

8th Grade Saving Work to Archive

Remember:

- All 8th Grade iPads will be erased at 7:00 am on June 1st
- Your Google Accounts will be closed once you graduate

Step #1

If you are signed into iCloud- Sign out Now

Your Username: district email

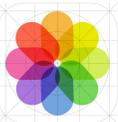
Your Password: school Gv password.

Step #2

	Auto Backup Notability Work to Google Docs	Video Tutorial 
Check Google Drive to make sure your work is backed up		

1. Launch Notability
2. From the Main Menu, rap on the gear icon located in the bottom-left corner to access Settings
3. Tap on "Auto-Backup"
4. Choose "Google Drive" by tapping on the gear icon next to the Google Drive icon
5. Choose File Format- "PDF"
6. Tap on "Destination Folder" to select a specific Google Drive folder to back up to (if you wish)
7. Tap "Close" in the top-right corner to close this menu
8. Give Google Drive time to backup all of your Notability documents. It may take a few minutes.

Step #3

	Auto Backup of ALL Your Photos and Videos to Google Docs	Video Tutorial
<ol style="list-style-type: none">1. Backup all school related photos and videos2. Launch the Google Drive app3. Tap on the 3 lines at the top right to view your menu4. Choose Settings5. Choose Photos6. Turn on Google Photos Folder to save your Photos in a folder. This will help to organize your work. This option is turned on by moving the slider to the right. It will then turn blue.		
Backing up specific photos and Videos		
		

7. Turn on Auto Backup. This option is turned on by moving the slider to the right. It will then turn blue.
8. Navigate back to your Google Drive and choose Google Photos.

Check Google Drive to make sure your work is backed up

Once you complete the backup process below, be sure to go to Step #4 at the end of the document to learn how to save to “Google Takeout”.

Export icon	
Drive (Google Drive	



Book Creator

Back up all Books that you want to save to Google Drive

1. Open Book Creator and scroll to the book that you want to save
2. Tap on the Export icon in the bottom center of the screen
3. Select Export as PDF so that you have access to it. If you have an ePub reader, you can select ePub
4. Choose Single or Side by Side Pages
5. Select “Open in” and choose “Open in Google Drive”
6. Follow these steps for all books you want to save



Chatterpix Kids

Backup all images that you want to save to your Photos app

1. Open your Chatterpix and tap on the iPad icon with the down arrow at the bottom right of your screen
2. Your Chatterpix will be saved to your Photos app.



FlashCard Elite

You will save your work to Google Drive

1. Go to your Flash Card Set
2. Choose Edit on the top right
3. Choose Select All
4. Tap on the export icon in the center bottom
5. Choose Share
6. Tap on the Drive icon
7. Save to your drive



Frame Artist

You will save your work to Google Drive

1. Choose the image that you want to backup
2. Tap on the export icon and choose Image
3. Choose Medium
4. Choose "Others"
5. Choose Drive
6. Tap the "Upload" button on the top right to upload to your Drive
7. Do this for each Frame Artist Pro Document you want to save



Garageband

You will save your work to Google Drive

Launch Garageband

1. Tap "Select" in the top-right corner
2. Tap on the song you want to backup- it will outline in blue when selected
3. Tap on the Export icon
4. Choose "Copy to Google Drive"
5. Choose "Medium Quality" and tap on top-right link to "Share"
6. Your song will go through an export process
7. Follow these steps to save each Garageband Song you that want to save



iCardSort

Email any decks that you want to save to your district email account.

1. Open the Deck that you want to save
2. Tap the Export icon
3. Choose "Email Deck" and add your school email address to the message to sent your deck to yourself.



iMovie

Backup all movies that you want to save to your Photos app

1. Launch iMovie
2. Select the project and tap the Export icon
3. Choose select "Google Drive"
4. Select the blue "Upload" button on top right
5. Your video is now saved to your Google Drive
6. Follow these steps for all videos that you want to save



iMotion HD

Backup all projects that you want to save to your Photos App

1. Go to My Movies
2. Choose the movie you would like to save
3. Choose Export (bottom right)
4. Choose Photo Library
5. Do this for all the iMotion HD videos you would like to saved in your Photos App



Keynote

You will save your work to Google Drive

1. Launch Keynote
2. Open your presentation that you want to save
3. Tap on the 3 dots at the top right
4. Choose send a copy
5. Choose "PDF"
6. "How to Send"- Choose your Google Drive
7. Choose "Upload" (top right)
8. Do this for all your Keynote presentations



Pages

Pages does not automatically backup to Drive. You must send each document you want saved to Google by following these directions

1. Open the document you want to save
2. Tap on 3 dots at the top right
3. Choose "Send a Copy"

4. Choose "PDF"
5. Choose "How to Send" > Choose Drive
6. Tap the "Upload" button to upload to your Drive
7. Continue this process until you have backed up ALL of your Pages documents to Drive



Popplet

Back up all Popplets that you want to save to your Photos app

1. Launch Popplet and open the Popplet that you would like to save
2. Tap on the left button to "Export"
3. Select to "Save JPG"
4. A popup may appear that says "Popplet would like to access your photos"
5. Choose "OK" and your Popplet will be saved to your Photos App.
6. Repeat steps to save more Popplets.



Sculpt+

Your design will be saved on the Sculpt+ website

1. Tap to open your design
2. Click on the left icon on the bottom tool bar "Share and Make"
3. Choose Share Image
4. Click on the arrow pointing right below the orientations
5. Choose Drive
6. Tap Upload



Sketchbook Express

You will save your work to Google Drive

1. Open the picture/sketch you want to save
2. Tap on the export icon (flower with a right arrow)
3. Choose send to photo library
4. Choose orientation
5. Click OK
6. You can save to Google Drive via the camera roll



Trading Cards

Backup all images that you want to save to your Photos app

1. Launch Trading Cards and open the Trading Cards you want to save
2. Tap on the bottom button “Share it” that appears under the trading card that you want to save
3. Choose the option “Save to Photos” on the right side of the screen
4. Your Trading Cards are now saved to your Photos App



Timeline

Backup all images that you want to save to your Photos app

1. Launch Timeline
2. Choose “Open” and select the timeline that you want to save
3. Choose Finish >bottom left
4. Choose the “Save Final” tab and tap on the bottom button “Save”
5. Your Timeline is saved to your photo app



Voice Record Pro

Backup all images that you want to save to your Photos app

1. Tap on the audio recording you want to save
2. Tap on “Save to Google Drive”
3. Tap on the “Save” button to the right
4. Tap Upload to send your recording to Drive



WordClouds

Backup all images that you want to save to your Photos app

3. Launch WordClouds
4. Choose the WordCloud that you want to save
5. Tap on the top left icon - 3 horizontal lines
6. Choose “Save to Photos”
7. Your image is now saved to your Photos App
8. Continue until all your WordClouds are saved in your Photos App



Video fx live

You will save your work to Google Drive

1. Open the video you want to save
2. Tap on the export icon (4th icon to the right)
3. Choose send to camera roll
4. You can save to Google Drive via the camera roll



123D Design

You will save your work to Google Drive

1. Open the design you want to save
2. Tap on the export icon (last icon on the left toolbar)
3. Choose 'More'
4. Choose Drive
5. Choose upload

Last Step #4: Google Takeout

Your iPad will be erased

on June 1st and your Google account will be

closed once you graduate.



Follow the Directions in this video to archive all your worked saved in your Google Drive to download on your home computer.

[Video Tutorial](#)



1. Open Safari
2. Go to Google.com
3. Login to Google at the top right “signin” using your district login information
4. Go to this URL: <https://takeout.google.com/settings/takeout>
5. Turn off all options (move slider to left) except: Drive, GMail, and Photos
6. Click the “Next” button at the bottom
7. Click the blue “Create Archives” button
8. ***Do not go any further on your iPad!!***
9. ***On your home computer, open your school email.***
10. You will receive an email from Google “Download Your Data”. There may be several links to download depending on how much work you needed to archive.
11. Click on each blue button labeled “Download Archive” onto your home computer