

# Getting Work and Pictures off the iPads


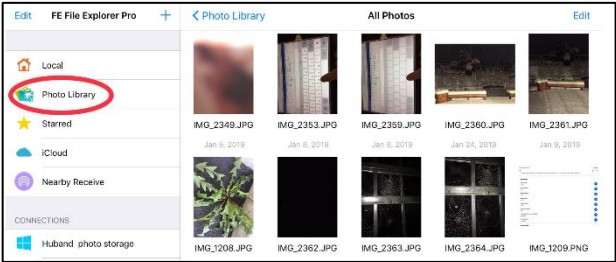
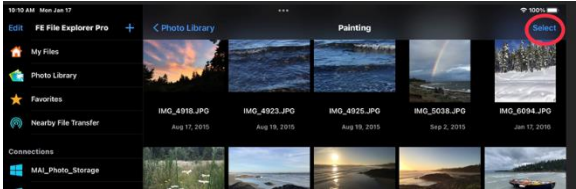
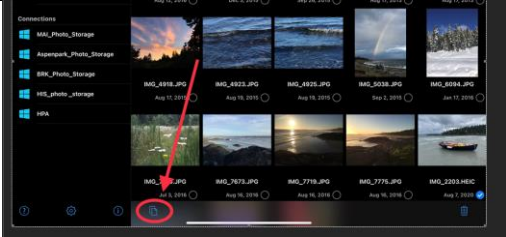
## File Explorer

### Introduction:

Students are doing more and more work using iPads and need ways to get their work off of the iPad to share with others. There are quite a few different ways to achieve this:

- Use File Explorer to move them to your school's H drive
- Use OneDrive to move them to your Office 365 account
- Airdrop them to another iPad
- Put them directly into an eportfolio
- Use Outlook email to email them to another person or computer



### Method 1 – File Explorer (this app should be on the school iPads)

|   |  |  |
|---|--|--|
| 1 | Open File Explorer on the iPad   |   |
| 2 | Open the <b>Photo Library</b> then press to open the <b>Camera roll</b> or <b>All Photos</b> . |   |
| 3 | Press <b>Select</b> on the upper left of the screen.   |  |
| 4 | Touch the photos to select the ones that you would like to transfer to the school computers.   |  |
| 5 | Choose the <b>Copy</b> symbol at the bottom of the screen.                                     |  |

|   |  |  |
|---|--|--|
| 6 | <p>Navigate to the folder you would like to place the pictures in (For example, at Royston the folder is called Royston iPod Share and at other schools it will be called <b>fexplorer\$</b>).</p> <p>You can click on the + to make a new folder.</p> |  |
| 7 | Press <b>Save</b>  |  |

## How to Find Your Pictures on Your School Computer

You now need to go into your H drive on your school computer and retrieve your pictures-or instruct students how to go in to get their own.

|   |   |  |
|---|---|--|
| 1 | Log in to your laptop or any school computer.                               |  |
| 2 | Click on the file folder at the bottom of the screen or go to File Explorer |   |
| 3 | Click on This PC to see all the drives on your computer.                    |  |
| 4 | Click on the Drive with the letter H (school share)                         |  |
| 5 | Find the fexplore\$ folder  |  |
| 6 | Find your ipad folder.  |  |