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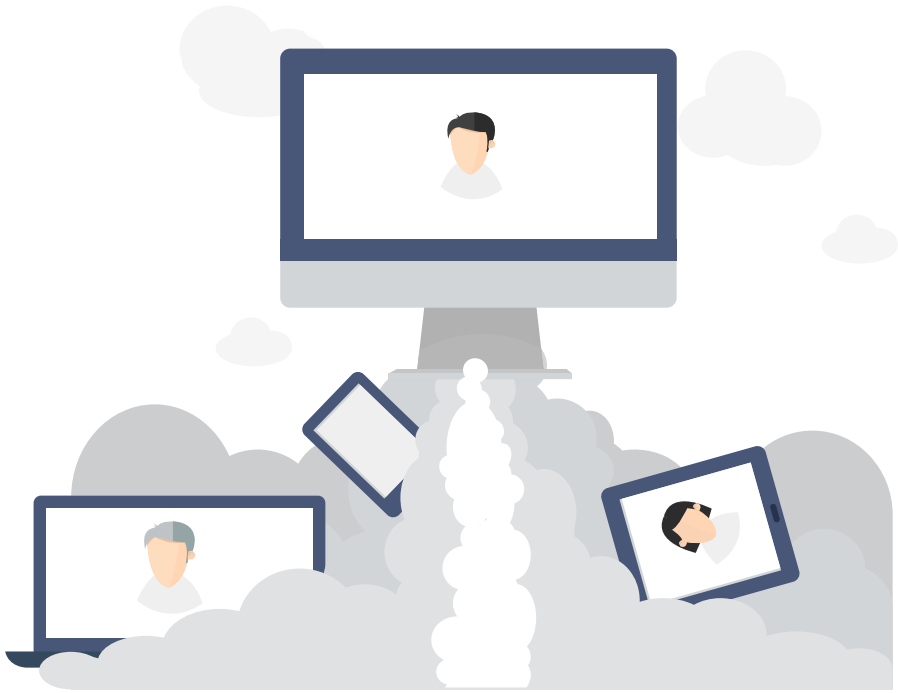
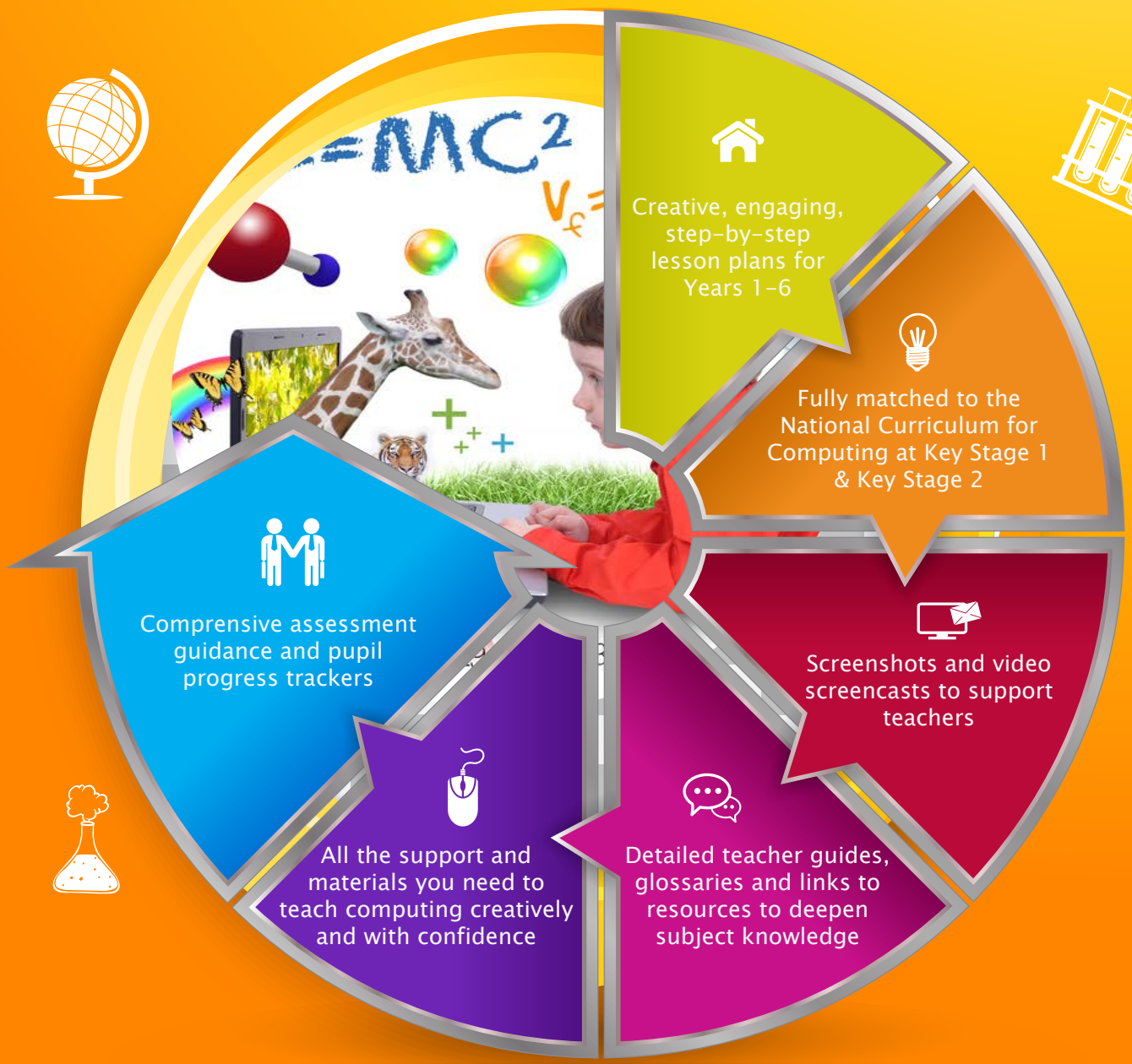
iPad File MANAGEMENT



iCompute for Primary Schools



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File Management with iPads

Introduction

iPads are 1:1 devices and were never intended to be used on networks and with file management systems. Using iPads in a school setting requires good administration and housekeeping practices to be adopted and regularly maintained.

If you are managing iPads in a school setting with a Windows Server, the following document, combined with the Meraki MDM Admin Guide may prove useful in your setting.

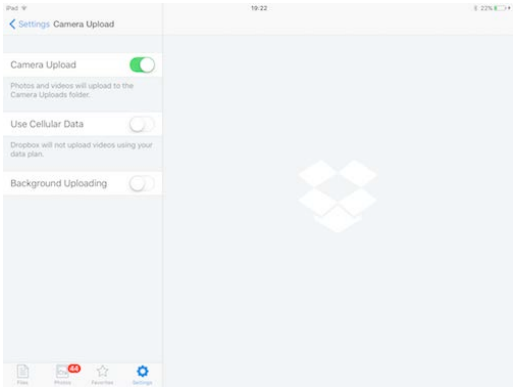
Housekeeping

iPad storage is limited. It is important that general housekeeping tasks are performed regularly to enable full use of the devices and to enable the installation of new apps.

Photographs and movie files are some of the largest files on devices. Once a week, transfer them and any other pupil work files to the school network for storage.

This can be achieved by navigating to the location where you want to upload the files to in Dropbox or Google Drive. Then tap the option to upload (the + icon on Google Drive and the ellipsis icon … on DropBox) and select the files you want to upload. They should then be moved from Dropbox or Google Drive to the school network for longer-term storage.

You can also set the Dropbox app to automatically upload photographs and movies to your Dropbox account as a background task. In Dropbox settings, turn on 'Camera Upload' and 'Background Uploading"



Other files, such as PDF's and pupil work can also be shared to Dropbox or Google Drive from within the app by selecting the share icon and then choosing 'More …' Here, you either tap the icon for Dropbox or Google drive or tap 'Open in' and then choose the app from there. Each app is different, therefore you will have to experiment.

Create school accounts for Cloud storage with Dropbox or Google Drive ensuring you do not store any sensitive data in these accounts. They are for pupil access. Organise the drive into Year Group folders and,

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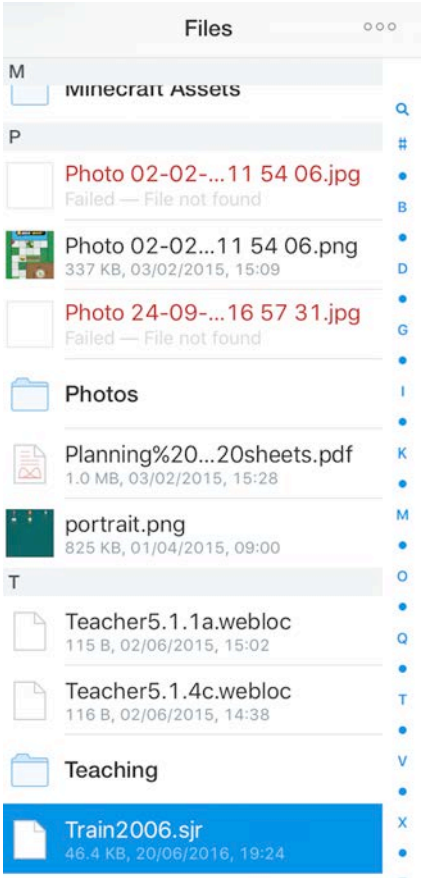
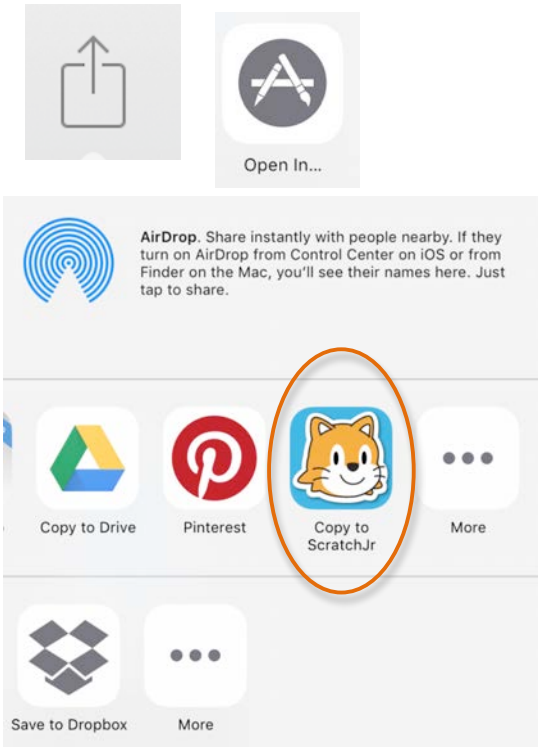
if necessary, class names. The apps for these are available on the iPad. To transfer files from Drobox or Google Drive to the school network, you will need to login from a pc/laptop using your login credentials and download the files you wish to transfer. You can then delete the files from Dropbox or Google Drive to free space.

Saving/Retrieving Pupil Work

Most apps provide the option to share to Drobox or Google Drive by tapping the share or airdrop icons This enables pupils to save their work removing the need to use the same iPad to continue working on a project, At the end of a session, as your pupils to save their work by sharing to Dropbox or Google Drive.

Pupils can then retrieve their work during the next session by opening the Drobox or Google Drive app, navigating to their Year Group or class name, locating their filename and choosing to 'Open in' the appropriate app – For example, 'Open in' Hopscotch, 'Open in' Scratch Jr etc.,





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