

End of the Year File Management

Since it is the end of the school year, please organize the files on your iPads and move any files that you want to keep to a Google Drive folder. After you have finished moving all of the files that you want to save to Google Drive, please delete the remaining files on your iPad to free up memory for the next school year. **Please verify that the files are saved to your Google Drive folder before deleting them from your iPad.**

Here are the steps to implement this assignment:

Step 1: Create a Dana Hall portfolio folder on Google Drive

This will be the folder where you will save all of your files from each school year.

For Example:

Townsend_Dana Hall
2021-22_School Year
Math
Science
English
Other (pictures_videos_etc.)

Step 2: The following are the apps that you want to check for files that you may want to keep. Follow these steps in the order as they appear to avoid data loss.

1. Notability - Should already be backed up to Google Drive, in a folder that was created in Google Drive labeled Notability 21-22.
2. Pic Collage - Save to library. This will send it to the Photos app.
3. Green Screen - Open the project. Select Save near the Play icon. Choose Save to Camera Roll, the video will be saved to your Photos App.
4. Book Creator - Share > save as a Single Page and choose .PDF or ePub to Google Drive.
5. KeyNote - Share to drive.
6. Pages - Export as a PDF and then choose the folder in Google Drive.
7. Stop Motion Share and export as a movie. Then save to Google Drive.
8. GarageBand - Share as a song in high quality and save to Google Drive.
9. Explain Everything - Share as a video. Then choose Save Video. The video will be sent to your Photos app.
10. iMovie - save as a video and select 1080p resolution. Video will automatically be in Photos app.
11. Photos app - Export in small batches (15 - 20 pictures at a time) **only school photos** not personal. Videos **will** take longer to send to Google Drive, only send 5 at a time.

Again, after you have finished moving all of the files that you want to save to Google Drive, please delete the remaining files on your iPad to free up memory for the next school year.