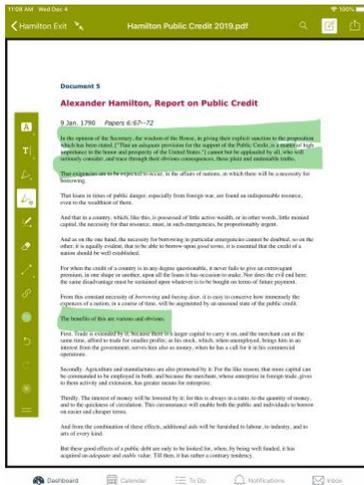


“Loaner” iPad- File Transfer

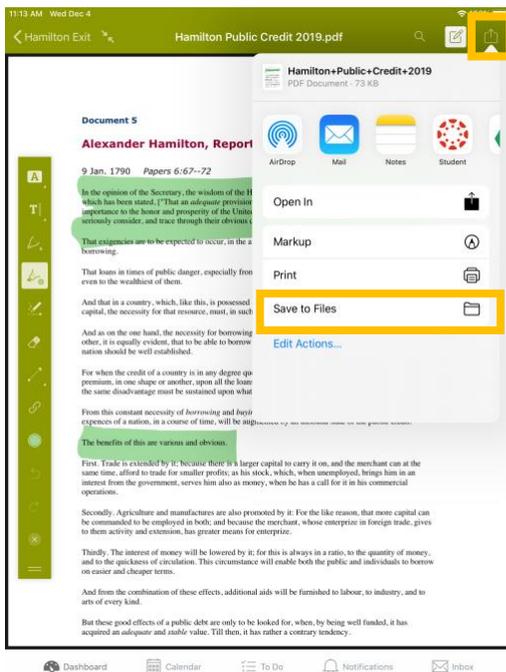
Please follow the steps outlined below for a student who has received a “loaner” iPad from the Technology Department while their iPad is out for repair and would like a file to transfer to their iPad when it is returned.

***** Any file that has been submitted to an assignment will automatically save to a student’s files within the *Submissions Folder* in the Canvas Student App. The directions below are for items that are not submitted, such as class notes, that students have annotated. *****

1. Open the PDF that has been annotated. If the PDF is one page, a screen shot can be taken. Move to step 4 if a screenshot is taken.

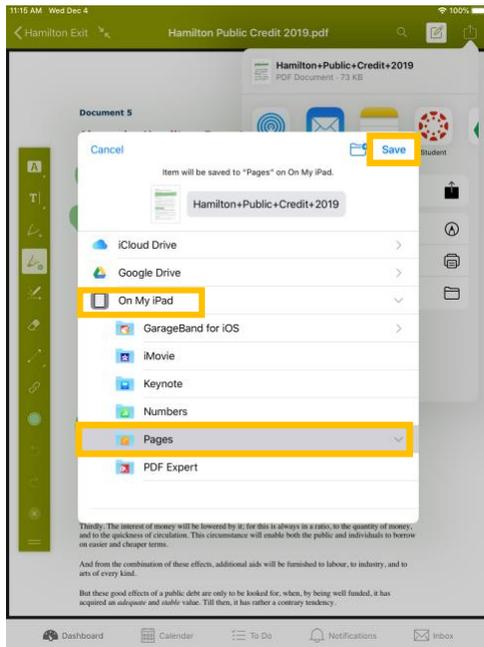


2. If the PDF is multiple pages, students can click the share icon and click *Save to Files*.

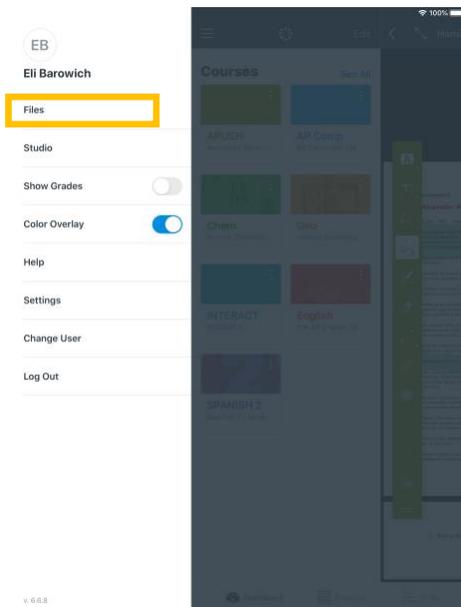


“Loaner” iPad- File Transfer

3. Click *On My iPad* and then click *Pages*. Click *Save*.

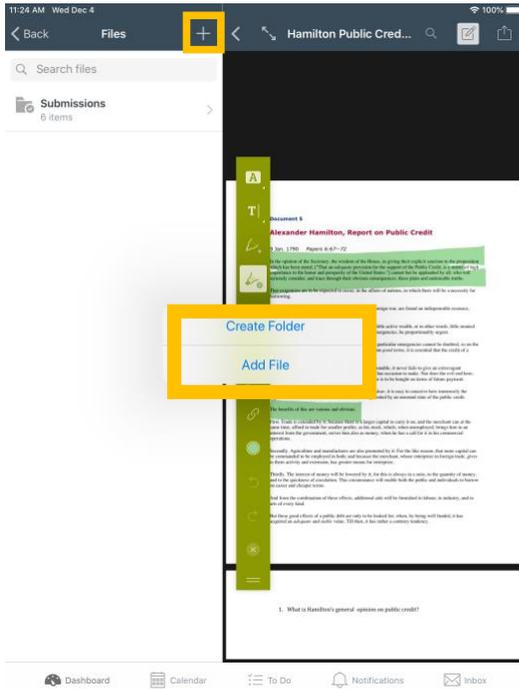


4. On Canvas, return to the Dashboard and click the three horizontal lines. Click *Files*.

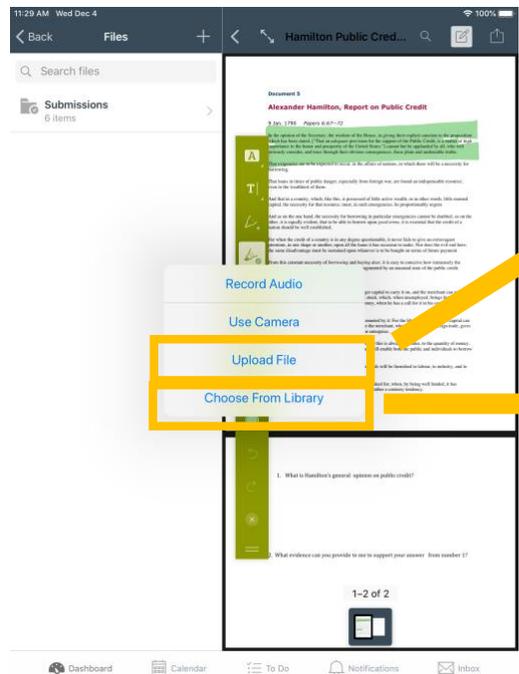


“Loaner” iPad- File Transfer

5. Click the + button. Students can select the *Create Folder* option and then add their files to this folder. Students can also click *Add File* without putting the file in a folder.



6. When students click *Add File*, they can click *Upload File* or *Choose From Library*.



If students saved the file in *Pages*, students will click *Upload File*. Students may need to click *Browse* and then select *On My iPad*. Finally, students will click *Pages* and then select the file to upload.

If students took a screenshot of the file, students can click *Choose From Library*. Students will then select the file from the iPad photos.