

Before students turn in their old device for the deployment of new devices, they should backup any incomplete or important work onto the OneDrive. Below are instructions for that process.

### Backing up to OneDrive

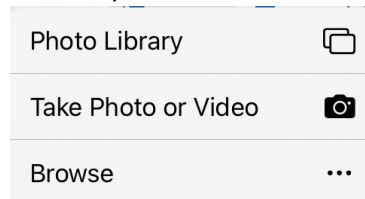
1. Browse to “office.com” on any device you wish to backup content from. (iPad or MacBook)
2. Login with “rss.k12.nc.us” username.
  - a. Students is Last Name, First Initial, Middle Initial, Last 3 Digits of ID Number (lunch)
  - b. Example: martincl431@rss.k12.nc.us
  - c. Student password is their ID Number (lunch)
3. Select OneDrive Icon from Office Dashboard.



- a.
4. Select Upload from options at the top left of the screen.



- a.
5. Select Files on iPad or another portable device. On MacBook you can select files or folders.
    - a. On iPad you see this:



- b. Selecting Photo Library will allow them to select photos/videos they have taken.
  - c. Selecting Browse will open the “Files” app and let them select files from there.
    - i. NOTE: Older iPads do NOT have a files app.
    - ii. This app defaults to “Recent” files but if you select Browse, they can move around their devices folders.
6. On School WIFI we have found that the uploads happen very quickly. Even over 500mB files will complete in a few minutes.
  7. If the student has files and photos/videos to upload they will have to repeat steps 4-6 as needed until everything is in their OneDrive.
  8. Once completed students can check their OneDrive folder to verify contents are there that they need.