

Enfield Public Schools

We make a difference in Enfield – every child, every day.



EPS- Senior iPad Collection And Restoration Procedures

Seniors, one of the last steps you need to take before graduating is handing in your iPad!

- On, June 13, you will take your last Final Exam. On, June 14 you will have an Exam Review Day.
- Once you are certain that all of your exams have been handed in, and you don't owe any teachers any work, you will:
 - Erase your iPad of all information.
 - Gather your iPad, case, keyboard, charger, and cord
 - Hand these items in at one of the following times at EHS

DATE : June 13	DATE: June 14
Senior -EHS drop off 8:30 am 1:30 pm	Senior- EHS drop off 8:30 am 1:30 pm

If you know you cannot make either of these times, please make arrangements with Mrs. Nelson


pnelson@enfieldschools.org

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Check list for Returning the iPad

- Fully charge the iPad
- Remove personalization (stickers, etc.) and clean
- Sign out of Apple ID and Erase the iPad (follow the instructions)
 - If the iPad has a security pin/passcode, please remove this information provide instructions below
 - Conduct a brief inspection to make sure the iPad is not damaged and is in working order.
 - **ERASE DATA:** Open the iPad and navigate to the Settings Icon and select 
 - On the right side, scroll to the bottom of the page and select “Reset”
 - On the next screen, select “Reset All Content and Setting’s (second selection from the top)
 - If a pin/passcode has been assigned, you will need it to confirm that you want to wipe theiPad.
 - The iPad will display the Apple Icon as it erases all data.
 - Once this is complete, the iPad is 100% prepared for redistribution
 - Please keep the cord, charger block, and case with this iPad

Equipment to be returned:

- iPad – Check for the screen with “Hello”
- iPad case
- Charger block
- charger cord
- Black neoprene bag

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EPS iPad Condition Assessment Form

Name _____ School _____

Description	Replacement Cost
Damaged iPad cost	\$200
Damaged iPad Keyboard Case	\$100
Replacement Charger	\$10

	Needs repairs	No repairs Needed
iPad		
iPad Case/keyboard		
Cord/ Charging brick		

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Sync your school-provided OneDrive to your computer!



Seniors have till August 31, 2023, to sync your EPS account to your Personal Microsoft account.

When you sync your files with the sync app, you can move your OneDrive files around just like other files on your computer. It's easier and quicker, because you aren't dependent on a network. If you already have a Microsoft account that you use with services like OneDrive, Microsoft 365, Outlook, or Xbox, (means an account that ends in @outlook.com, @hotmail.com, or @live.com.) use that account to sign in.

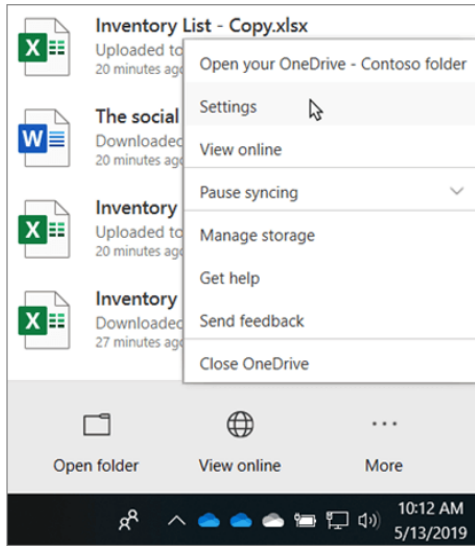
- If you're moving a large number of files, for best results, we strongly recommend that you move files in batches of no more than 100 files each.
- Files you move from your school-provided OneDrive to your personal OneDrive are essentially recognized as new files, and as a result, these files don't retain metadata details such as Modified and Modified By.
- **If you don't have a Microsoft account**, jump to the section in these directions that tells you how to create your own personal OneDrive, then come back to this part below.

Follow the steps below to set up your sync connection with OneDrive. If you've already set this up, you can skip to the next section.

1. Sign into your school Office 365.
2. Select the blue OneDrive cloud icon in the Windows taskbar notification area.

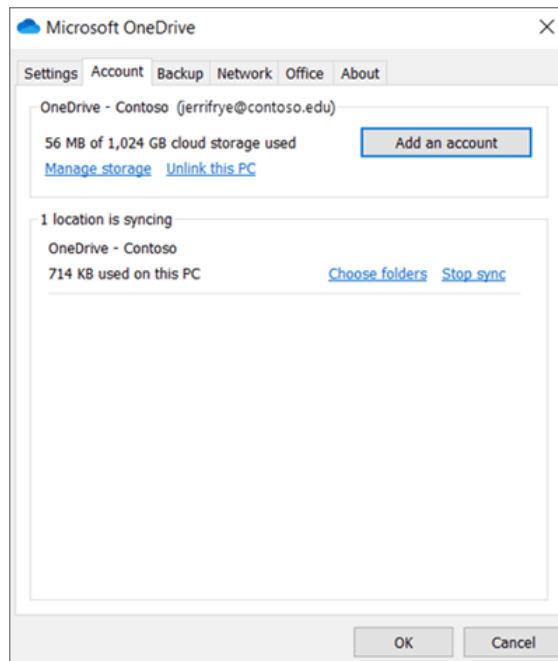


3. Select **More > Settings**.



(You might need to click the **Show hidden icons** arrow next to the notification area to see the **OneDrive** icon. If the icon doesn't appear in the notification area, OneDrive might not be running. Click **Start**, type **OneDrive** in the search box, and then click **OneDrive** in the search results.)

4. In **Settings**, select **Account**, and then select **Add an account**.

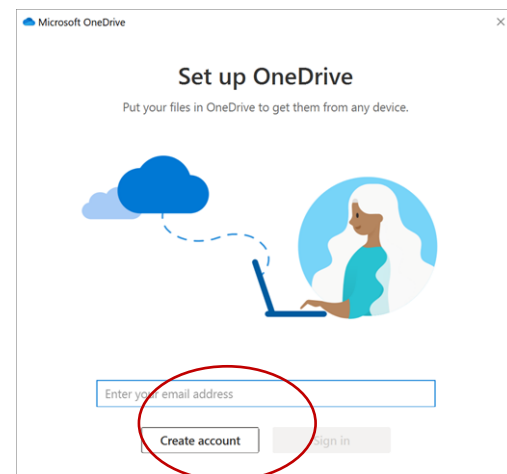


5. When OneDrive Setup starts, enter your school-provided OneDrive account, and then select **Sign in**.

Create a personal OneDrive account

Your new, personal OneDrive account will be the home for all of your files once you have finished the move. If you already have a OneDrive or Microsoft account, you can skip to the next step.

1. Go to onedrive.com and select **Sign up for free**.
2. Select **Create a Microsoft account**.



3. Type your email address and the password you want to use, and select **Next**.

Or select **Use a phone number instead**, enter your phone number, and select **Next**.

If you use a phone number, you'll receive a code on your phone. Enter the code, and then select **Next**.

Sync your personal OneDrive to your computer

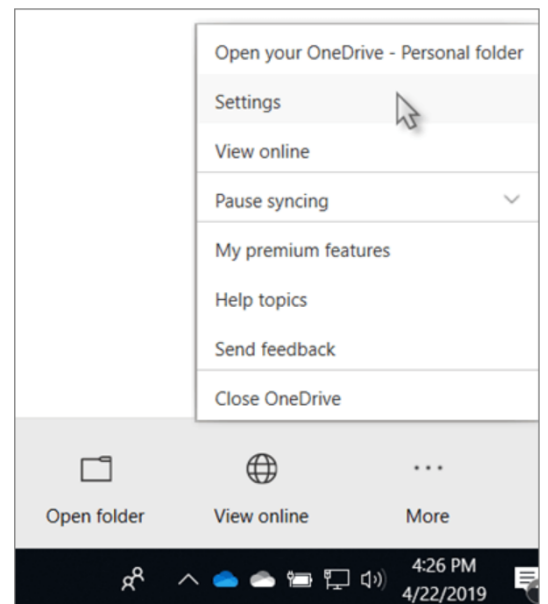
Follow the steps below to set up your sync connection with OneDrive. If you've already set this up, you can skip to the next section.

1. Sign into your personal Office 365.
2. Select the white OneDrive cloud icon in the Windows taskbar notification area.



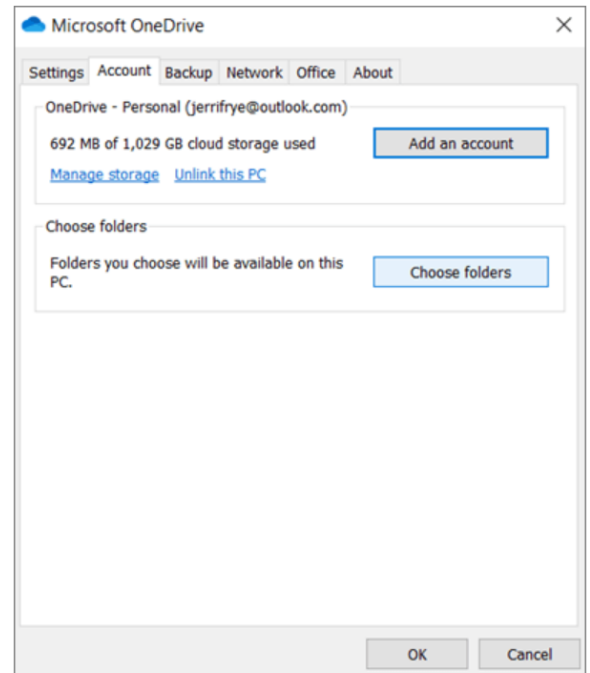
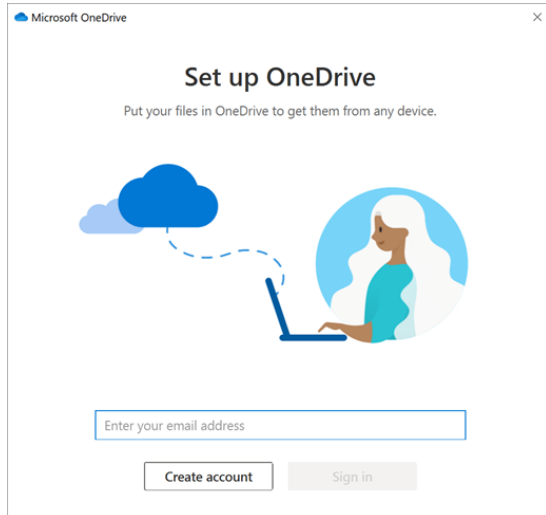
3. Select **More > Settings**.

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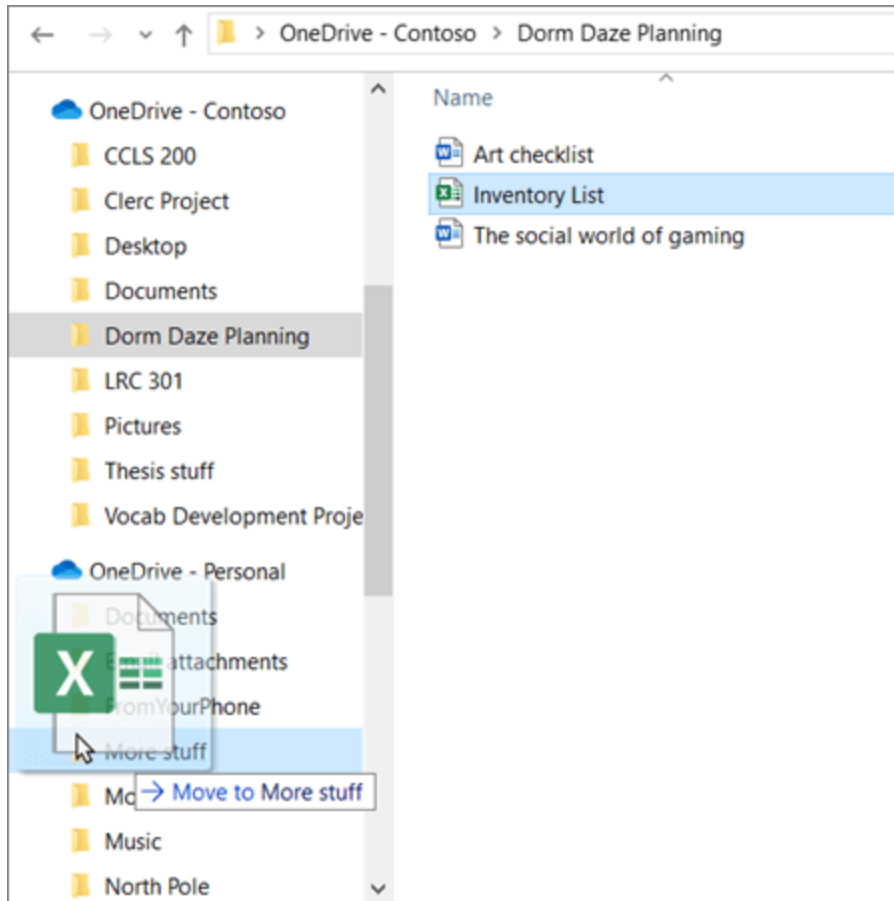
5. When OneDrive Setup starts, enter your personal OneDrive account, and then select **Sign in**.



Move your school-provided OneDrive files to your synced personal OneDrive folder

To move your school-provided OneDrive files to OneDrive, drag them from your synced school-provided OneDrive folder to your synced personal OneDrive folder.

By default, your synced OneDrive folder is located in `c:\users\username\OneDrive - schoolname`. It should also appear under your favorites. To move a file using Windows File Explorer, drag the files you want to your synced personal OneDrive folder. This folder can be found at `c:\users\username\OneDrive`.

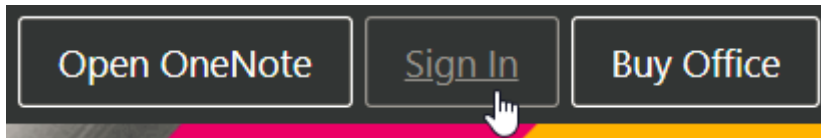


To move a file using Mac Finder, drag files from the file list in the right pane (your synced school-provided OneDrive folder) to your synced personal OneDrive folder in the left pane (if you have OneDrive listed there under **Favorites**). After a moment, Finder will switch to show your existing OneDrive files and folders in the right pane, and you can drag the file into the sub-folder of your choice. Once you've moved files to the synced library folder, they're automatically uploaded to OneDrive.

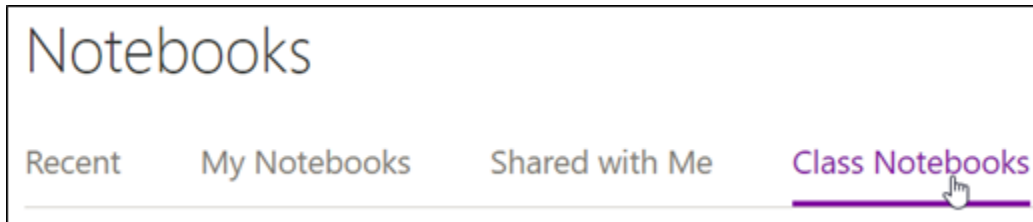
Move your OneNote class notebooks to your personal OneDrive

Your class notebooks are not stored in your school-provided OneDrive so you will need to move them over separately. With EDU Notebooks in Microsoft OneNote, you can save a copy of your notebook to OneDrive to keep a backup or share it with others.

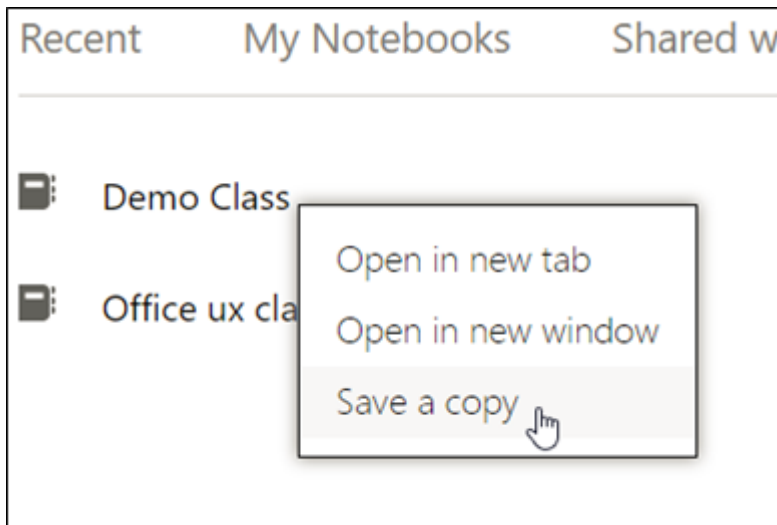
1. Navigate to [OneNote.com](https://onenote.com) and enter valid credentials for sign in.



2. Click on the EDU Notebooks tab you want.

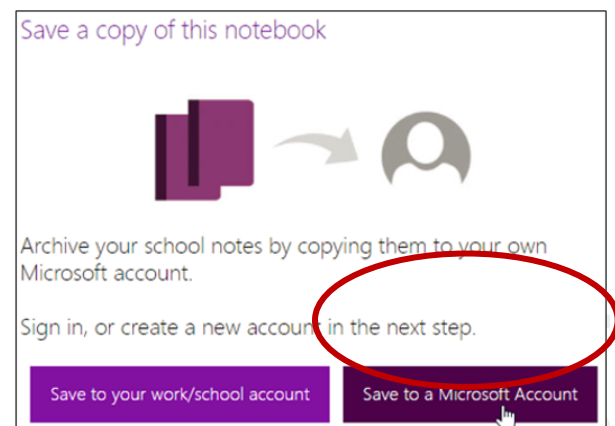


3. Navigate to the notebook you want to save, right click on it, and click the **Save a copy** option.



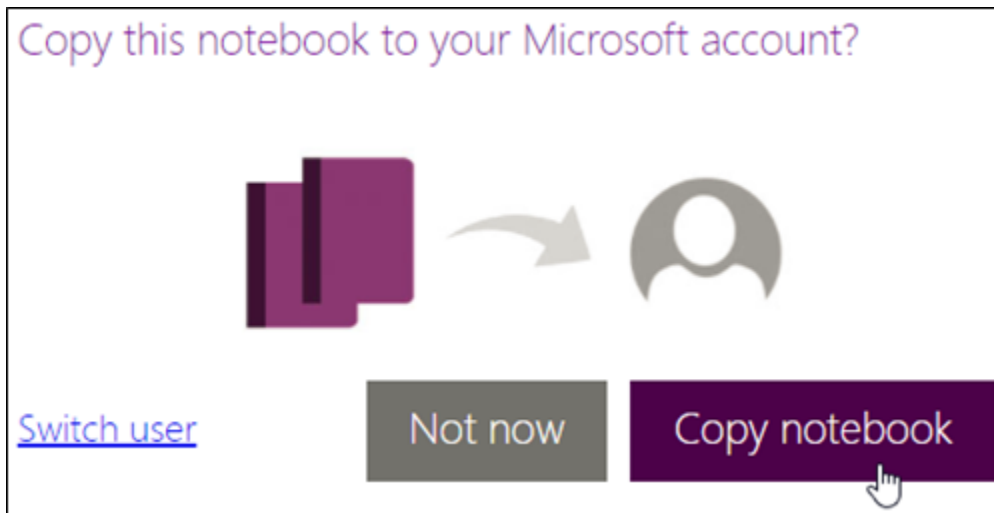
Note: If a dialogue box appears asking for you to allow OneNote to access your info, click **Yes** to continue.

4. The **Save a copy** dialogue box will open. Select **Save to a Microsoft Account**.

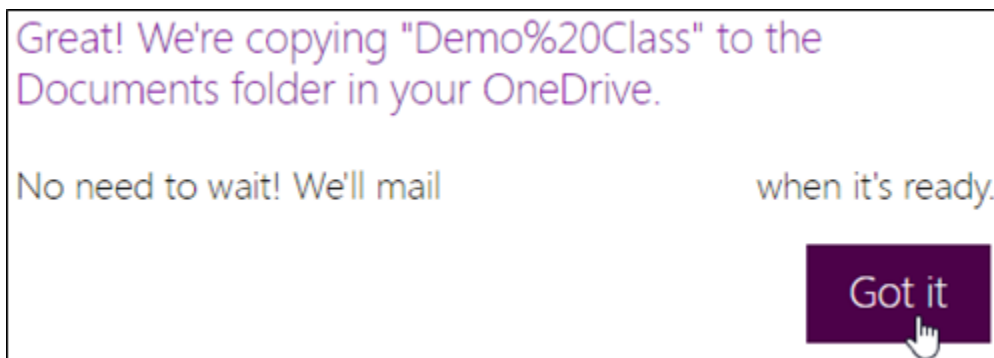


5. A Microsoft sign in screen will appear. Login with a Microsoft/Outlook account.

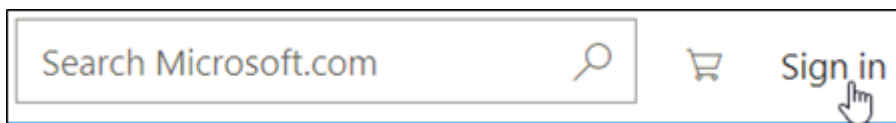
6. After a successful login, you will be asked to confirm that you want to proceed. Click on **Copy notebook**.



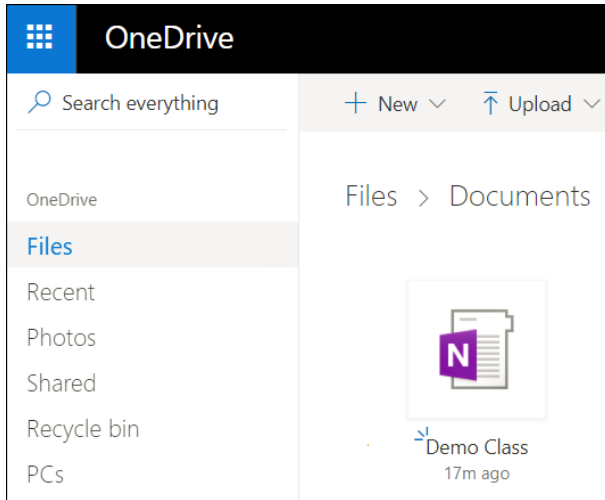
7. After confirming you will see the following message.



8. To check that the notebook was copied to your account correctly, navigate to [OneDrive](#) and sign in with the account you just saved the EDU Notebook to.

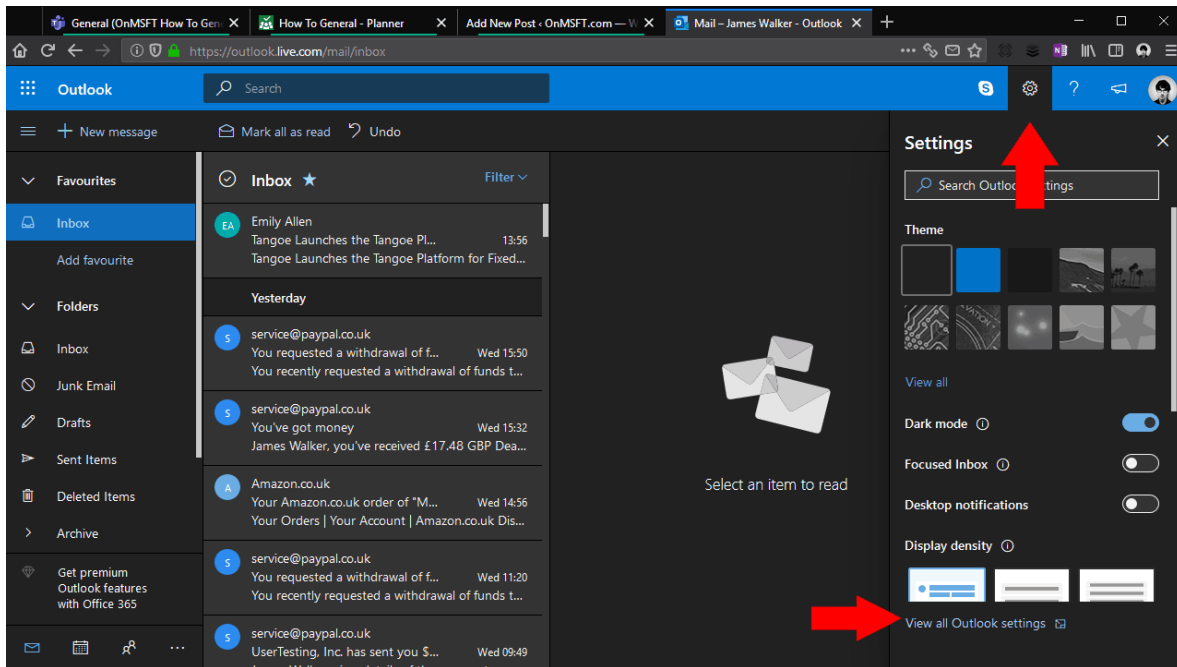


9. Open the **Notebooks** folder to verify the EDU Notebook is there.

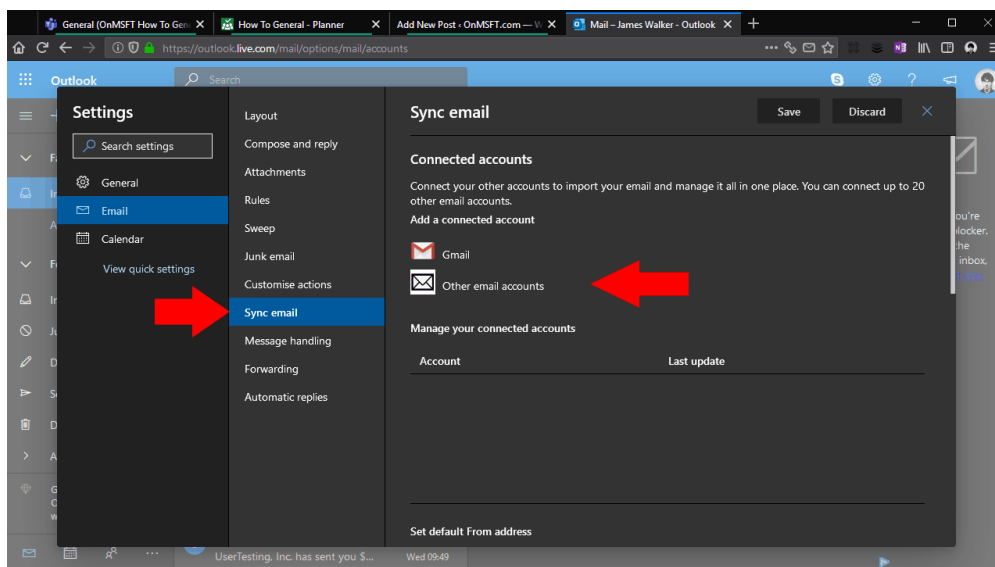


How to Save any Email you might want

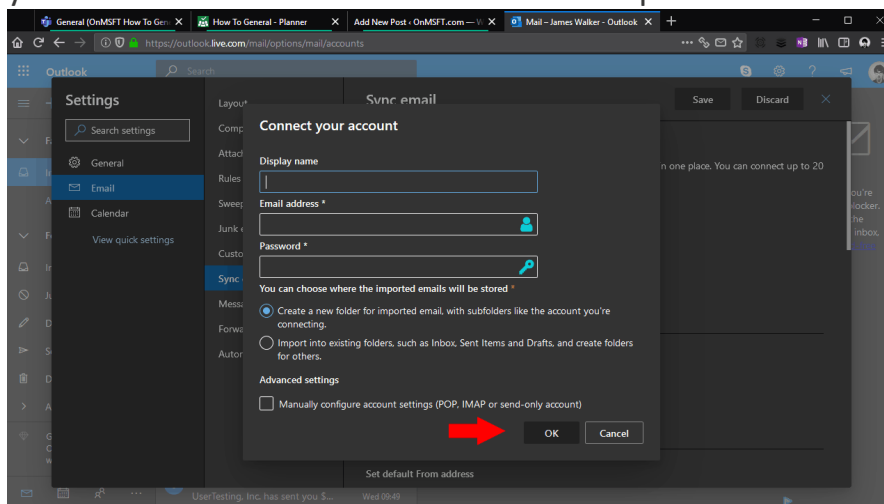
You may also have school emails which you'd like to retain copies of. The simplest method to keep these is to import them all into your own email account.



Login to Outlook.com on the web. Click the Settings cog icon in the top-right and then press the “View all Outlook settings” link at the bottom of the pane.



In this popup, click the “Sync email” button in the navigation bar. Under “Connected accounts,” click “Other email accounts” and provide the details for your school email account. Give the account a display name of “School” and enter your school Office 365 email address and password.



You can choose whether to import your school emails directly into your inbox, or to keep them within a new sub-folder. The choice is yours, although we recommend sticking with the default and creating a new folder – this will keep your school email separated from your personal messages.

Press the “OK” button to start the import process.

