

**Backing Up your**



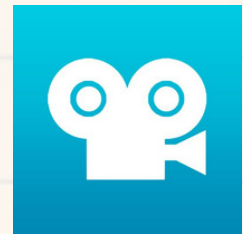
# Videos

Some of the slides have a link to video step-by-step guides to back up your files.

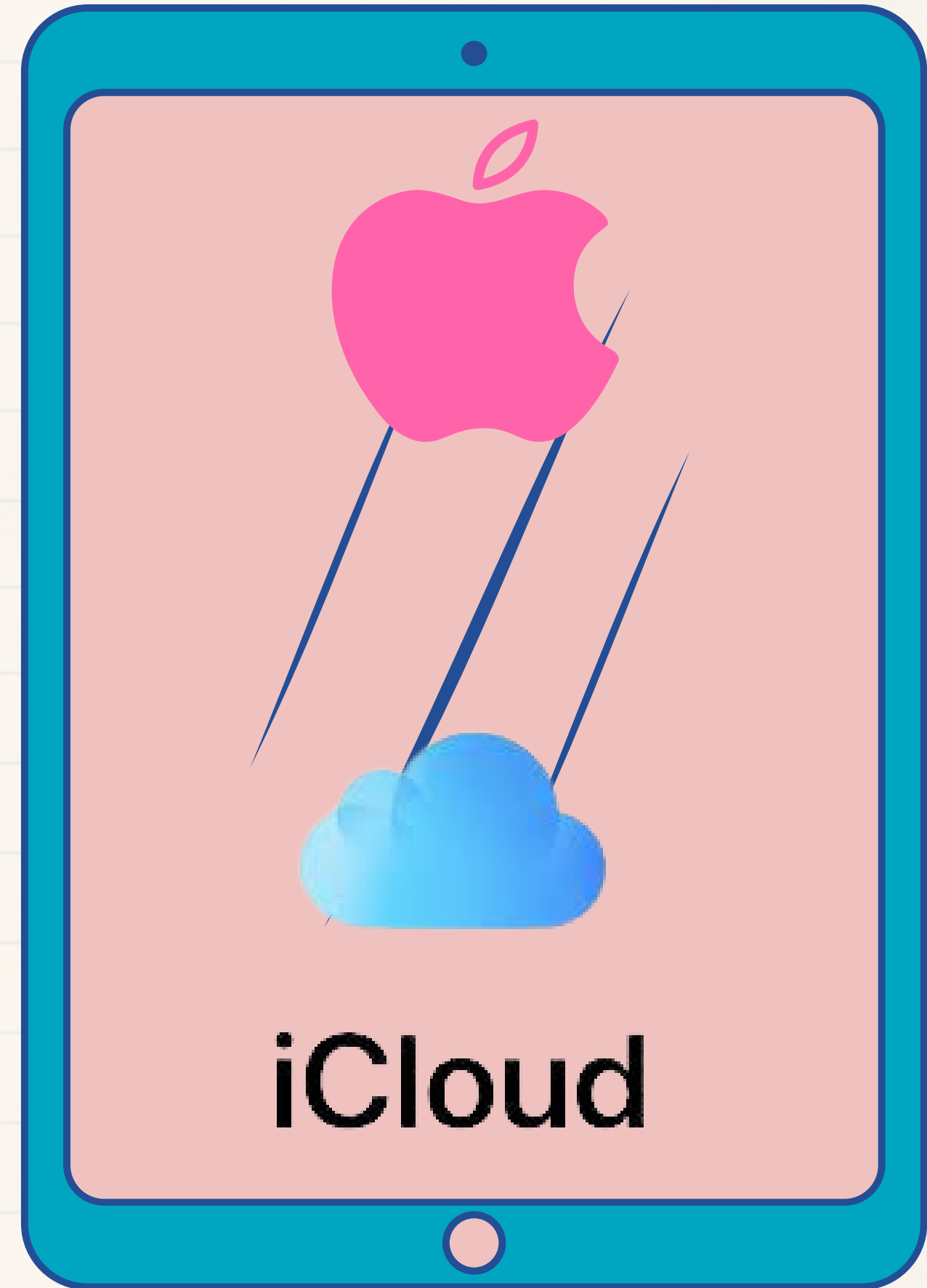
To watch these, you will need to access ClickView. You will need your school email username@ea.edin.sch.uk and password to access Clickview.



# Apple ID & iCloud



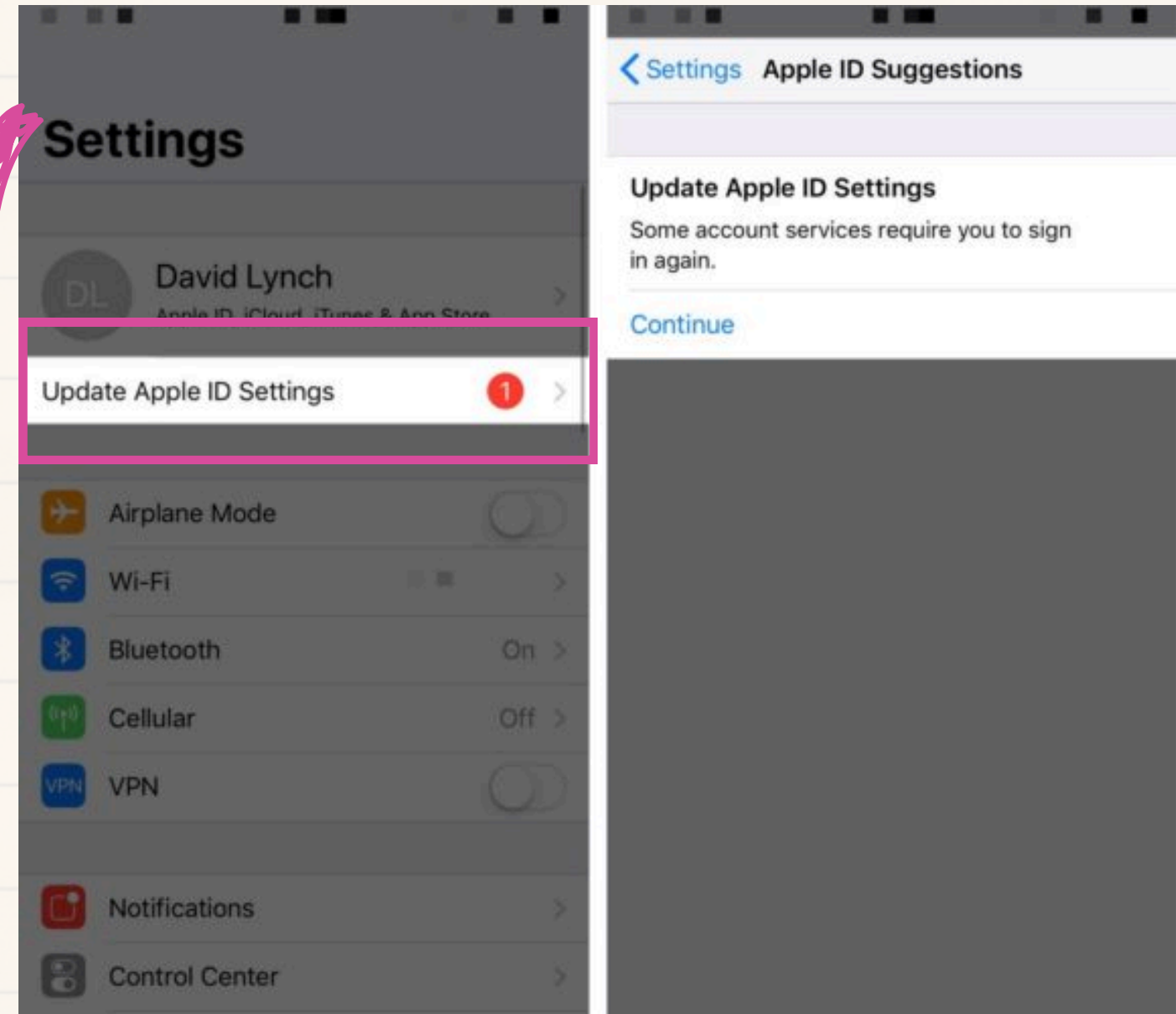
[Watch the step-by-step on Clickview](#)



Some of you might have this

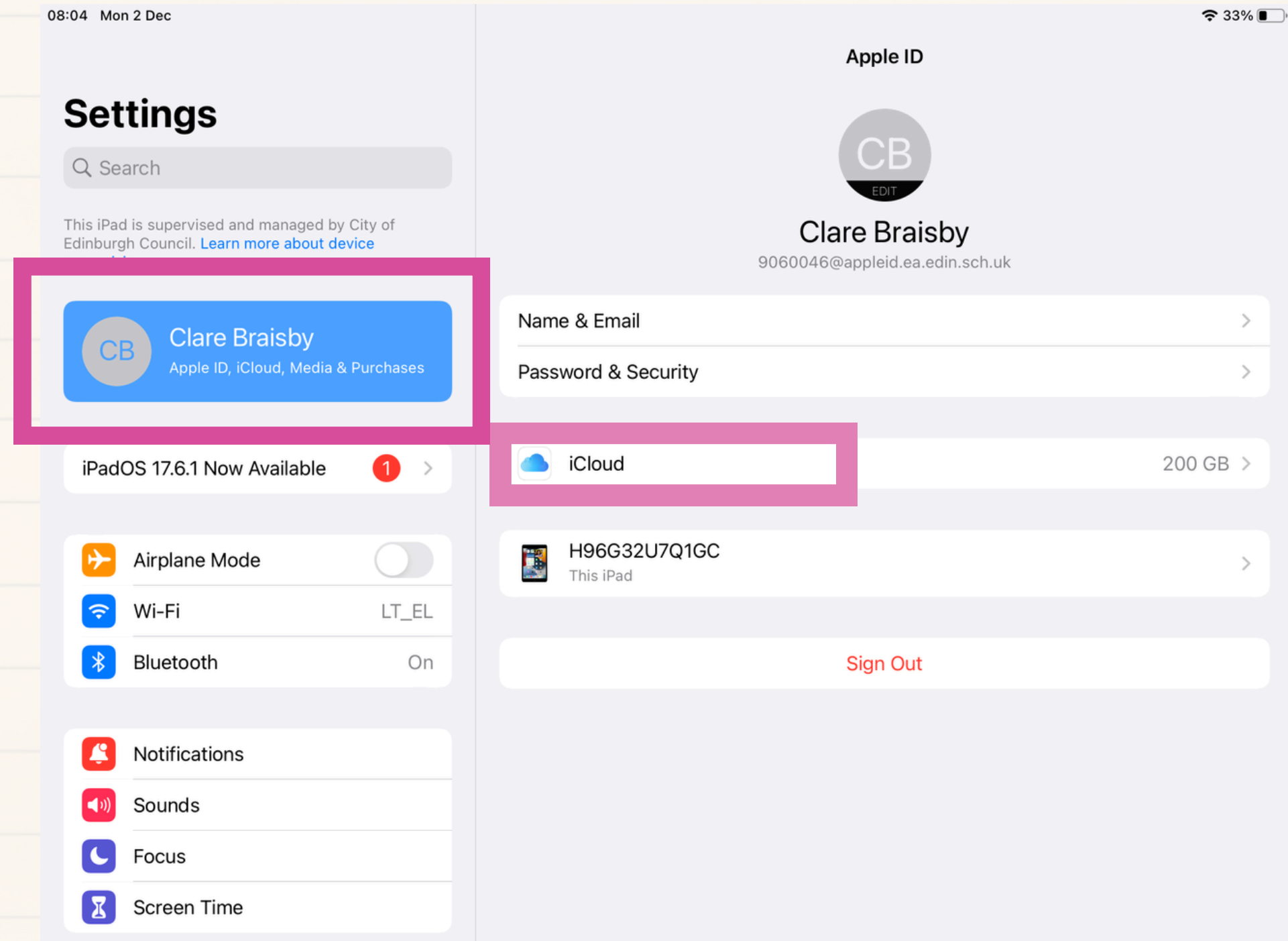
You need to log into your Apple ID to continue.

If you don't know your Apple ID,  
email ICT-  
support@boroughmuir.edin.sch.uk



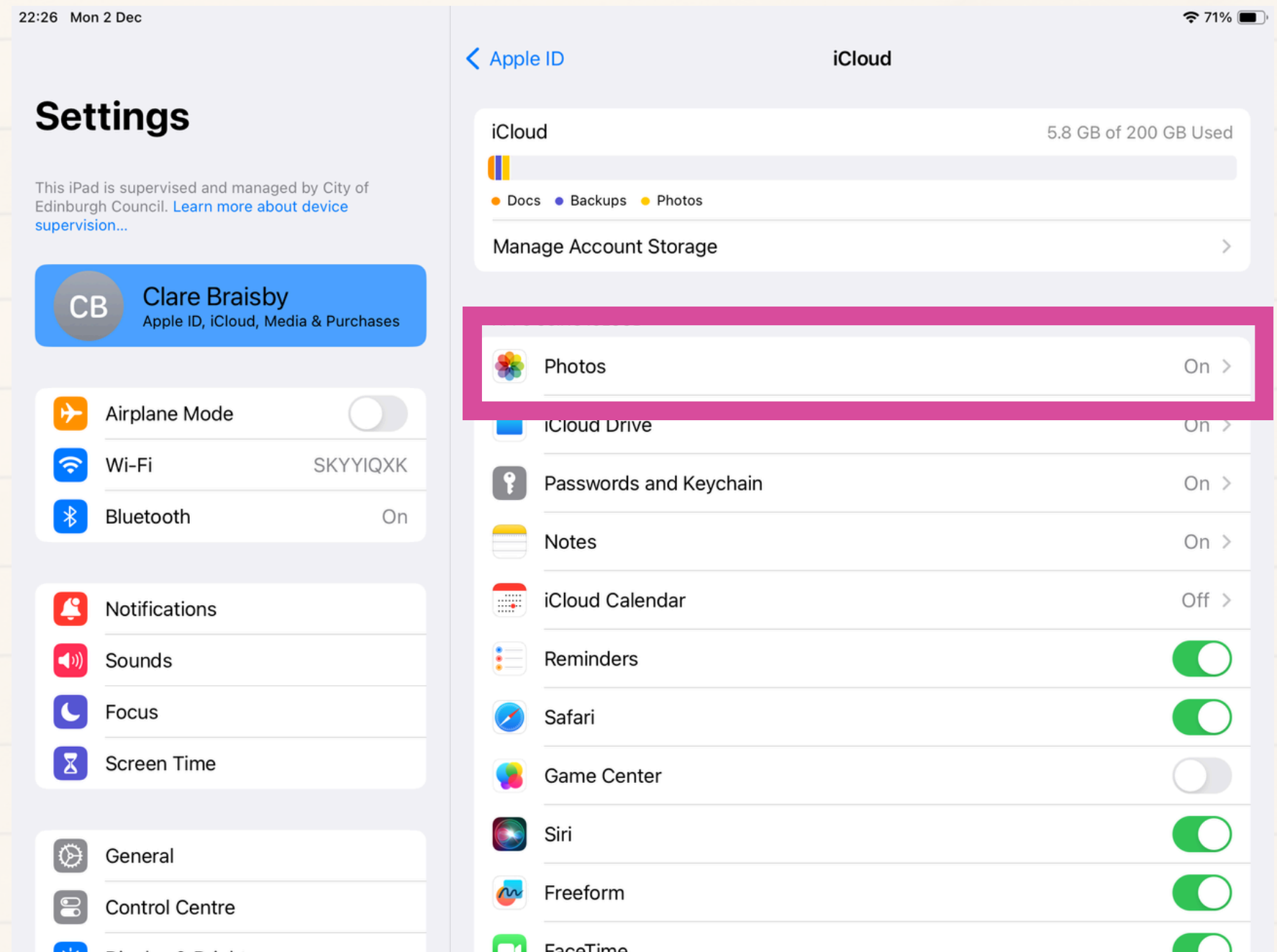
Now you are logged in you want to check your iCloud is backing up your iPad

1. Tap your name
2. Tap iCloud



Now you are logged in you want to check your iCloud is backing up your iPad

- 3. Toggle Apps you want backed up on iCloud
- 4. Ensure Photos are ON





# Photos App

5. Tap on the Photos App
6. Ensure 'Sync this iPad' is toggled on
7. Make sure 'Optimise iPad Storage' is ticked

The image shows two screenshots from an iPad. The left screenshot is the 'Settings' app, showing the 'Settings' page for 'Clare Braisby'. The 'Sync this iPad' option is highlighted with a pink box. The right screenshot is the 'Photos' app, showing the 'iCloud Photos' settings. The 'Sync this iPad' toggle is turned on and highlighted with a pink box. The 'Optimise iPad Storage' option is checked and highlighted with a pink box. The 'Download and keep Originals' option is also visible.

22:26 Mon 2 Dec

## Settings

This iPad is supervised and managed by City of Edinburgh Council. [Learn more about device supervision...](#)

**CB** Clare Braisby  
Apple ID, iCloud, Media & Purchases

- Airplane Mode
- Wi-Fi SKYYIQXK
- Bluetooth On

Notifications

Sounds

Focus

Screen Time

General

Control Centre

22:26 Mon 2 Dec

## Photos

iCloud Photos

Store your photos in iCloud. View and share them on all your devices and on iCloud.com. [Learn more](#)

**Sync this iPad**

Manage Storage 78.6 MB >

In iCloud 17 photos, 3 videos

Status Syncing Paused

[Sync Now](#)

Optimising Battery Power

**Optimise iPad Storage**

Download and keep Originals

If your iPad is low on space, full-resolution photos and videos are automatically replaced with smaller, device-sized versions. Full-resolution versions can be downloaded from iCloud at any time.

LIBRARY

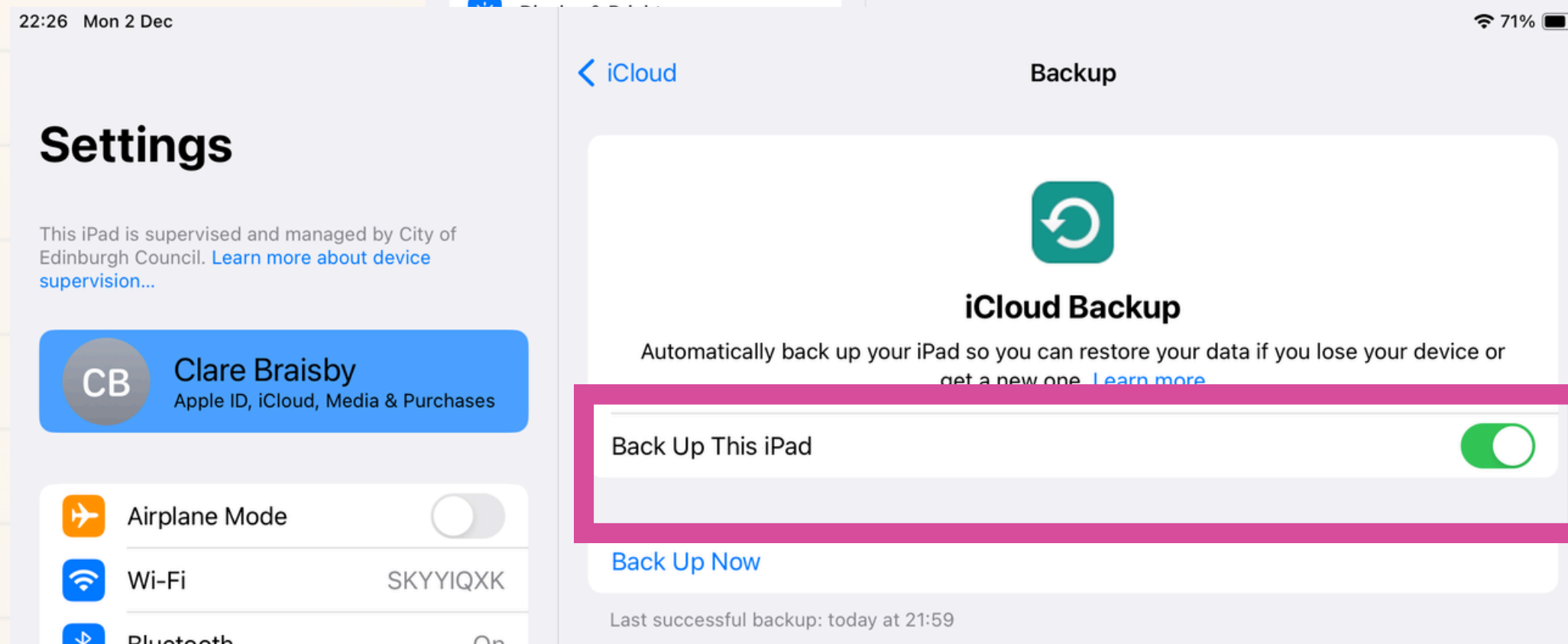
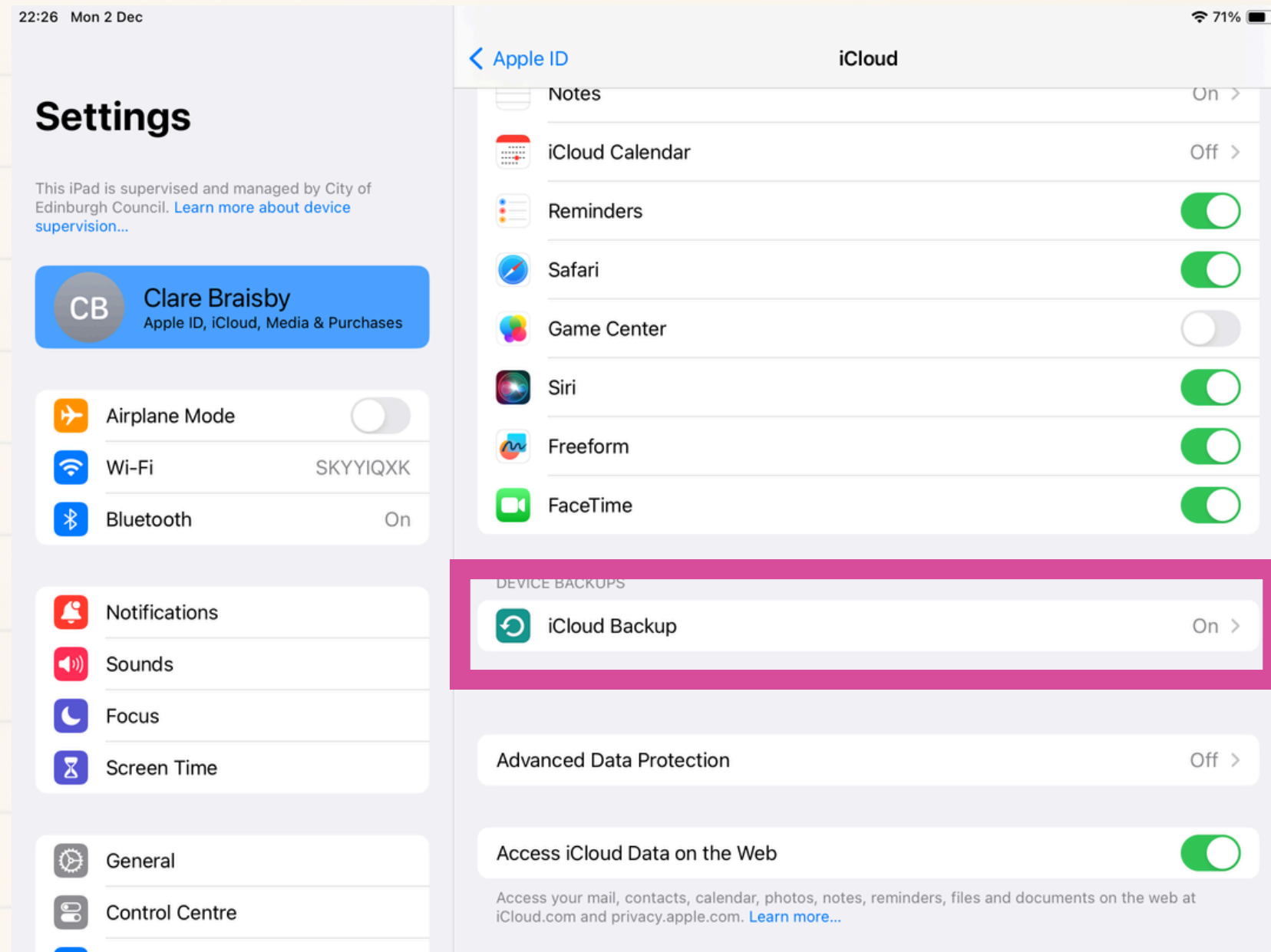
**Shared Library** Set Up >



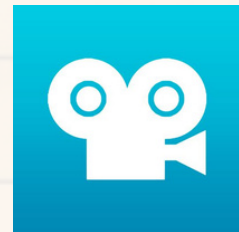
# iCloud Backup\*

Check your iPad is backing up

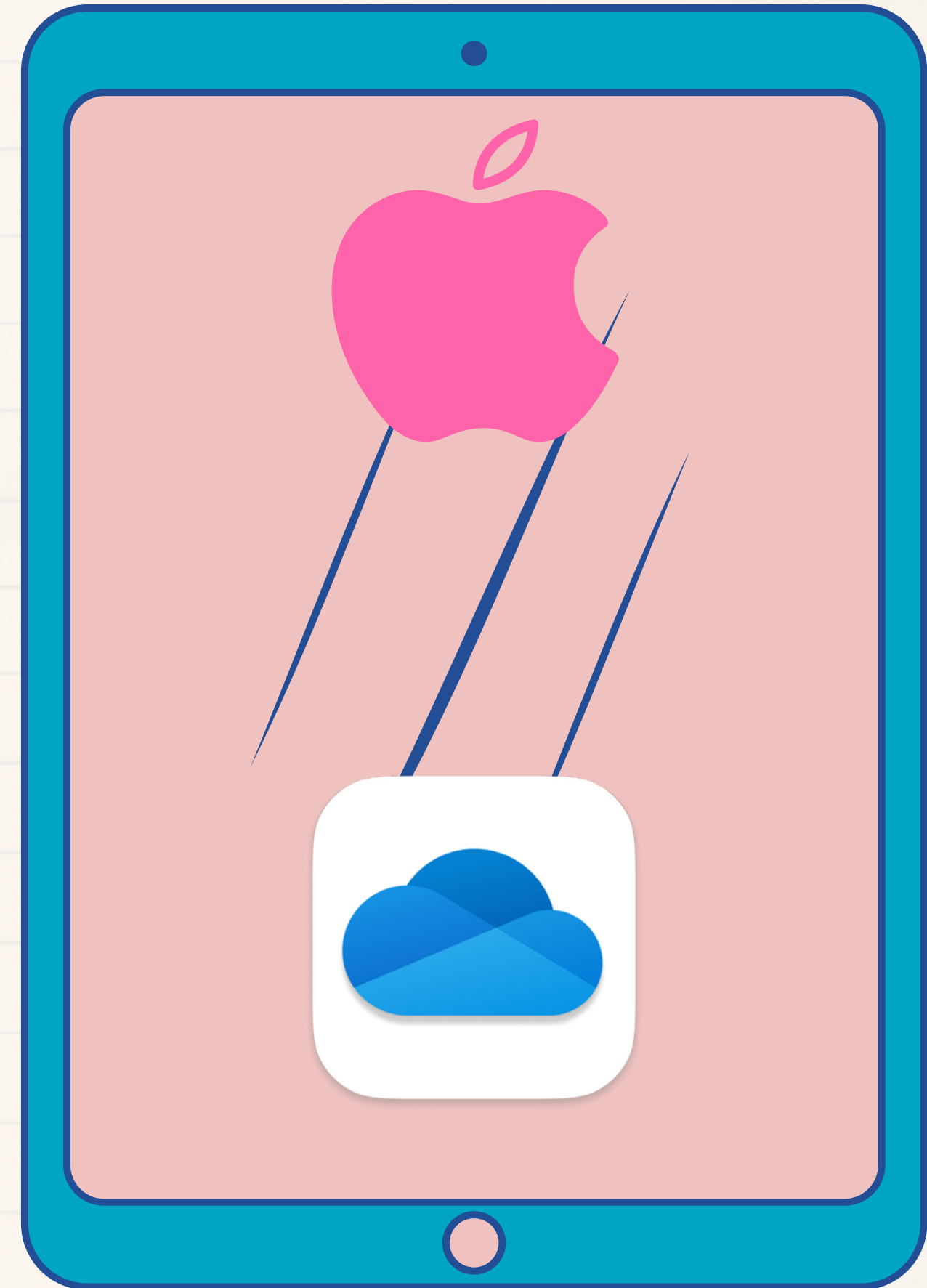
1. Tap iCloud Backup
2. Ensure Back Up This iPad is toggled on
3. Tap Back Up Now - this can take some time and might be best completing at home.

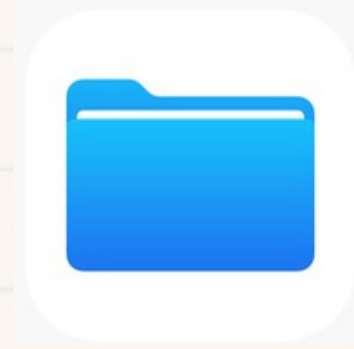


# Enable OneDrive



[Watch the step-by-step on Clickview](#)



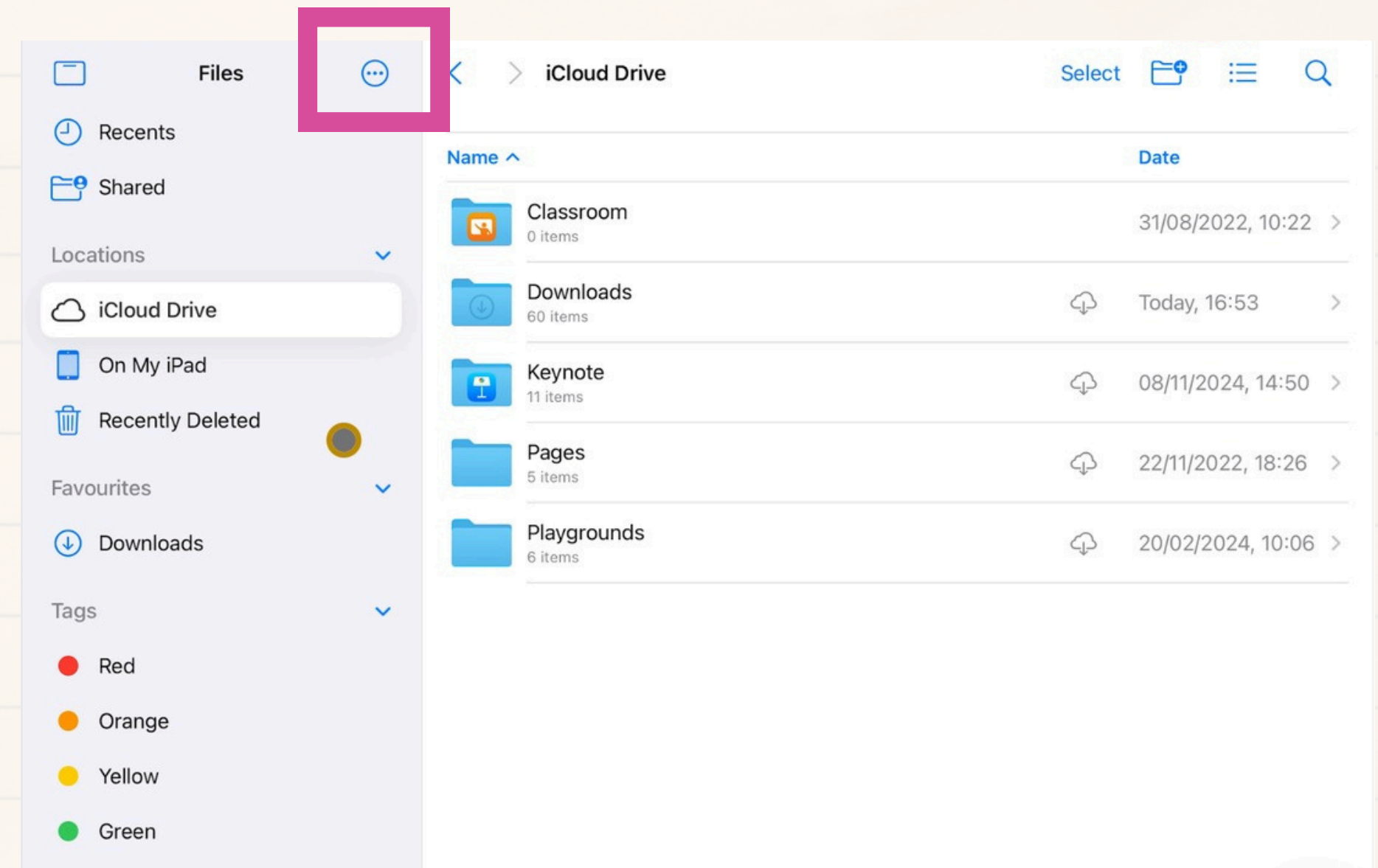


# Files App

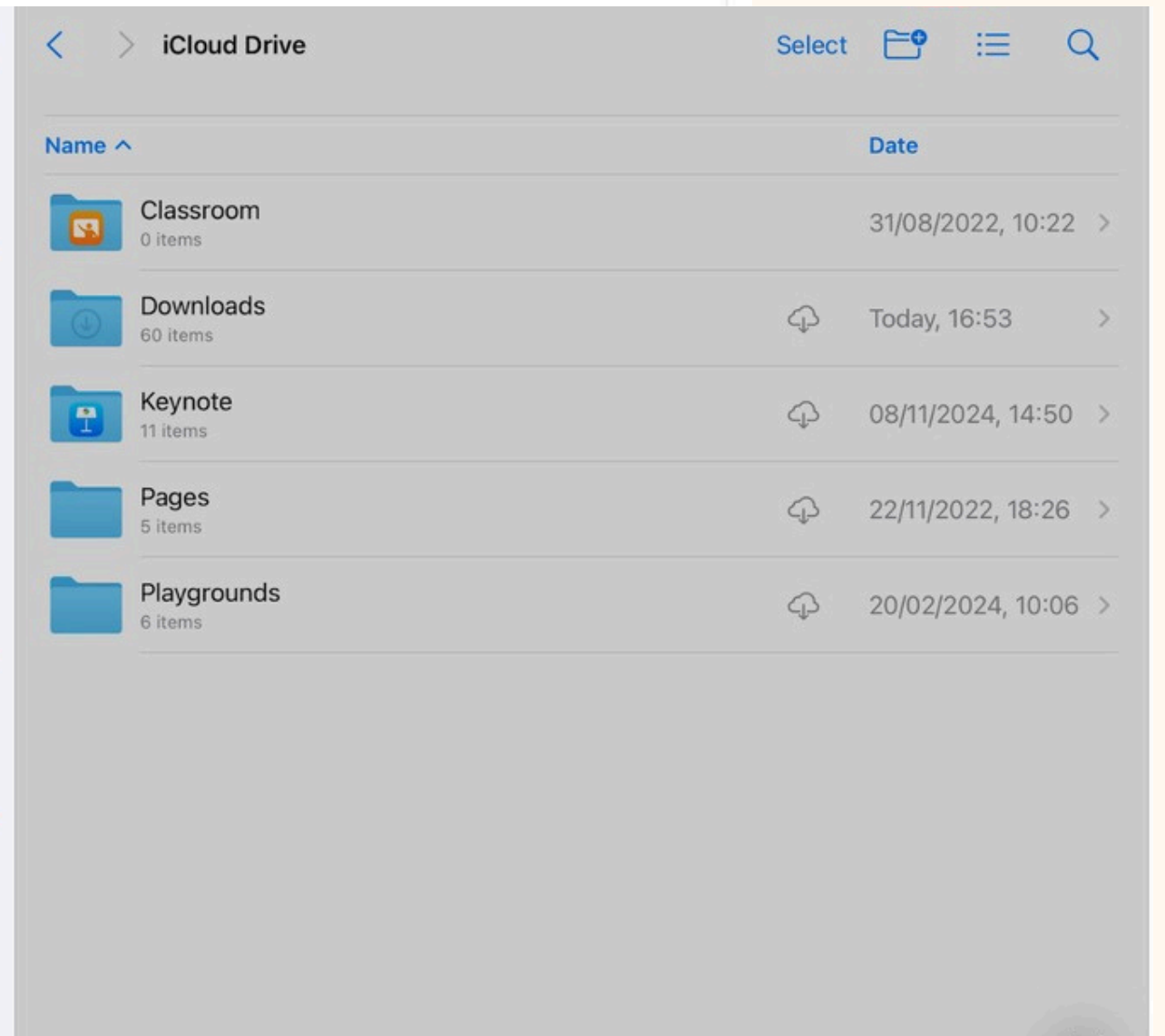
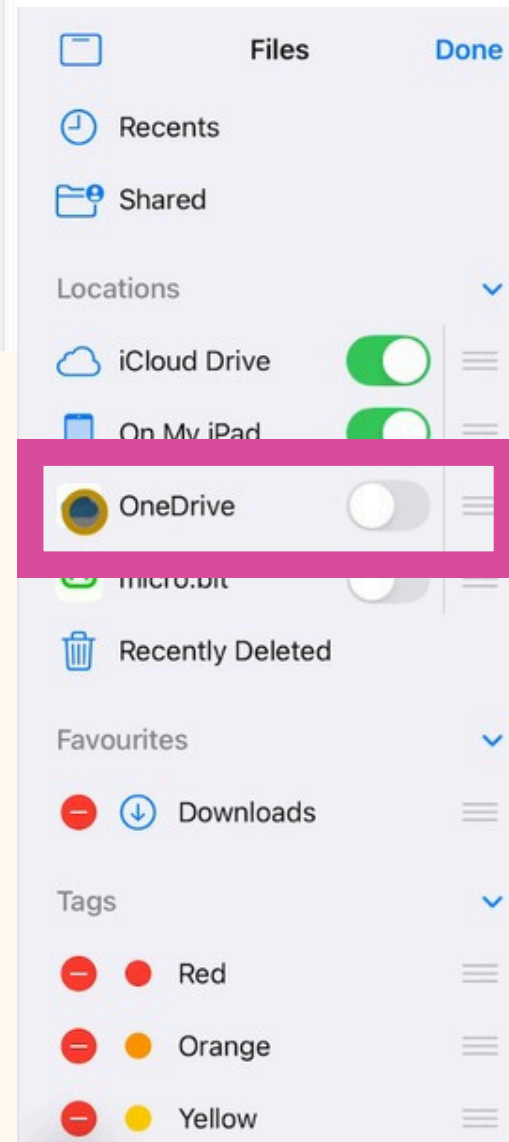
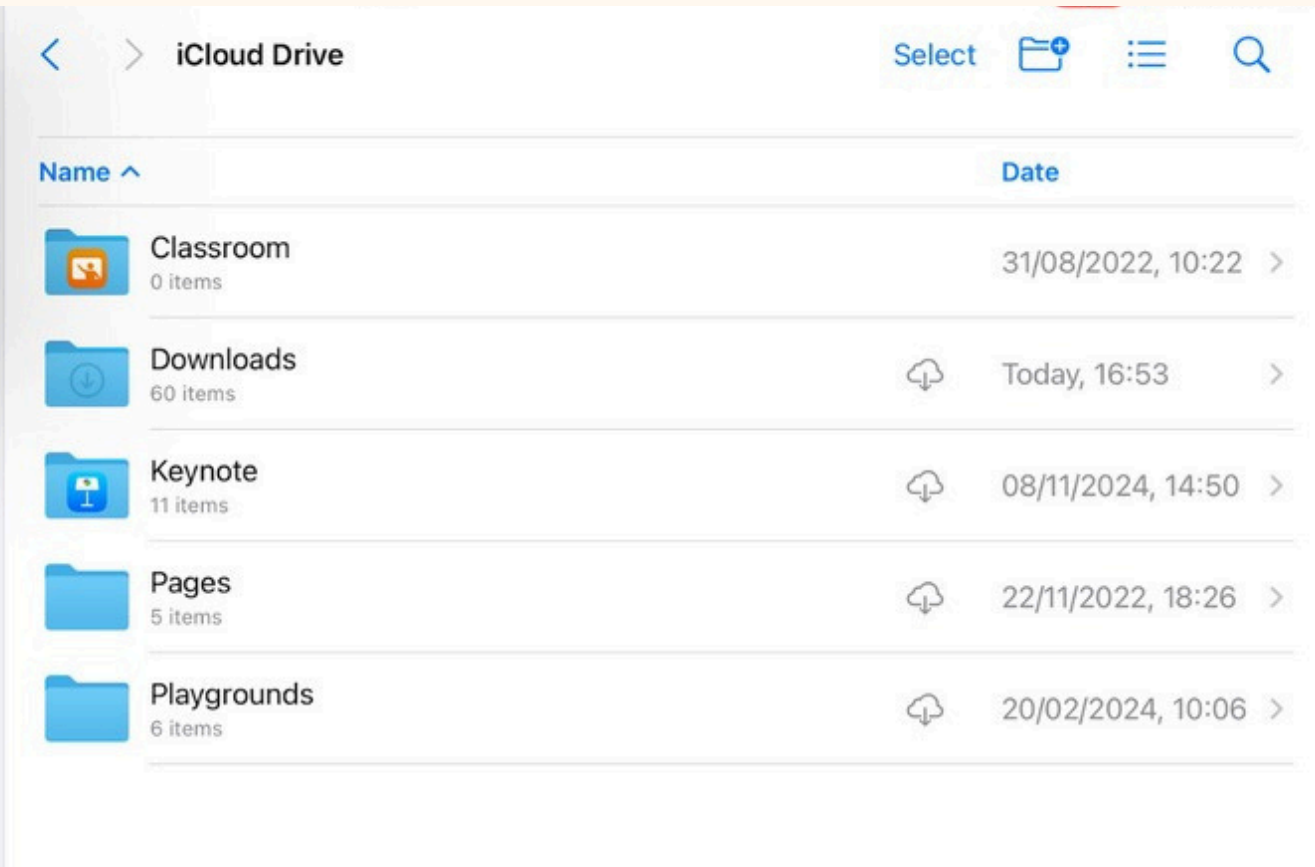
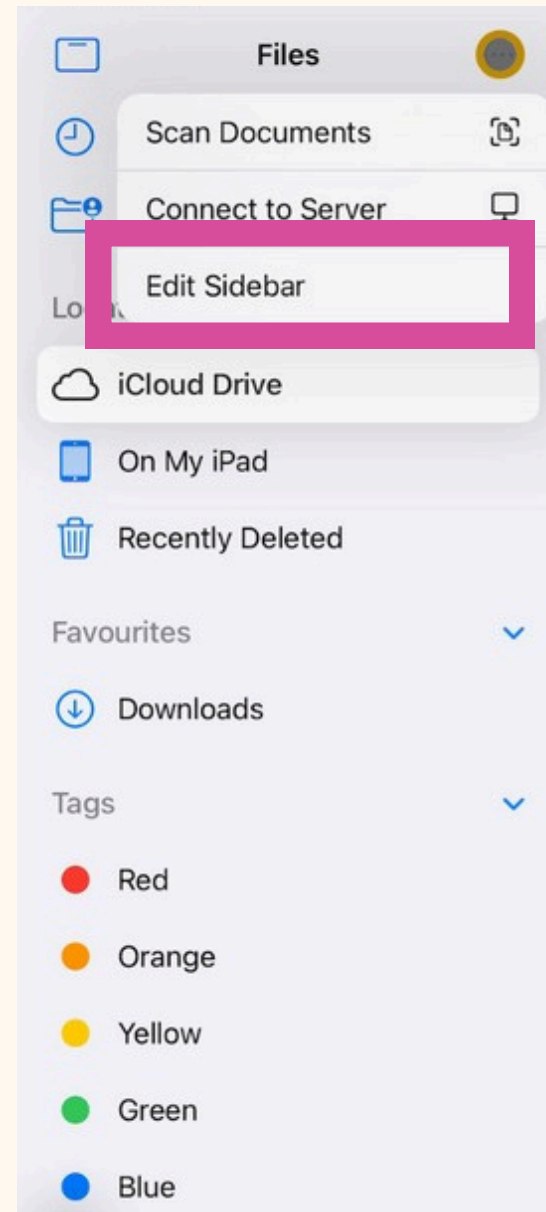
1. Make sure you have downloaded and logged into the OneDrive App

2. Open the Files App

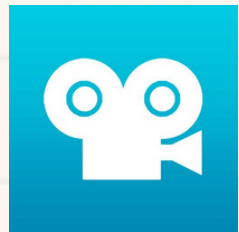
3. Tap the 3 dots



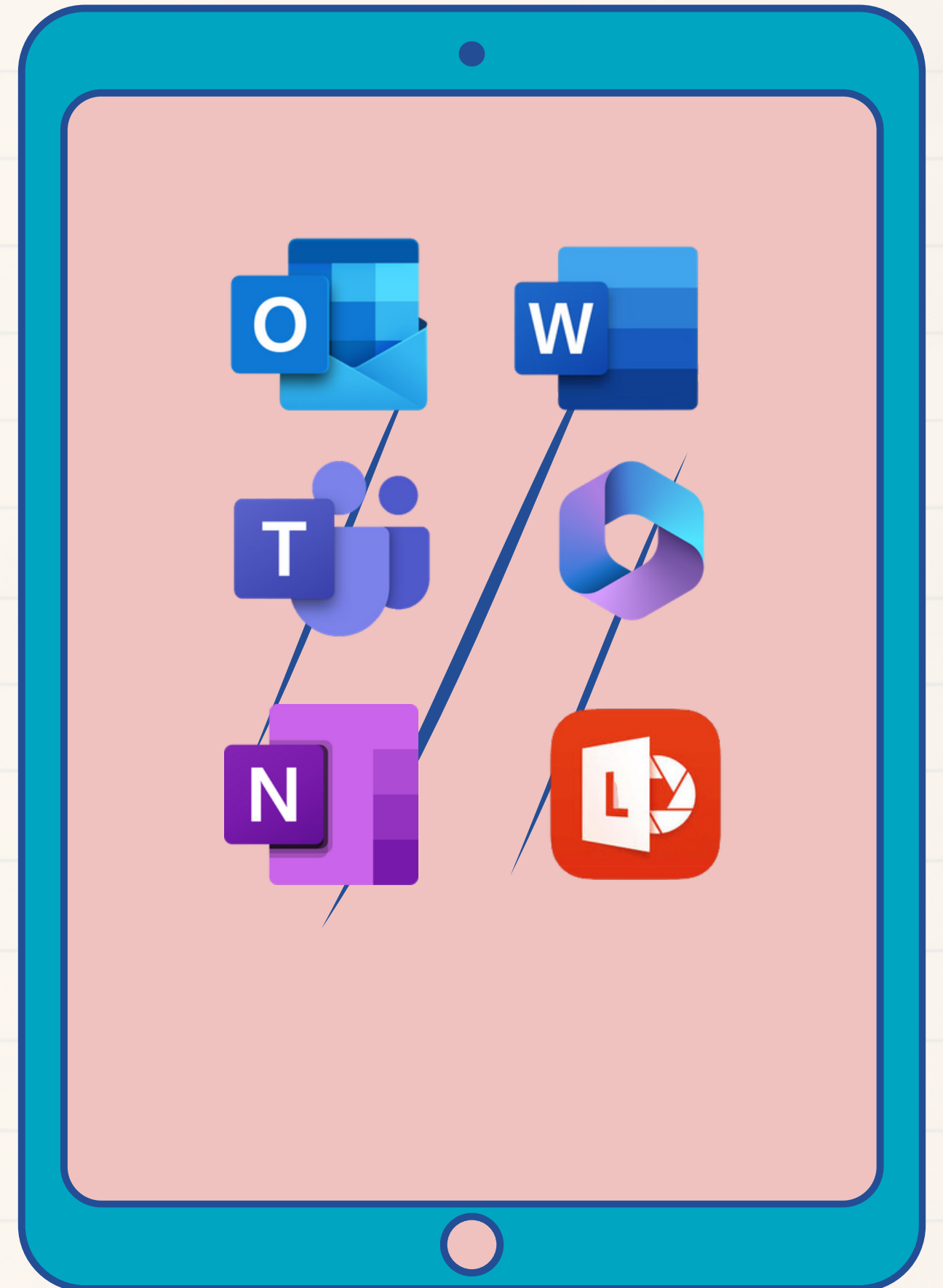
- 4. Edit Side Bar
- 5. Toggle OneDrive on
- 6. Tap Done



# Microsoft Apps



[Watch the step-by-step on Clickview](#)



By default, these apps save your work to OneDrive but you might want to double check for any files that might be saved 'On My iPad'

1. Open one of the Office Apps (Word/Excel/PowerPoint)

2. Tap the folder icon

3. Tap 'Recovered Drafts'

4. Save to OneDrive

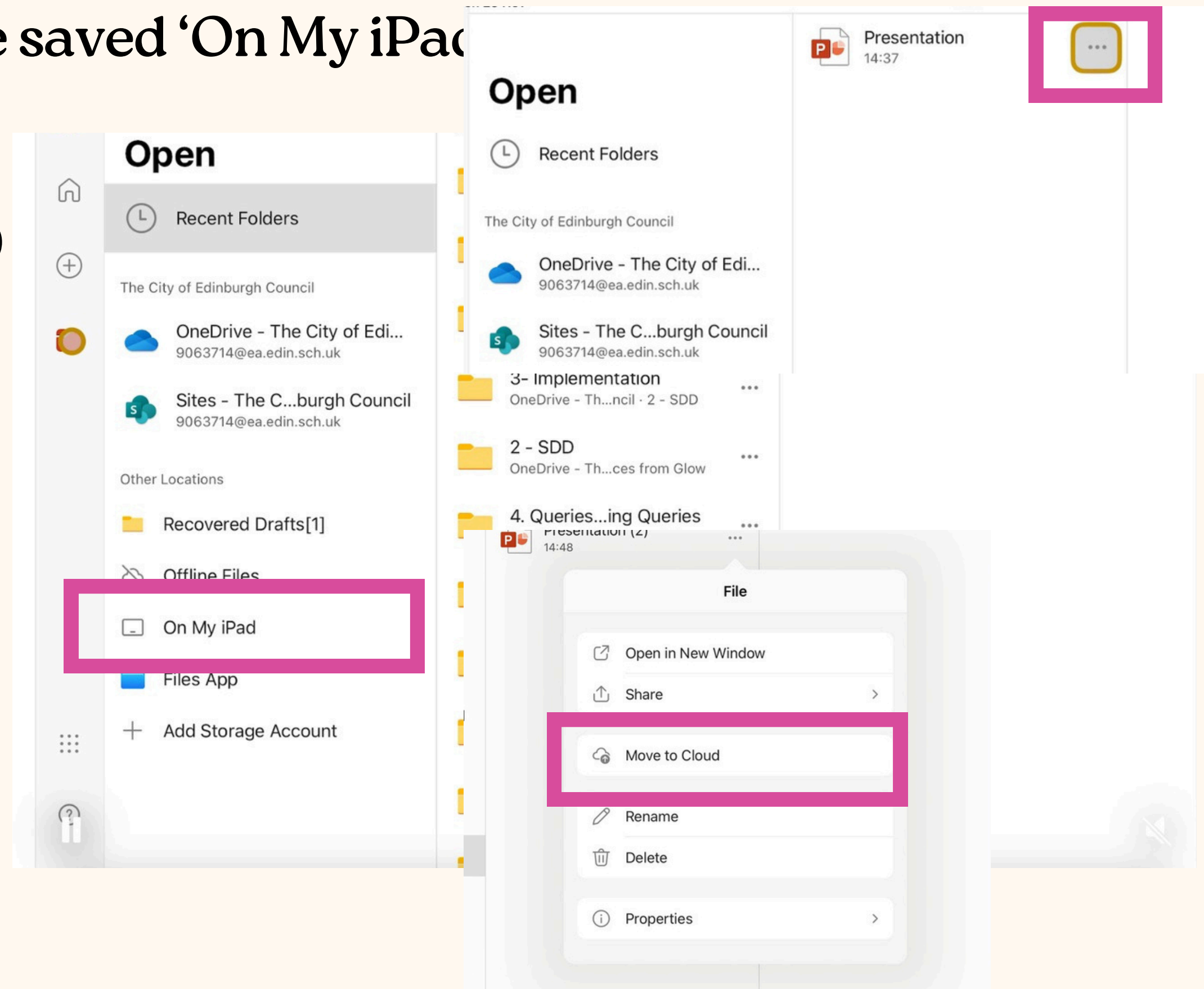
or

5. Tap 'On My iPad'

6. Press ...

7. Tap 'Move to Cloud'

8. Save to OneDrive





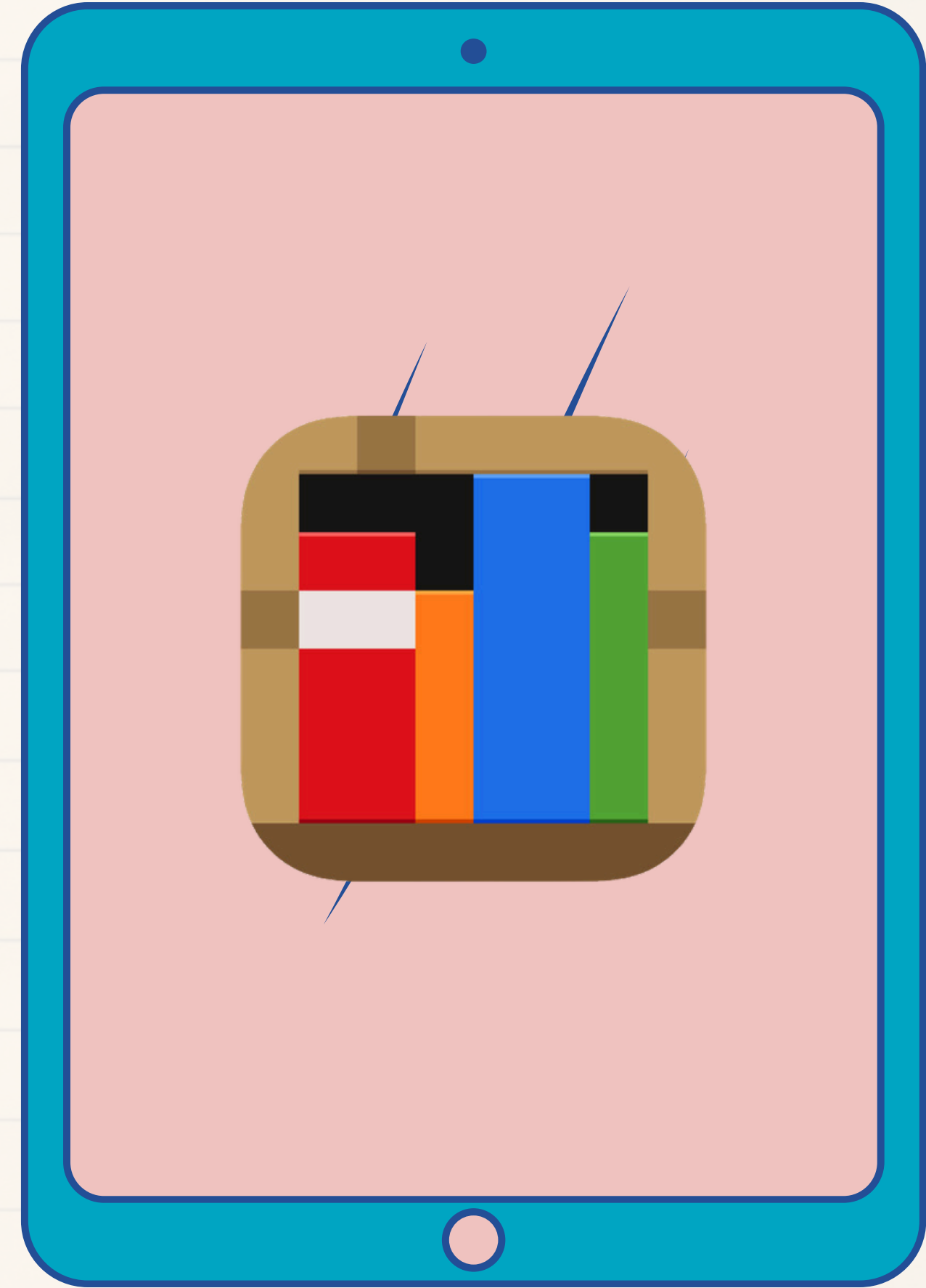
**Teams and OneNote are backed up in the cloud.**

**Deleting the apps should not delete your work.**



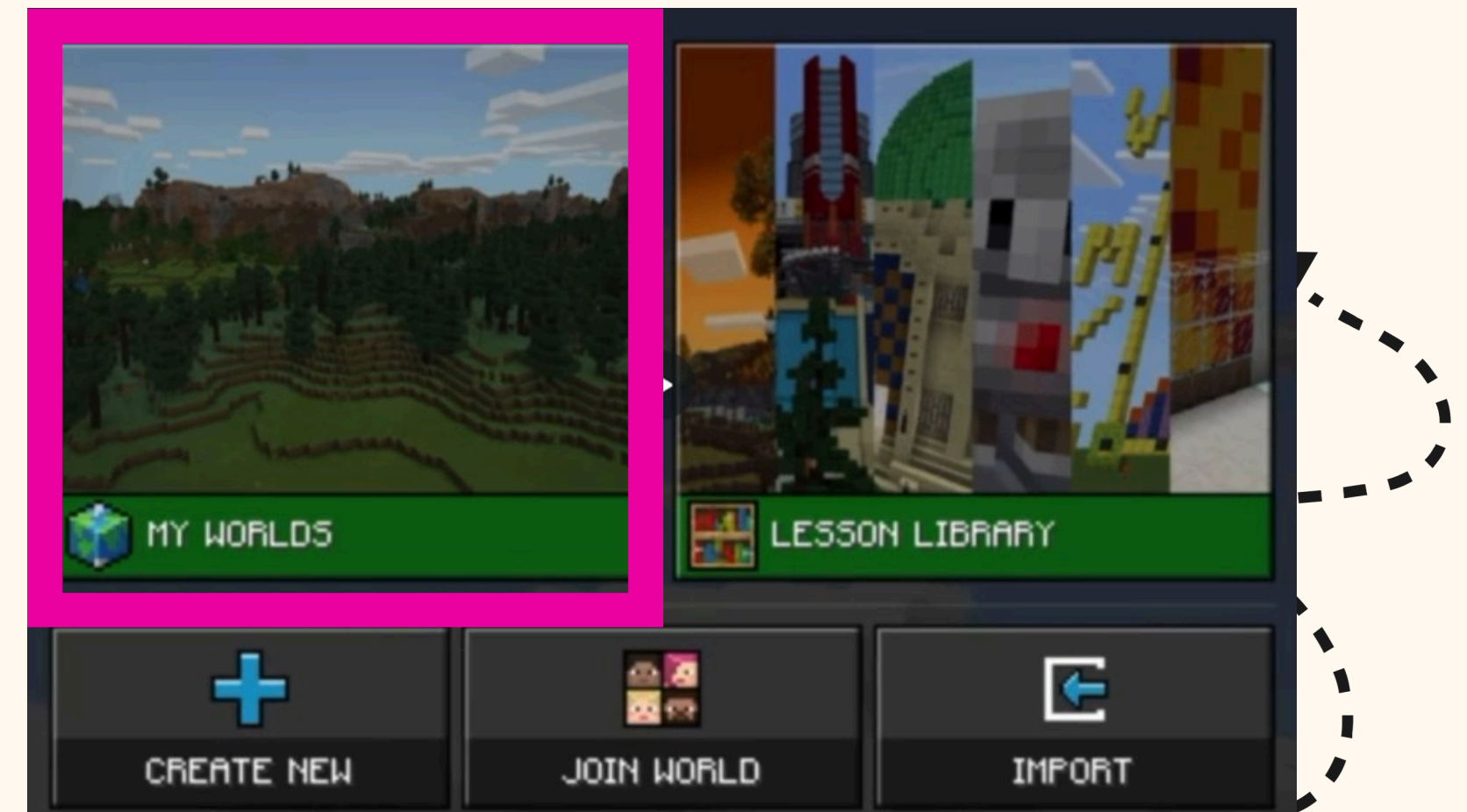
**If you have used your OneNote recently however, you might want to swipe down on the left hand-side to let any notes sync - spinning circle at top of list once swiped down**

# Minecraft

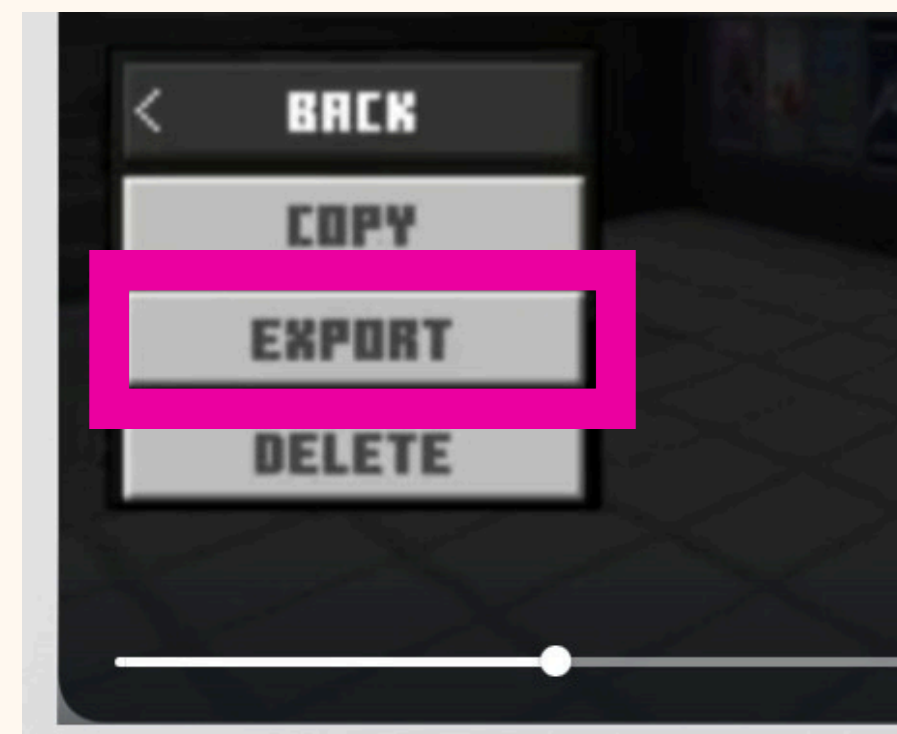
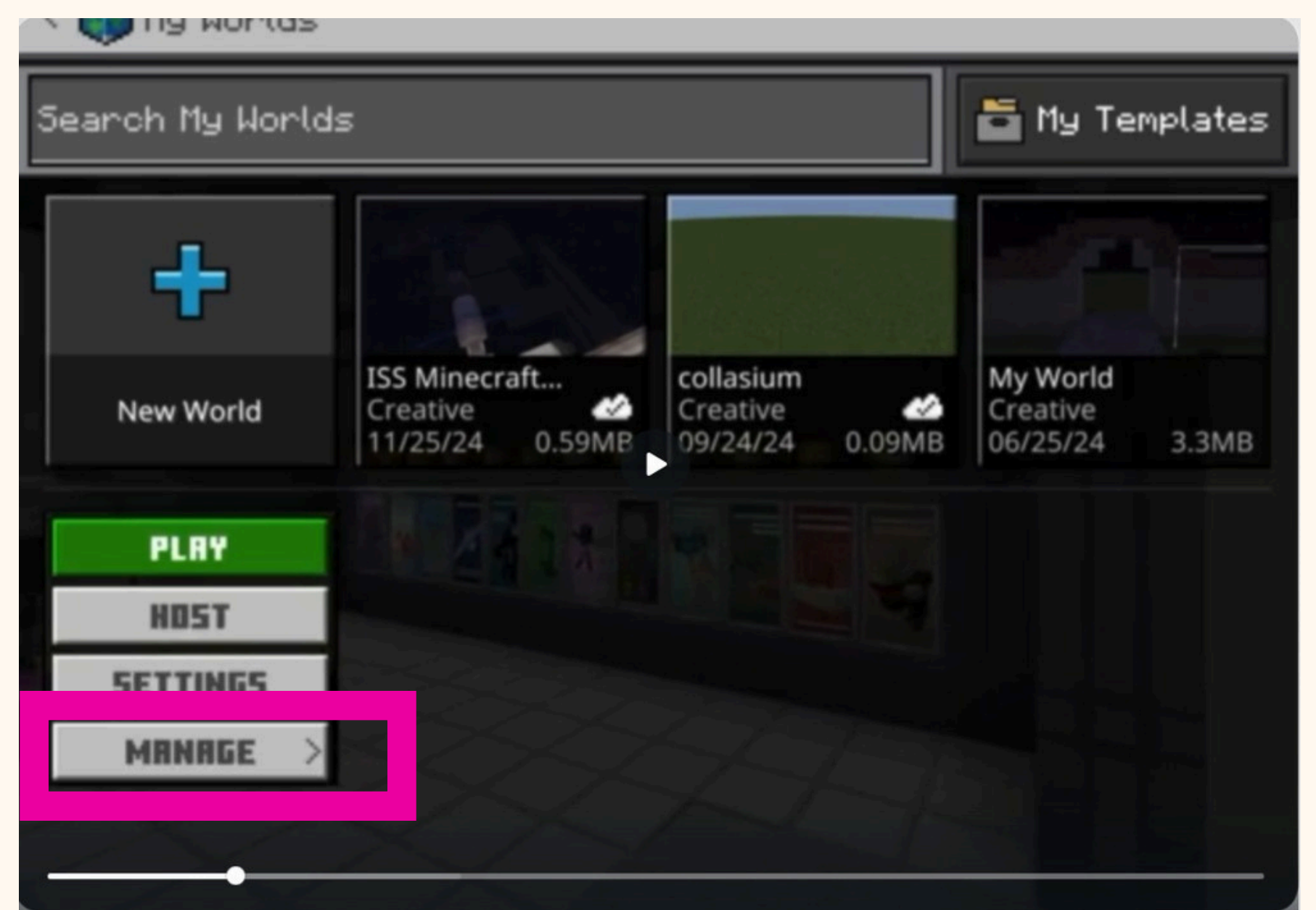




1. Open the Minecraft App
2. Navigate to Play
3. View My Worlds



4. Tap each world you want to back up
5. Manage
6. Export



7. Save to Files

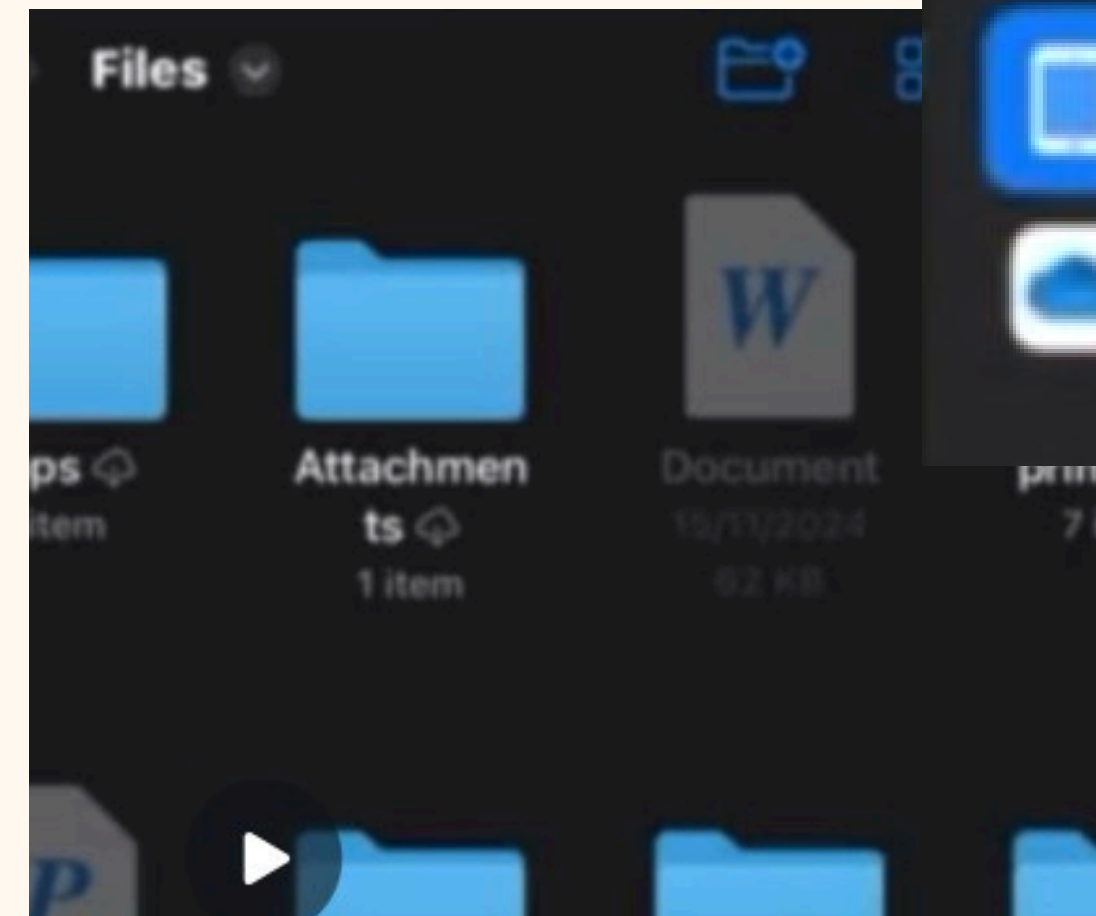
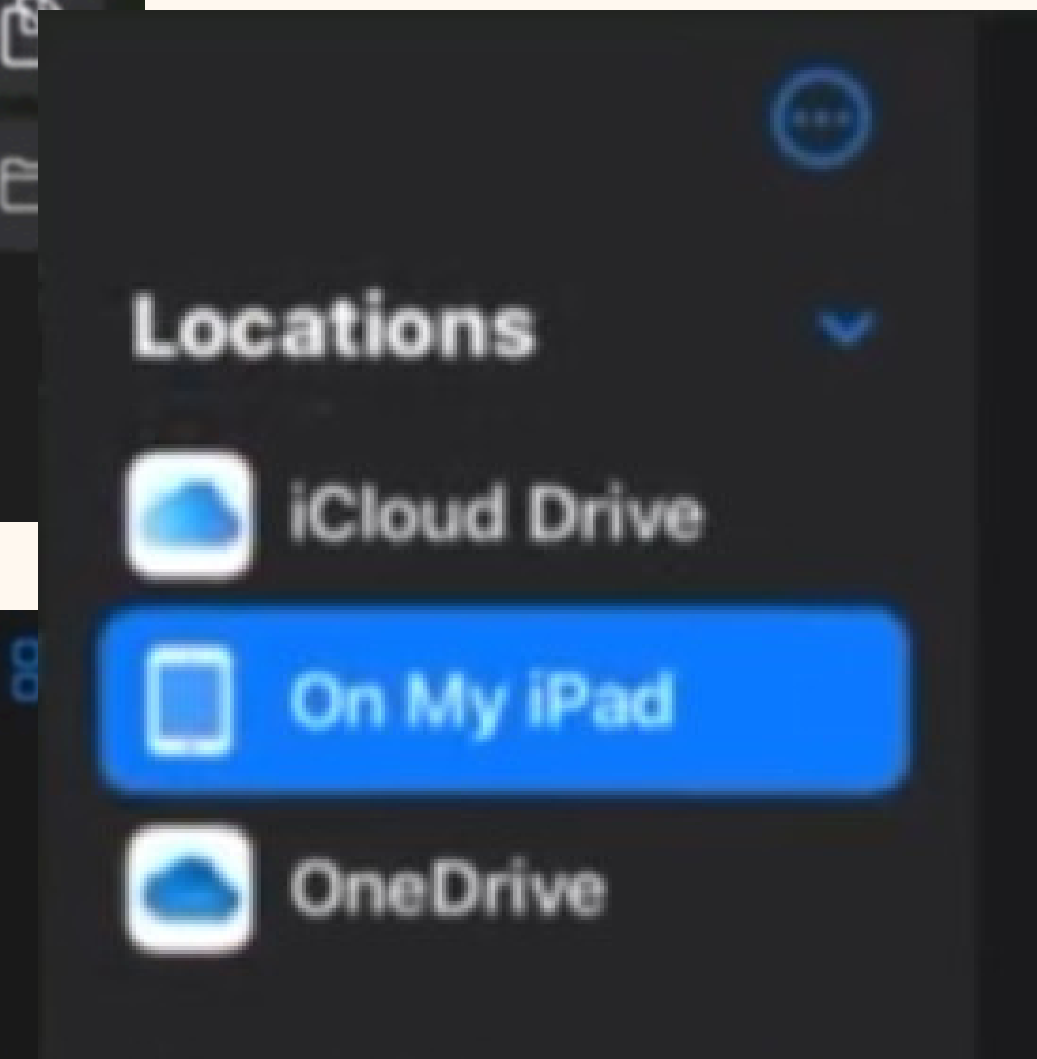
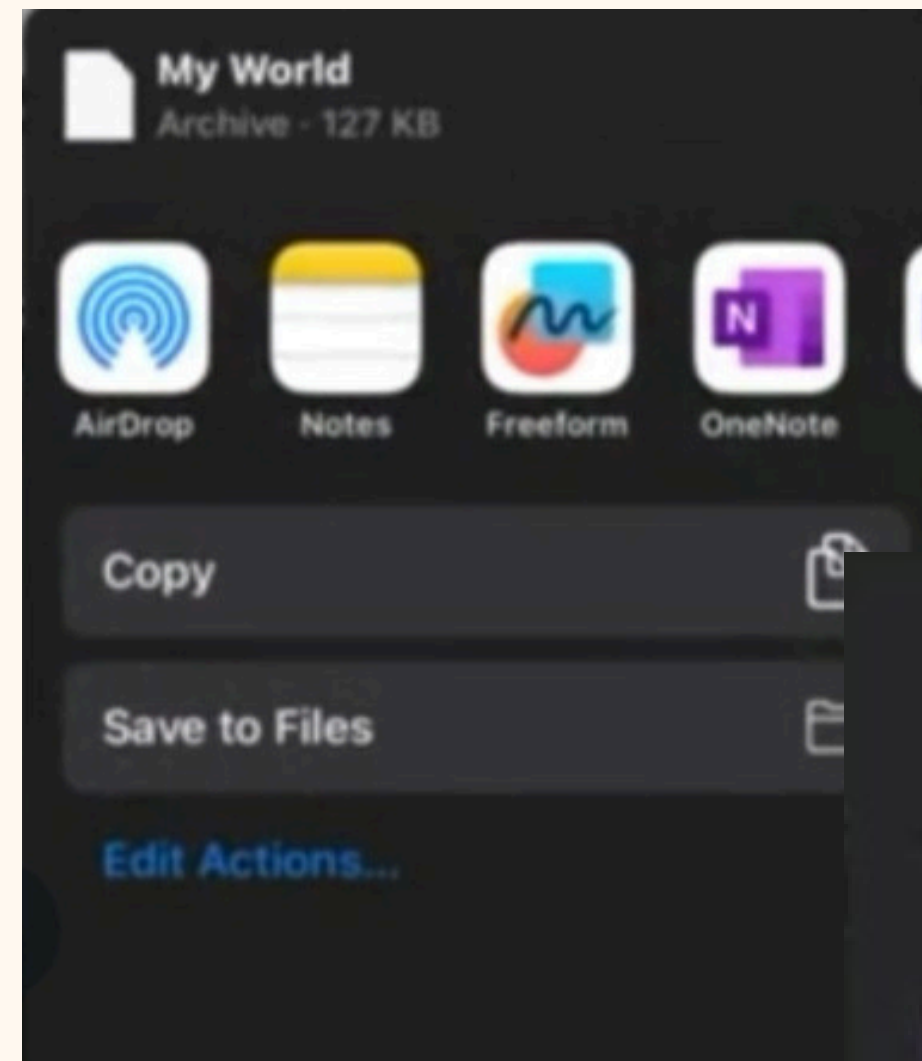
8. Select OneDrive > Files

9. Create a new folder for Minecraft

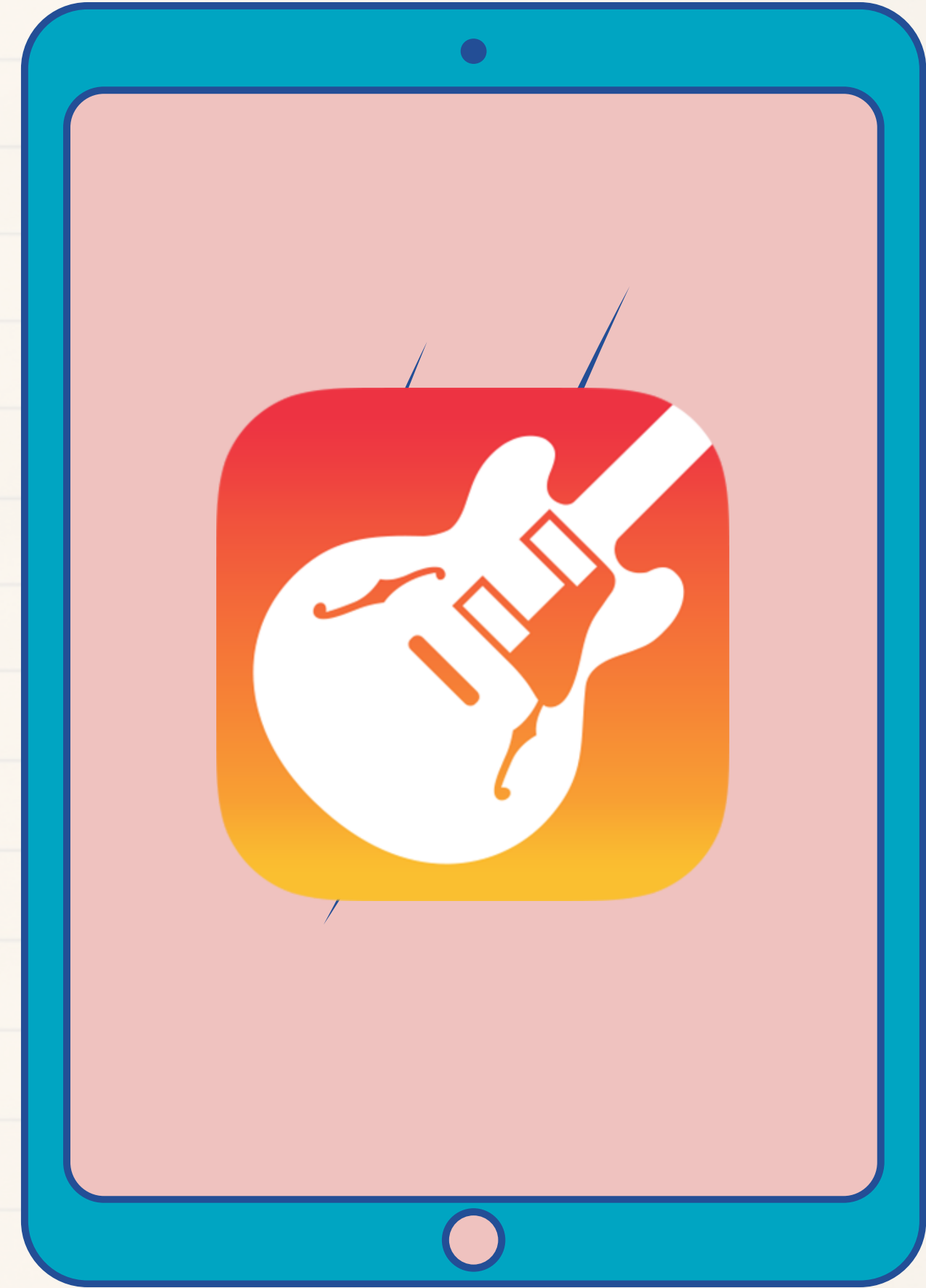
10. Change the name of your world

11. Save

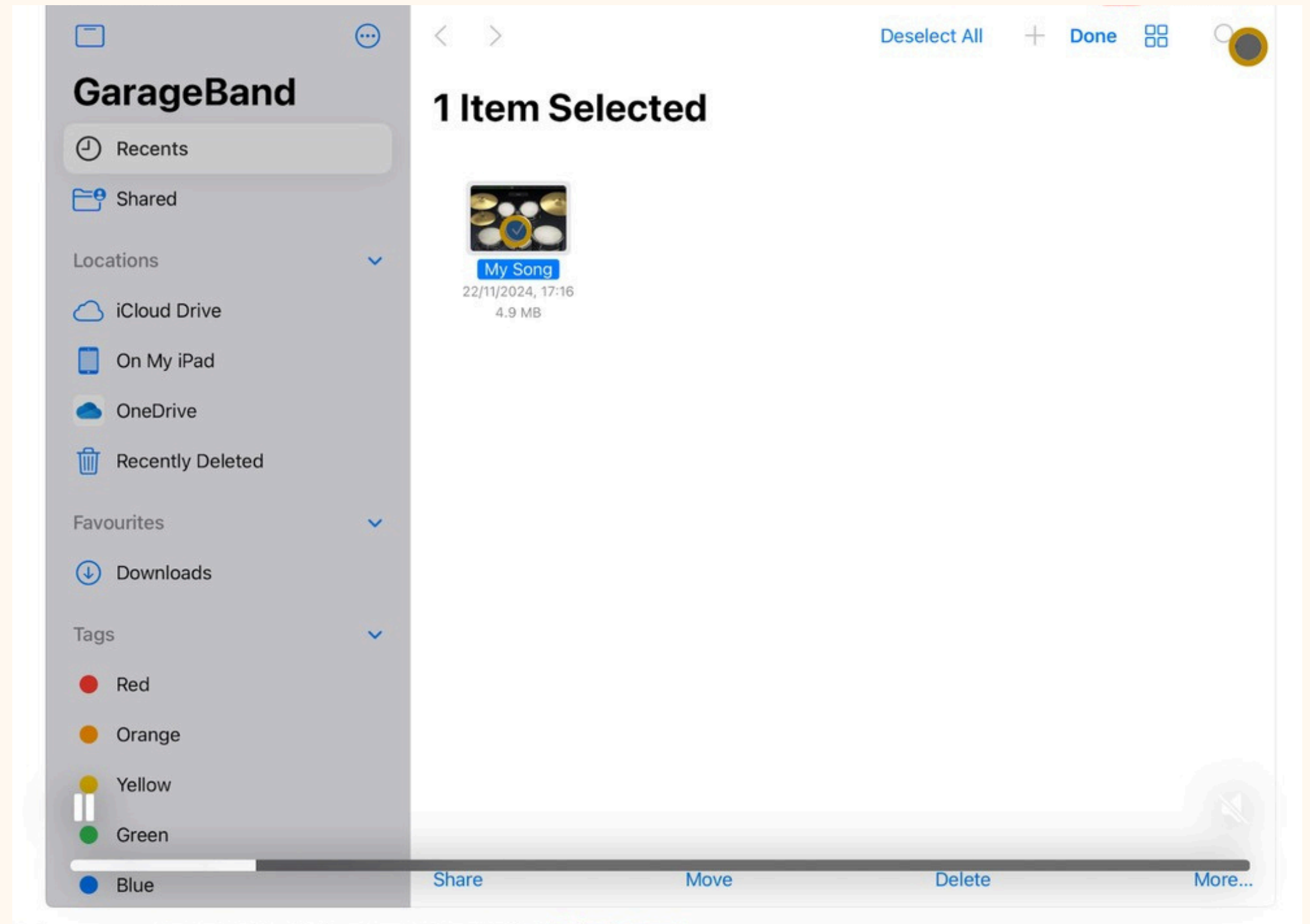
Repeat these steps for each World you want to save



# GarageBand



1. Open the Garageband App
2. Tap Select
3. Tap the files you want to move

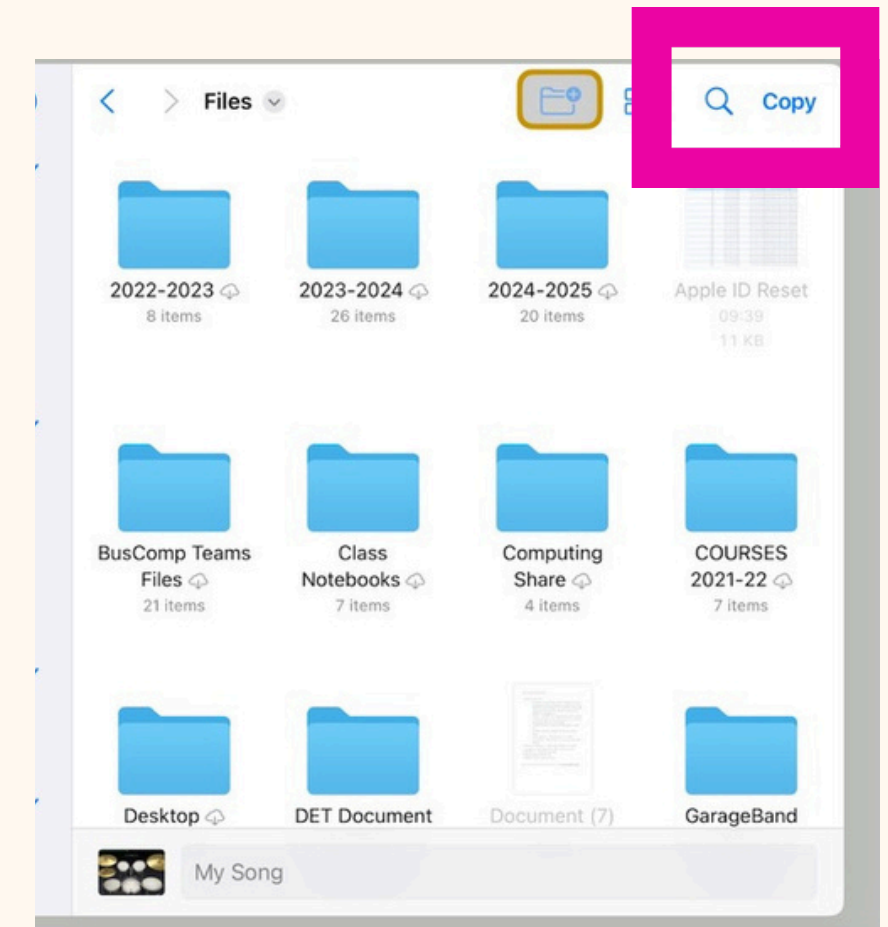
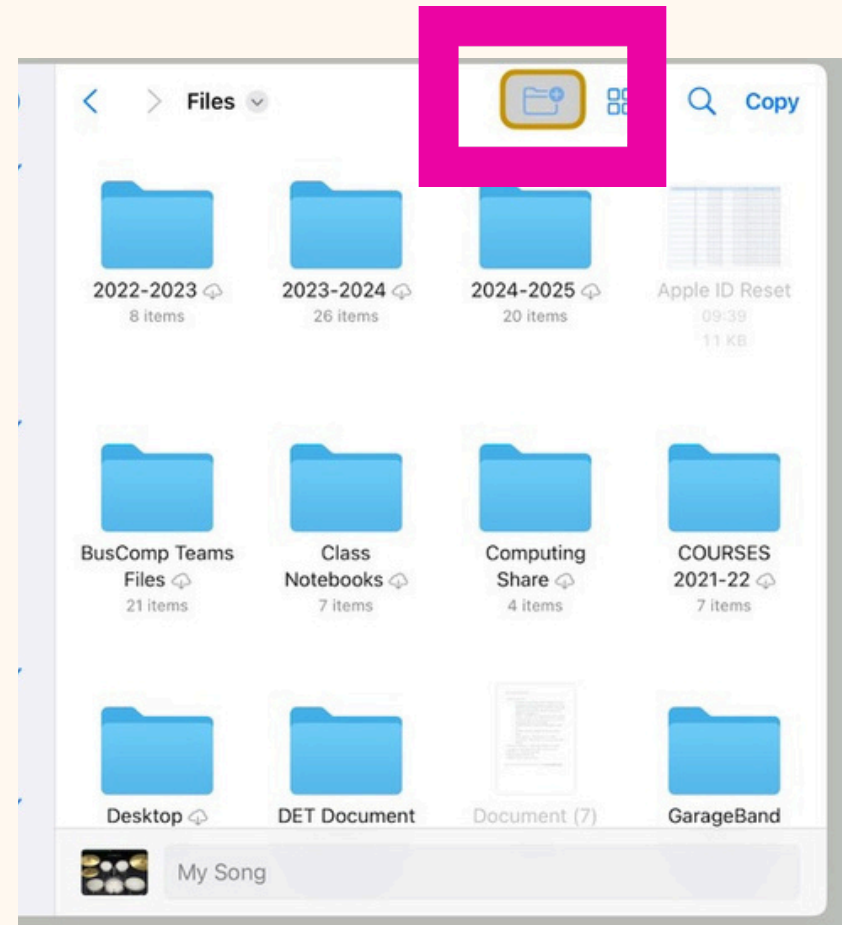
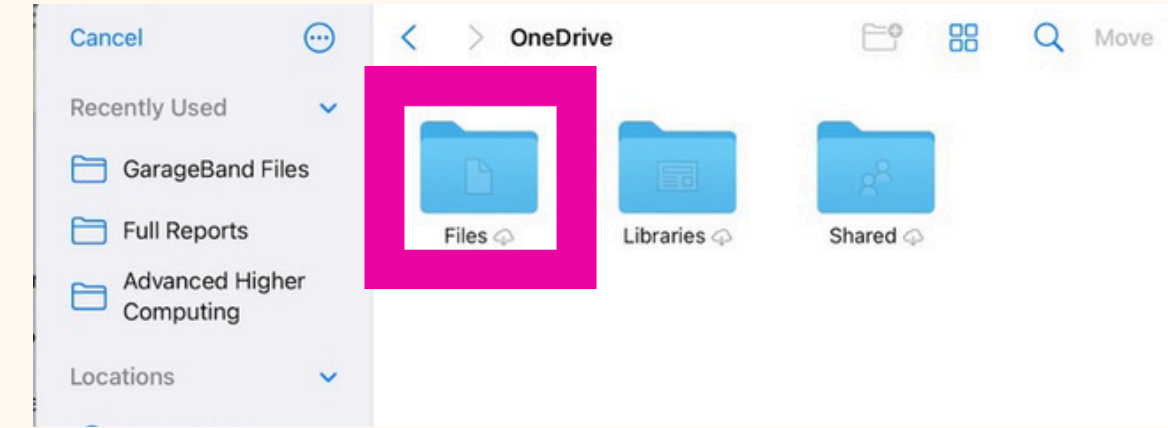
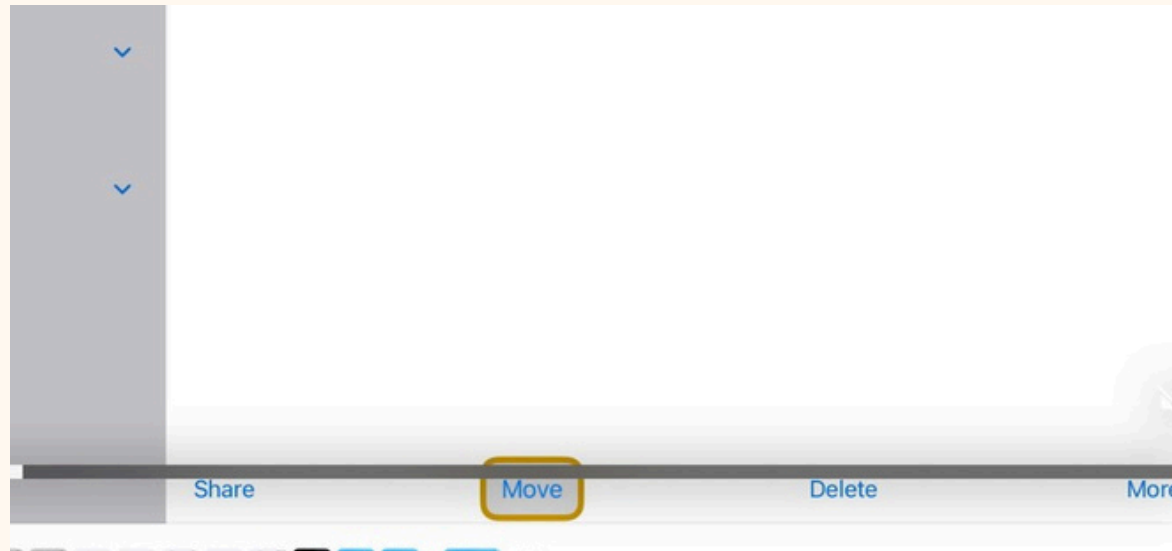


4. Tap Move

5. Navigate to OneDrive

6. Create a New Folder called  
'Garageband'

7. Tap Copy





**Once you have backed up all of your apps, you can now delete the apps at home and run the iOS update.**

**When the update has completed, you can now re-install your apps from Self-Service**

# Any Issues?

Come along to x2.20 on Wednesday  
4th December or Wednesday 11th  
December

Alternatively email:

[ict-support@boroughmuir.edin.sch.uk](mailto:ict-support@boroughmuir.edin.sch.uk)  
with your name, registration class and  
the issues you are having.

