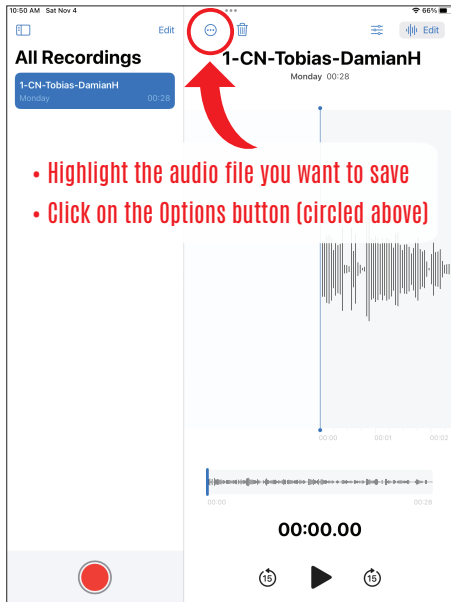
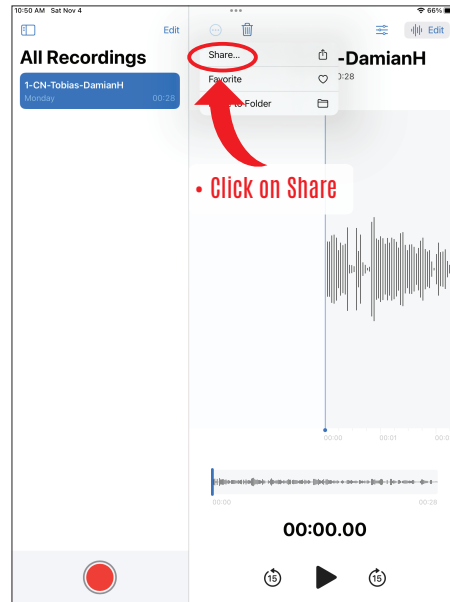


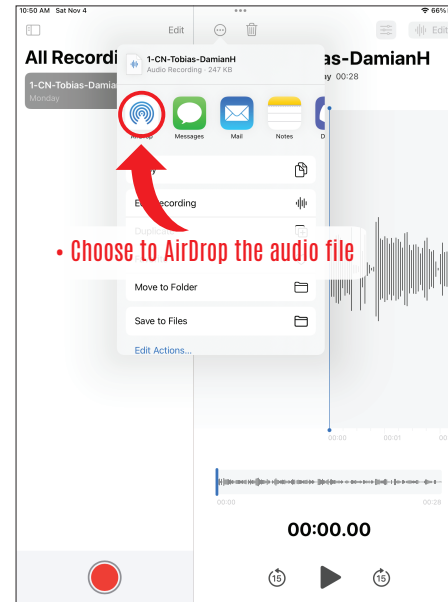
SAVING AUDIO FILES ONTO COMPANY IPADS



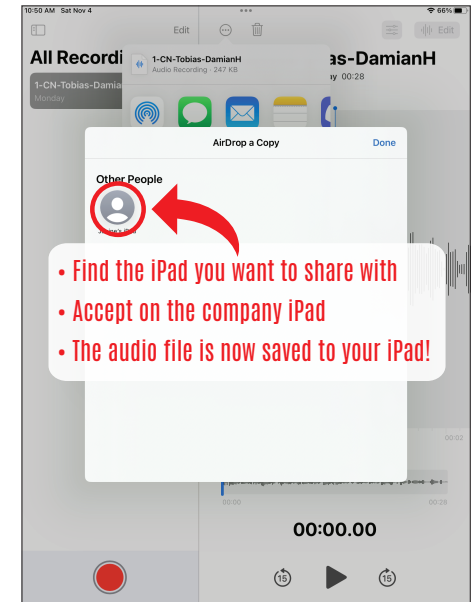
- Highlight the audio file you want to save
- Click on the Options button (circled above)



- Click on Share



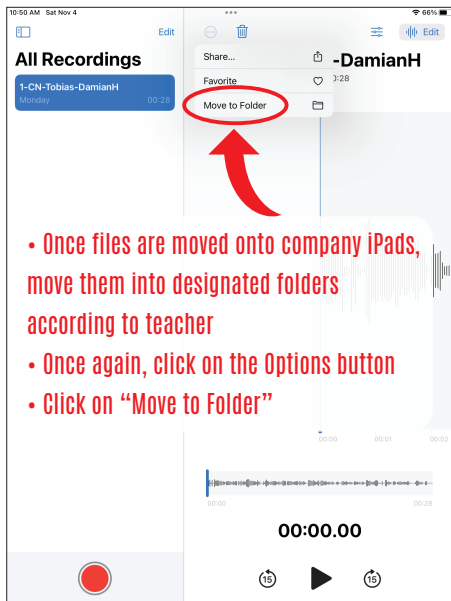
- Choose to AirDrop the audio file



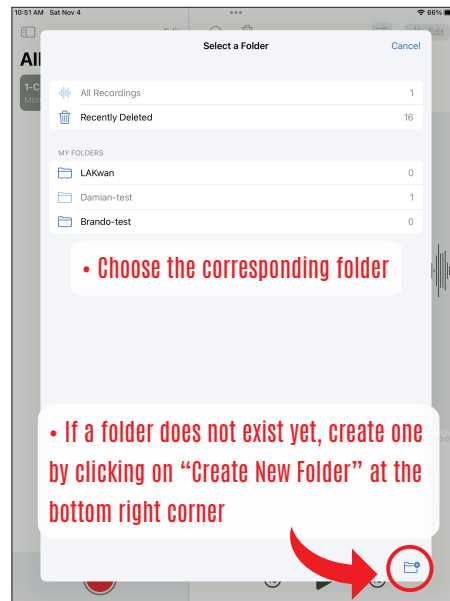
- Find the iPad you want to share with
- Accept on the company iPad
- The audio file is now saved to your iPad!

- * For maximum efficiency, ensure that your audio files follow the naming convention: “School Initials – Teacher Name – Student Name”
- * The iPads have a shared storage, so, making sure all files are properly named before AirDropping is going to prevent mix up and confusion

CREATING A NEW VOICE MEMO FOLDER

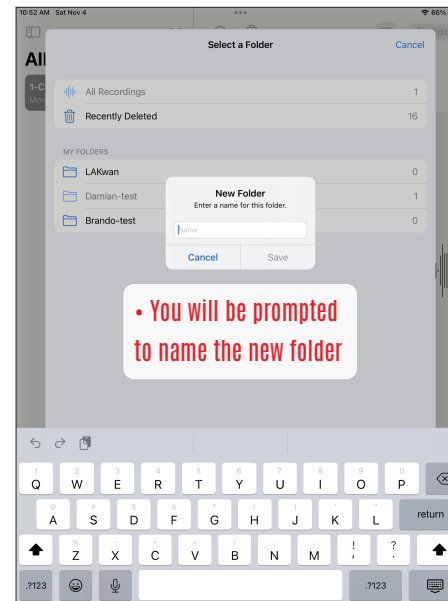


- Once files are moved onto company iPads, move them into designated folders according to teacher
- Once again, click on the Options button
- Click on “Move to Folder”

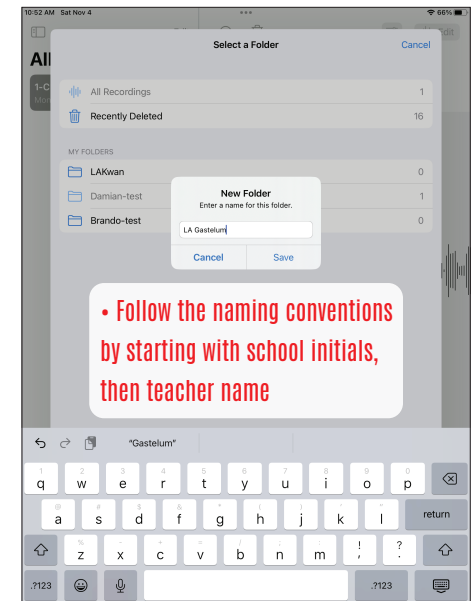


- Choose the corresponding folder

- If a folder does not exist yet, create one by clicking on “Create New Folder” at the bottom right corner



- You will be prompted to name the new folder



- Follow the naming conventions by starting with school initials, then teacher name