


Student Photos for Infinite Campus

Using an iPad to Save Photos in OneDrive

The following steps will walk you through the process of using an iPad to take photos, renaming photos and uploading the completed photos to a shared folder in OneDrive.

Taking Photos with Your iPad

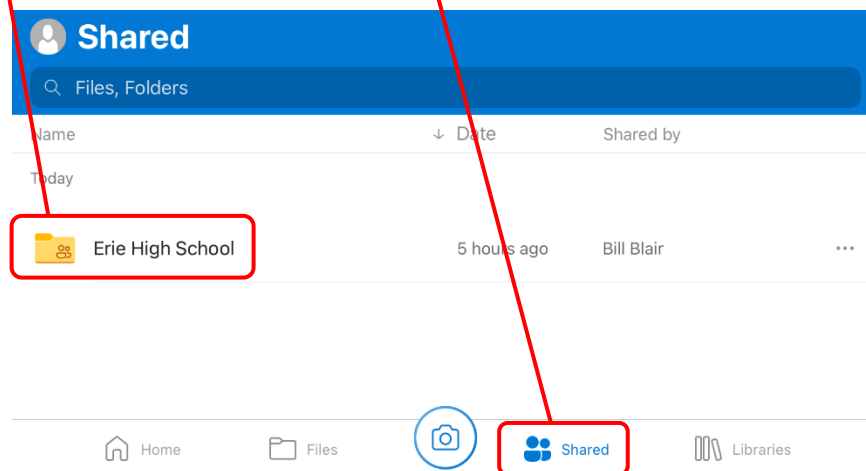
To take a photo with your iPad:

1. Tap on the **Camera**  app.
2. **Zoom in or out** by dragging the slider on the left-hand side of the screen up or down.
3. Tap the **Shutter** button to take the photo.

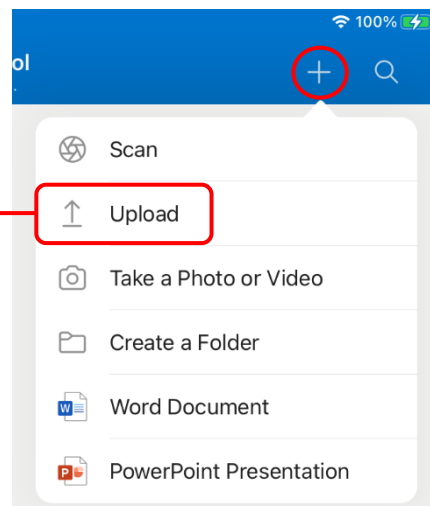
Uploading Photos to OneDrive

Once the photo(s) have been taken , you will need to upload the photo(s) to your shared folder in OneDrive. To upload a photo from the iPad into OneDrive:

1. Tap on the **OneDrive**  app.
2. Once the OneDrive app opens,, tap on **Shared** at the bottom of the screen (*Any shared folders tht you have access will appear*).
3. Tap on the name of the shared folder.



4. Tap on the + icon from the upper right-hand corner of the screen.
5. Tap on **Upload** from the menu that appears.
6. Tap on **Photos and Videos** from the window that appears.



From the **Photos** window that appears:

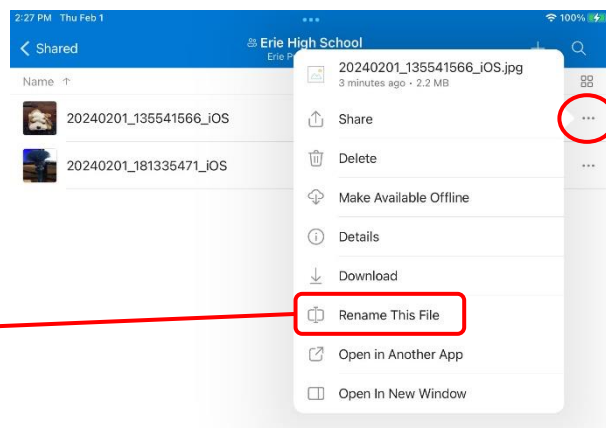
7. Tap on **Recents** to see all of your available photos.
8. Tap on the photo(s) you want to upload into the OneDrive shared folder (*a blue checkmark will appear on the photos that are selected*).
9. Tap **Done**.

The photos that you selected will start uploading to the shared folder on OneDrive.

Renaming Photos

Once you have successfully uploaded the photos into OneDrive, you will need to rename them using the **Student ID Number**. To rename a photo from OneDrive:

1. Tap on the three dots to the right of the photo that you want to rename.
2. From the menu that appears, tap on **Rename This File**.
3. Type in the **Student ID Number** for the photos.
4. Tap **Done**.

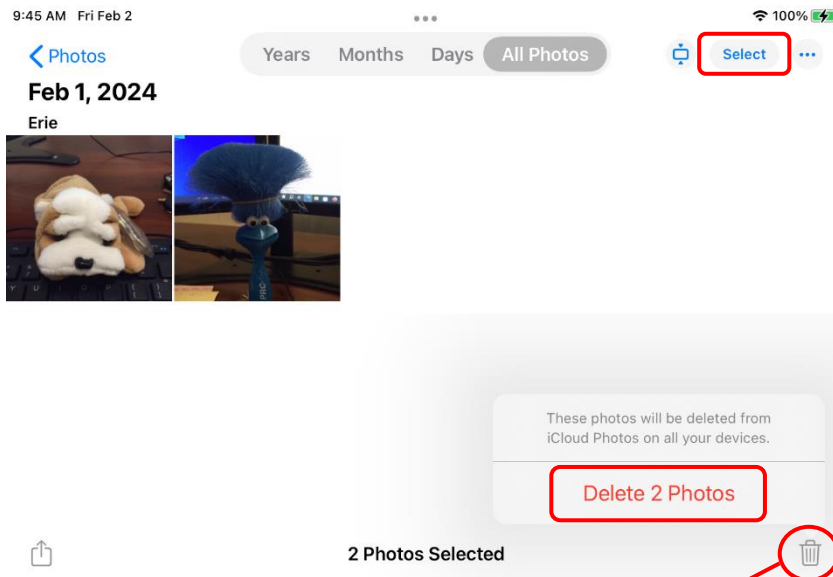



Once you have uploaded and renamed all of the photos, double-tap on the **Home** button, and then close all open apps. The IT Department will upload the student's photos in their IC profile.

Deleting Photos

Once you have successfully uploaded the student photo to OneDrive, you will want to delete the photos from the iPad. To delete photos from the iPad:

1. Tap on the **Photos** app.
2. From the upper right-hand corner of the screen, tap on **Select**.
3. Tap on each of the photos that you want to delete from the iPad (*a blue checkmark will appear on the photos that are selected*).



4. From the bottom right-hand corner of the screen, tap on **Delete**  icon.
5. From the window that appears, tap **Delete Photos**.
6. Double-tap on the **Home** button, and then close all open apps.

Permanently Delete Photos

After the photos are deleted from the **Library** in the Photos app, you will need to permanently delete the photos off of the iPad. To permanently delete photos:

1. Tap on the **Photos** app.
2. Tap on **Photos** from the upper right-hand corner of the screen.
3. From the menu that appears, tap on **Recently Deleted**.
4. Tap on **Select** from the upper right-hand corner of the screen.
5. Tap **Delete All** from the bottom left-hand corner of the screen.
6. Double-tap on the **Home** button, and then close all open apps.