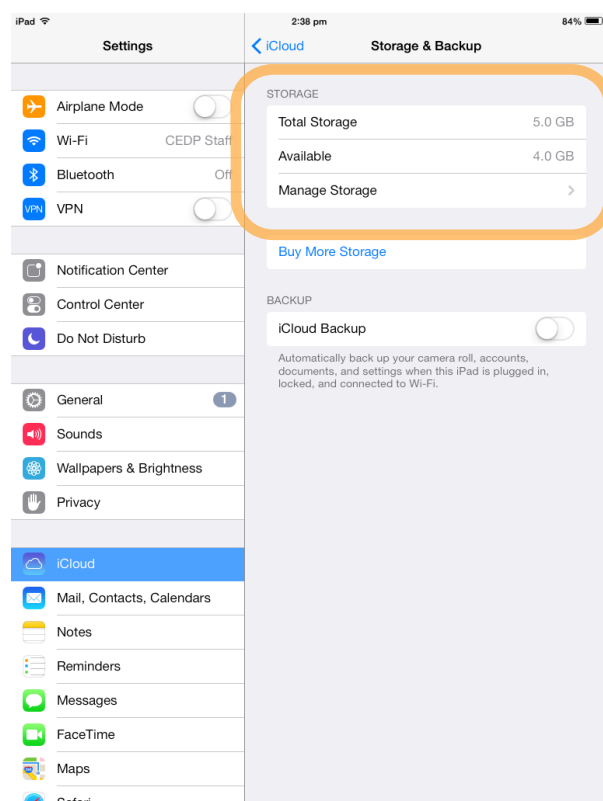


## Student backups of iPads and their data

Students need to make sure that their important materials on their iPads (such as documents created in class) are backed up in some fashion. If they don't then various situations could lead to them losing really important files, and tears. The iPad itself, it's settings, photos on it and many other aspects can be backed up to either iCloud or via iTunes (on a Windows or Apple computer). Backing up the whole iPad to iCloud is convenient, but often means that there is not enough room in the space you get in iCloud for free (5 GB of data) to backup documents in apps like Pages, Keynote and Numbers. For more information on backing up the iPad with iTunes (and iCloud) see this Apple article <http://support.apple.com/kb/HT1766> .

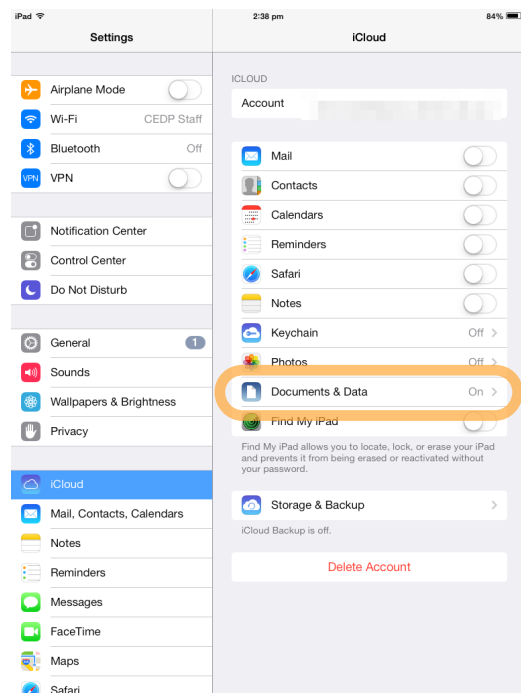
Three apps that need to be backed up as a minimum are **Pages**, **Keynote** and **Numbers**, and these can be backed up to iCloud with ease if there is enough free space on iCloud. To check how much space you have on iCloud, open your iPad settings, and tap on "iCloud" in the left hand pane. In the right hand pane tap on "Storage & Backup"

On the right hand side you should now see how much storage you have left available to use in iCloud. Note that this is also where you can change whether your iPad is backing up to iCloud or to a computer.



If you don't have much space left on iCloud, you may need to turn off "iCloud backup" in this area of settings and manage some of the material (like your iPad backup) as described in this Apple article <http://support.apple.com/kb/ht4847> . If you don't use iCloud for backing up the 'whole' iPad we highly recommend that you back your iPad up with iTunes.

To make sure that Pages, Keynote and Numbers are backing up the files in them to iCloud, in Settings tap on "iCloud" in the left hand pane and then tap on "Documents & Data" in the right hand pane (shown here on the right).



On the next screen (shown on the right) make sure that "Documents & Data" and then Pages, Keynote and Numbers all have the 'switch' next to them green or 'turned on'. Other apps can also have their data being backed up to iCloud but remember that that will take up some of your iCloud space.



Lastly, we need to check the settings for each app individually. While still in settings, scroll down on the left hand pane until you find Pages and tap on it.

Make sure that "Use iCloud" is turned on/ green here (show on the right).

Do the same for the Keynote and Numbers apps.

