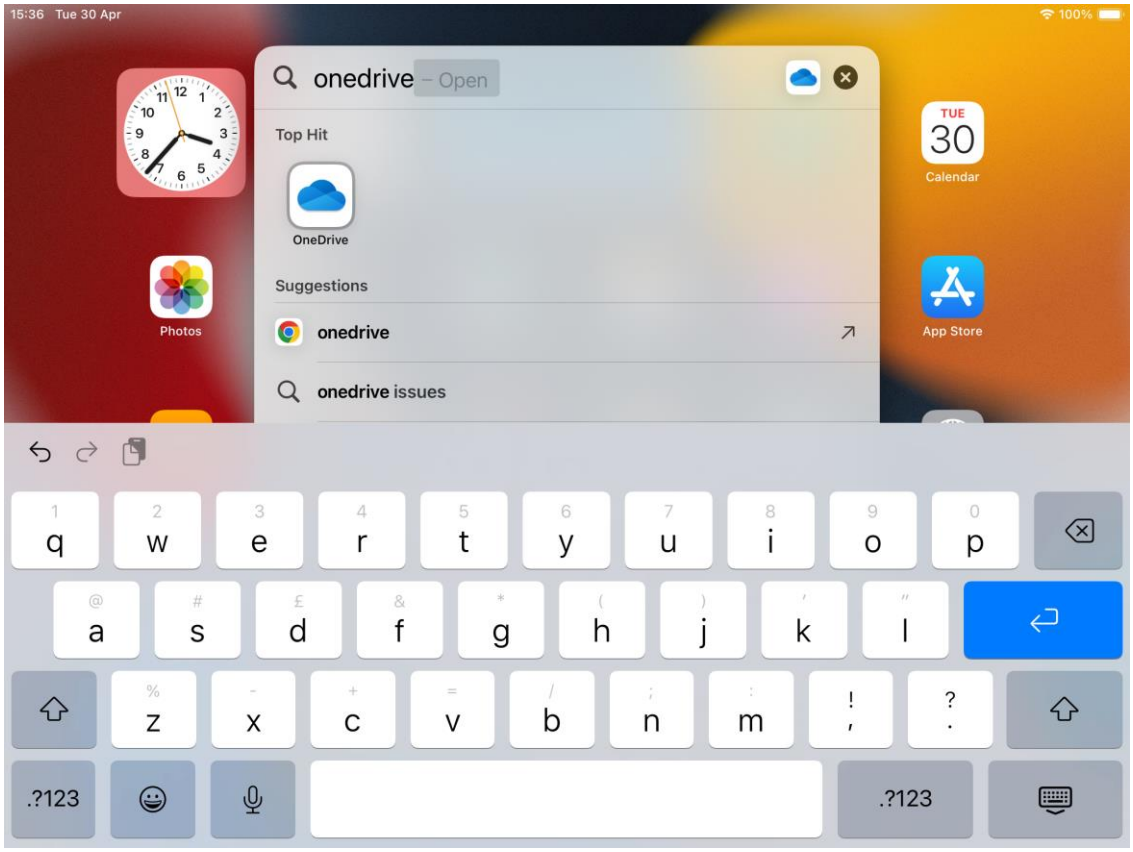
If you have any School Work that is saved on your iPad such as documents, photos, or videos, you should make sure that a copy has been saved to the College drives. If your work is only saved on your iPad and you were to lose or break it, you would lose all of your work.

The best place to save your work is through Microsoft OneDrive. Your College Microsoft Office365 account has a designated storage area setup for every student.

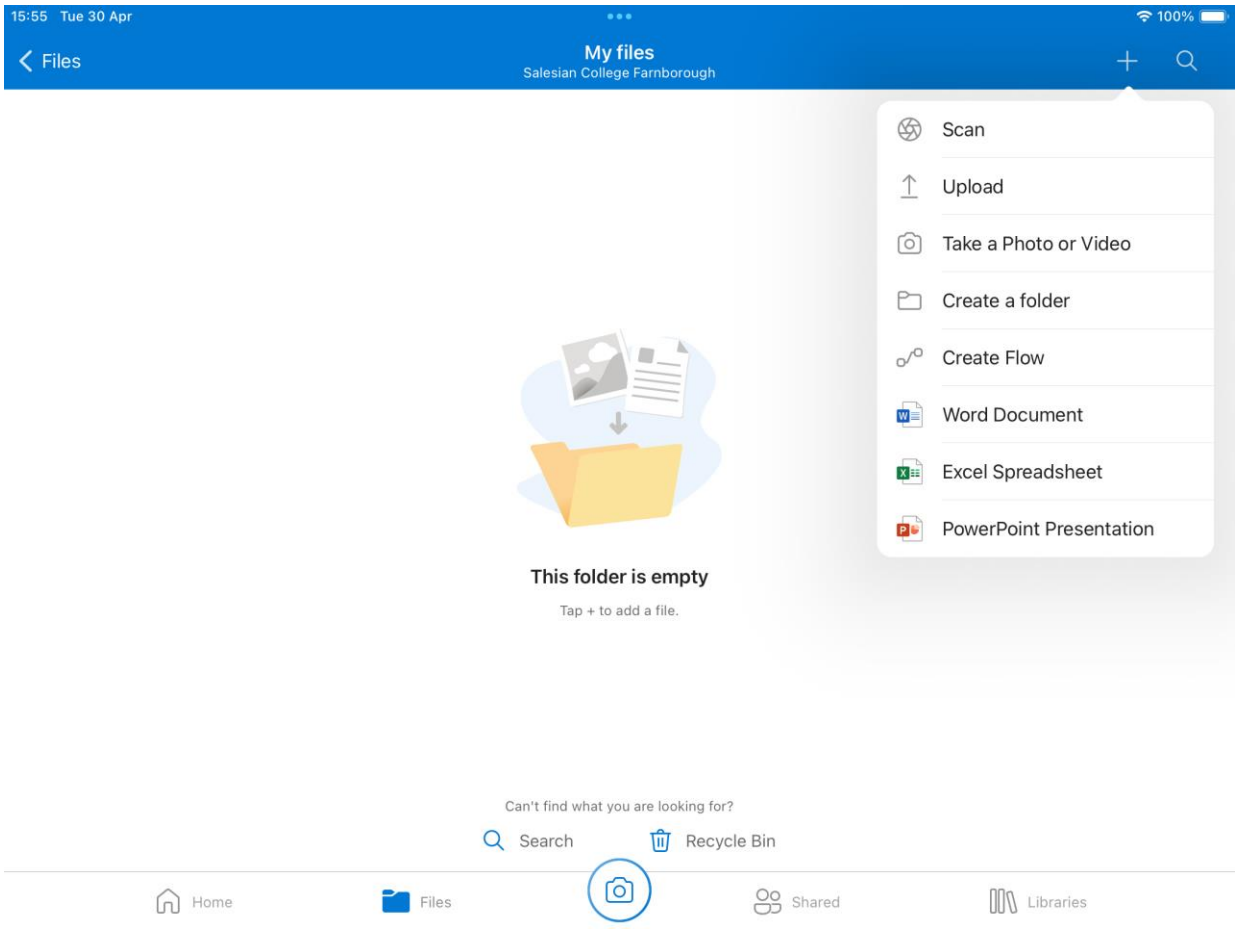
The following is an example of how you might transfer a document that is on your iPad to your OneDrive storage area. This is followed by instructions on how to check whether OneNote has synced to the cloud or not.

Saving Files to OneDrive

First, go into the OneDrive app. You can search for the app by pulling down on the middle of the screen example below.



From the Onedrive app you can backup files using the + symbol on the top right hand corner and selecting Upload. You can also as per the example below create folders and organise your data.

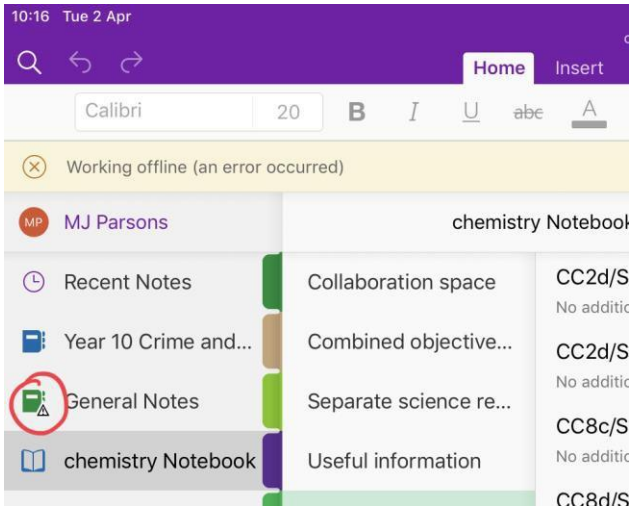


OneNote

One of the advantages of OneNote is that all of your work is automatically backed up online **as long as you have an internet connection**.

OneNote will automatically sync itself to the cloud at regular intervals, but you can also manually sync your data by pulling down on either your list of notebooks, pages, or sections until you see the spinning loading symbol.

You can tell if one of your notebooks has not been synced to the cloud by checking for the triangular warning symbol you can see below:



The most common reason for this to happen is that the iPad is not connected to the Internet.