

School Year-end CHECKLIST for iPads

Year-end is a perfect opportunity to review and clean up FILES stored on iPads and any hardware technologies in your building.



Student iPads:

- Update iOS: Go to Settings > General > Software Update > Download and Install

- Review used storage space and review apps
 - Go to Settings > General > Storage & iCloud Usage > compare Used to Available storage
 - Tap on Manage Storage > tap on app you wish to delete > Delete App (Consider deleting apps not often used anymore)
 - Recommendation: Have a minimum of 5GB of available storage

- Review projects in all apps. In order to ensure optimum space on your iPads for the new school year, delete projects within each app.
 - Open the app
 - Save a copy of your projects or **delete** projects within the app

- Review all photos and videos in Photo Library
 - Save a copy of photos or videos if you want to keep them
 - How? One way: Use a Lightning (or 30-pin) to USB cable, connect iPad to PC.
 - **Delete** any images or videos not needed
 - Go to Albums and delete again from Recently Deleted folder

- Wipe and clean the screen with a damp cloth (microfibre works great!)

- Update inventory list



Last day:

- POWER OFF all iPads
- Unplug iPad cart: Do NOT leave iPads charging over the summer