Steps to Complete Before Returning Your iPad

Please turn your iPad into the technology office as soon as you no longer need it for class or exams. <mark>All iPads must be returned by the end of the day on May 17th.</mark>

<mark>You must return the iPad and case, but it is not necessary to turn in your charging brick or the charging cable.</mark>

Be sure to remove any photos, cards, etc. that you may have inside the case of your iPad.

The following pages include instructions for things that must be completed before you can successfully return your iPad

REQUIRED STEPS

REMOVE YOUR PASSCODE

1. Launch the Settings app and tap on "Touch ID & Passcode." ...
2. Put in your passcode to enter this secure menu.
3. Tap "Turn Passcode Off." ...
4. Tap "Turn Off" to confirm.
5. Enter your passcode again to verify the change.

iCLOUD

1. Go to Settings on your iPad
2. Click on the top left of the screen where your name is located, which will bring up the icloud settings on the side of the screen.
3. Scroll to the bottom and click on the sign out button and complete the process of signing out of your account.

OPTIONAL STEPS The optional steps can be completed by following the directions listed on the following pages. It is strongly recommended that you complete the optional steps.

1. Download any documents that have been shared with you in Google Drive.
2. Upload any photos or videos you want to keep from your iPad to your DRIVE.
3. Transfer emails and Google Drive files to a personal gmail account.
4. Update any accounts you might have signed up for with your dogrschools email account (colleges, jobs, etc) with your new personal gmail account.

In the beginning of July, all senior email accounts under the dogrschools.org domain will be deleted. This will be a tutorial about how to backup all of your google drive files, including anything shared with you.

Download Any Shared Files from your Google Dtive

Go into your Google Drive, and click on the tab [👥 Shared with me] on the left-hand side of the page. Select any of the files you want to download to save by one of the following methods.

1. To download individual files simply right click on the file and select download to save the file to your computer.
2. If you have a lot of files, you can select multiple files by clicking on one file and then holding down the CTRL key as you click other files until you have selected the files you want to download. Let up on the CTRL key and then right click once and select DOWNLOAD. You can also select DOWNLOAD from the three dot menu at the top of the page. The files will download automatically as a ZIP folder.
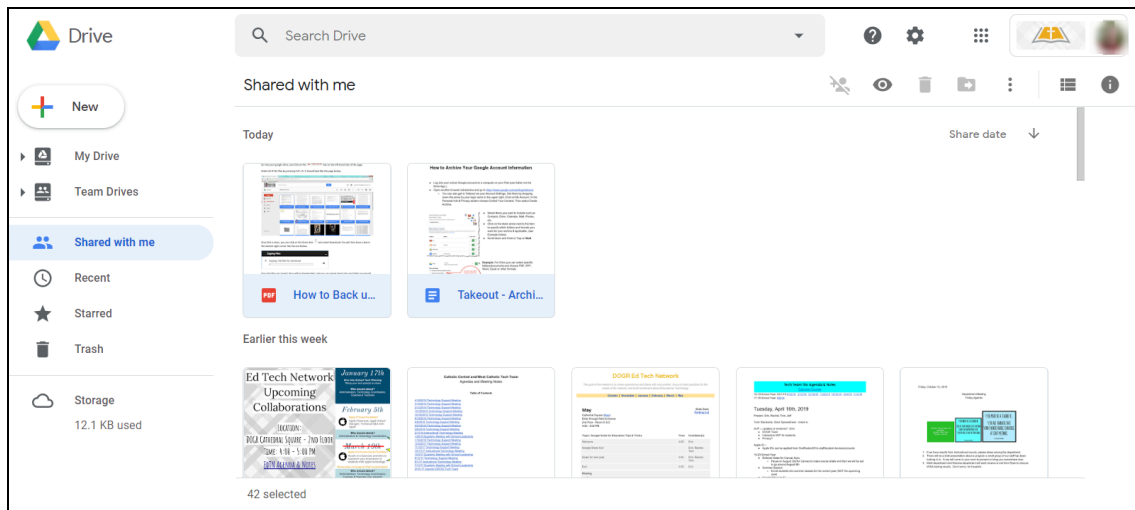
You will then have a box in the bottom right corner like the one below:
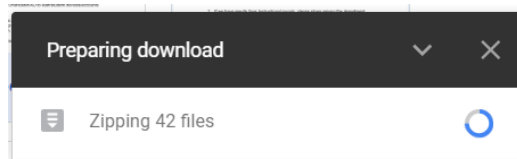
Once the files are zipped, they will be downloaded, and you can extract them into any folder you would like on your computer by simply right clicking on the zipped folder in your DOWNLOADS folder and selecting EXTRACT ALL and then choosing the destination for the files.

Upload Photos and Videos from Your iPad to Google Drive

If there are photos or videos you would like to keep, the best bet would be to upload them into your personal drive so that they will transfer over when you transfer your files and email. Be careful to only select files you really want to keep, as the free personal gmail accounts are limited to 15 GB of storage, which goes fast when saving video and photos.

1. In DRIVE click on the + in the bottom right and choose UPLOAD FILE.
2. Select PHOTOS AND VIDEO

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3. If you are asked to allow access to Photo Library, select ALLOW FULL ACCESS
4. Select the ALBUM and then the PHOTOS/VIDEOS you would like to upload then click UPLOAD in the upper right corner.

Remember that this process can take time, depending on the number of photos and videos you choose. Your photos and videos should transfer across to your new drive when you initiate that process.

Transferring Emails and Drive Files to a Personal Email

Click on your Google account icon in the top right corner of the window, and then select ==Manage Your Google Account== just below your school email address. It should open a new tab that looks like the page below:
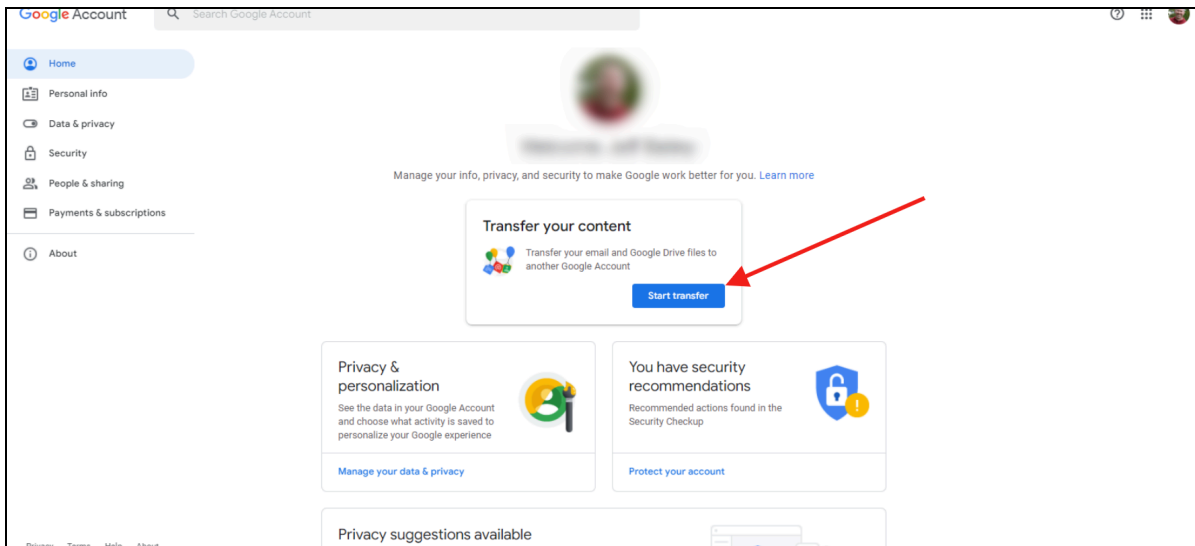

Click on the START TRANSFER link in the area highlighted above.

This will then open up a page that will ask you to (1) enter the email address of the new gmail address you would like to transfer your data to and (2) click on SEND CODE to send your destination email a code to verify the new account. (3) Paste the code from your email to verify the request. (4) Click VERIFY.
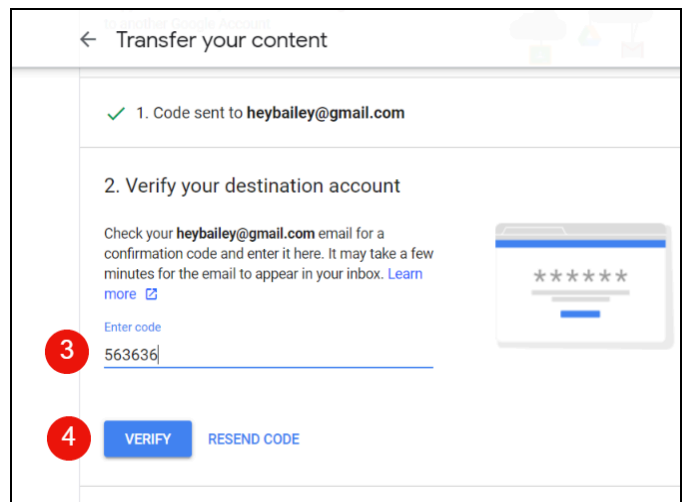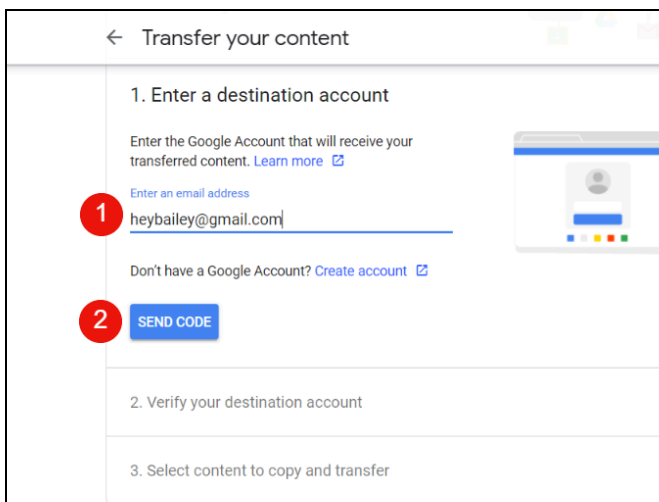
Once you verify your account, you should (5) verify the accounts you want to transfer are correct and then (6) toggle the choices to choose what data you want to transfer. Finally, (7) click START TRANSFER.
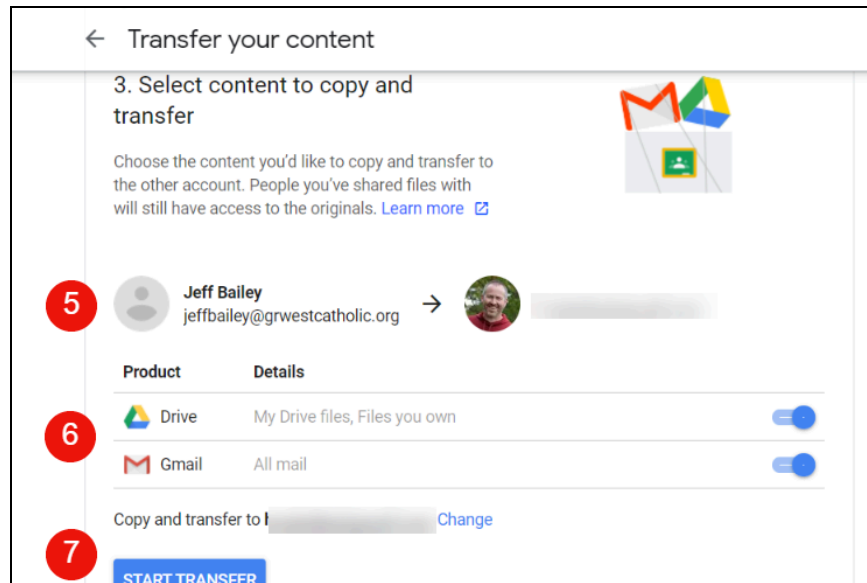
Once you select start transfer, you will receive an email indicating that the transfer has started and that it can take up to a week to transfer all of your data to the new account. You will also receive an email when your transfer is completed.

If you need to download further content, such as from other Google Services, Click the Data and Privacy tab and then scroll down to the box that says DOWNLOAD YOUR DATA. Clicking on this location will provide a way to down all of the data that Google has for your account.

Backing Up Notability

There may be notes or information you want that you have annotated in Notability. These can easily be backed up into your personal Google Drive account by following the directions below. Your Notability backup may take a little while, so do this a day or so before you turn your iPad in.

1. Open Notability and click on the gear at the top left of the screen.
2. Click on AUTO-BACKUP and click GOOGLE DRIVE as your backup location.
3. Log in to your personal Google Account.
4. Adjust the Google Drive settings in Notability to indicate the SUBJECTS TO BACK UP and the FILE FORMAT (PDF is a good choice!)