

As we wind down the year, we need to store documents, presentations, photos, and videos that students want saved for next year. We can do this through Canvas.

- 1) Open Safari and Navigate to Canvas ([clover.instructure.com](https://clover.instructure.com)) and log in
- 2) Tap Settings on the top right next to your name
- 3) Tap on Files on the left sidebar
- 4) Create a new folder and label it 2015-16
  - A) Click +Folder
  - B) Type the name and hit Return (if you click away, the name will not save)
  - C) Open that folder
  - D) If you wish to create subfolders for subjects, repeat the process

NOTE: Different apps have different export procedures. In order to get files into Canvas, you have to have the files in Finder in a readable format. Photos and Notability are listed here but if you have other apps/ programs that contain files you want to keep, explore their export features.

- 5) If you have stored photos in the Photos App and want to secure them in Canvas for future use
  - A) Open the Photos App
  - B) Select the photos you want to export
    1. To select a range of photos, click the first one, hold shift and click the last one
    2. To select certain photos that are not grouped together, click the first one and then hold Command while clicking the additional photos
  - C) Go to the menu bar and select File>Export>Export Unmodified Originals for # Photos
  - D) You can leave the defaults on the popup window as is (this will export the photos with their file names)
  - E) Click Export
  - F) Choose the location to save the files to including a New Folder if that is your desire and click Export Originals
  - G) Once exported, follow the directions below to move to Canvas
- 6) If you have notes in Notability and want to secure them in Canvas for future use
  - A) Open Notability and select the Note you want to save (you cannot save a whole subject directly, you have to do this step one note at a time)
  - B) Go to the menu bar and select File>Export As and choose the format
    1. PDF will save the note but it can not be edited in the future
    2. Note will save the note and allow it to be edited in the future (The Note format will also not display in Canvas but can be imported back into Notability if desired)
  - C) Choose the location and then click Export
- 7) Share your Files, photos and videos with Canvas
  - A) Special Notes: You can save most file types to Canvas, however; some file types will not be viewable in Canvas. Also, files from Pages, Keynote, and Numbers may save as a ZIP file that can be opened on a MacBook at a later date.
  - B) Open Finder (do not open in full screen mode—be sure you can still see the Canvas window)
  - C) Navigate to the folder you want to copy the files from
  - D) Select the files you want to copy to Canvas
    1. You cannot move a folder, only files
    2. To select all files in a range (that are all together), click the first file, scroll and then hold shift and click the last file

3. To select multiple files that are not together, click the first one and then hold Command down while clicking additional files
- E) Drag those files from the finder window to the Canvas window
- 8) Once you have moved items to Canvas, they can be deleted from your MacBook