

Digital Check Up

What will be going through...

- Accessing the WiFi
- Backing up Goodnotes
- Ensuring your Apple ID is correct.
- Organising Goodnotes
- Showbie
- Arbor
- What to do if a paid for app is missing.

The IT team will be available in the hub P3 if you get stuck on any step.

WiFi – what is happening

- As long as your iPad has been connected to WiFi over the summer, you should automatically join the WiFi **'SJB iPads'**.
- If you are not automatically joining, you will have to wait. If it still isn't working by Friday, go and see IT.

Backing up Goodnotes – really important!

- Open GoodNotes and click on the wheel on the top righthand side
- Click on Cloud & Backup
- Check the iCloud Sync is enabled and backing up
- Go back & click Manual Backup Documents – Backup now
- Once Backup complete, select OneDrive from the list of Apps to save it to
- Then click upload to OneDrive. Make sure it says it saved!

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Correct Apple ID

- You cannot do this if you haven't correctly backed up Goodnotes – otherwise you will lose all your work.
- You need to change your Apple ID to your school email – it increases your storage to 250GB.
- The next slide goes through how to check your Apple ID.

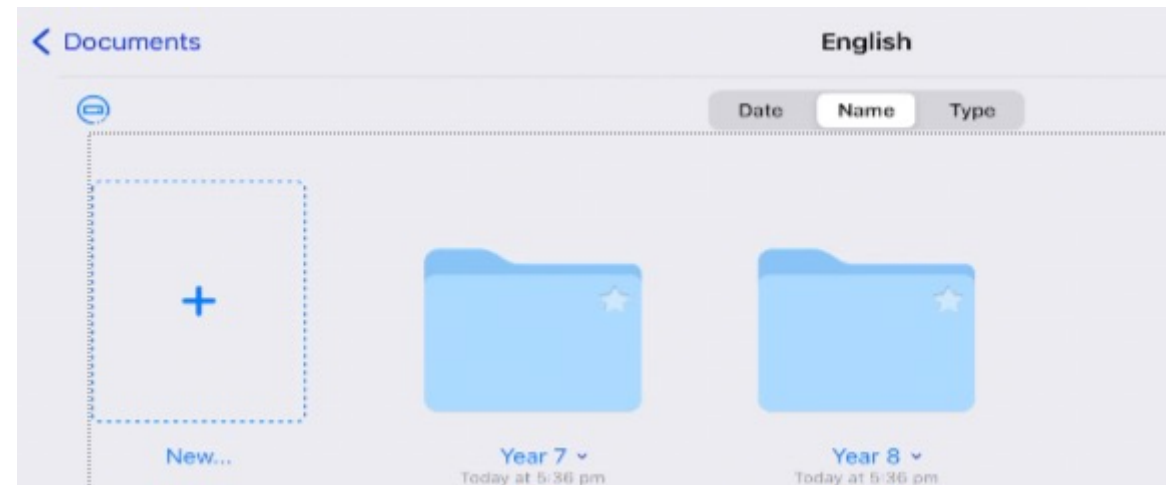
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Correct Apple ID

- Open Settings and click on Your Name at the top
- Scroll down to Sign Out (if this is greyed out it means you have Screen Time turned on and you need to turn it off. See IT if unable to Sign Out)
- Follow instructions to put in password etc..
- When signing out slide everything to green to save data
- Once successfully signed out sign in with School Apple id...e.g. 20SmithA@sjb.surrey.sch.uk
- If the option to merge data appears click Merge. This will merge all the iCloud data onto the new Apple id.
- If it signs you in then logs out again you are in an Apple Loop...come see IT P3 in the hub

Organising Goodnotes

- Spend time organising your Goodnotes and creating new folders for the year ahead.
- Remember subject folder → then year group → then topic.
- If you have any files/folder older than two years these can be deleted.

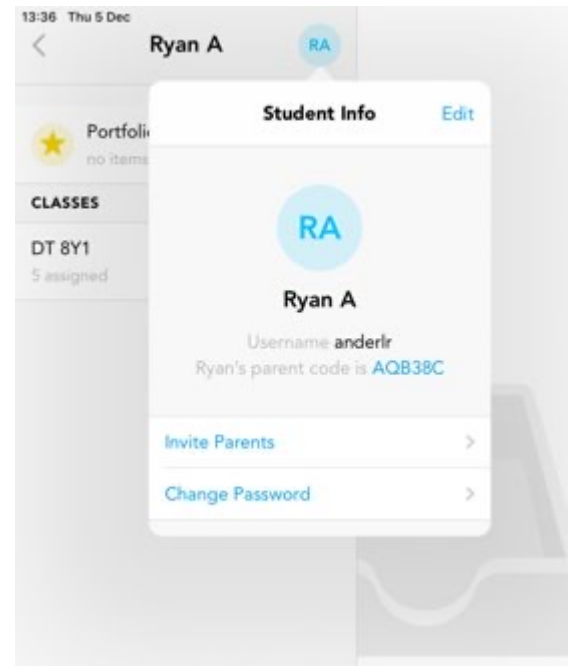


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Can you log into Showbie?

If you can't login...

- Ask your tutor to search for your name on students on their Showbie – they can tell you your username or help reset your password. **IT cannot help with this.**

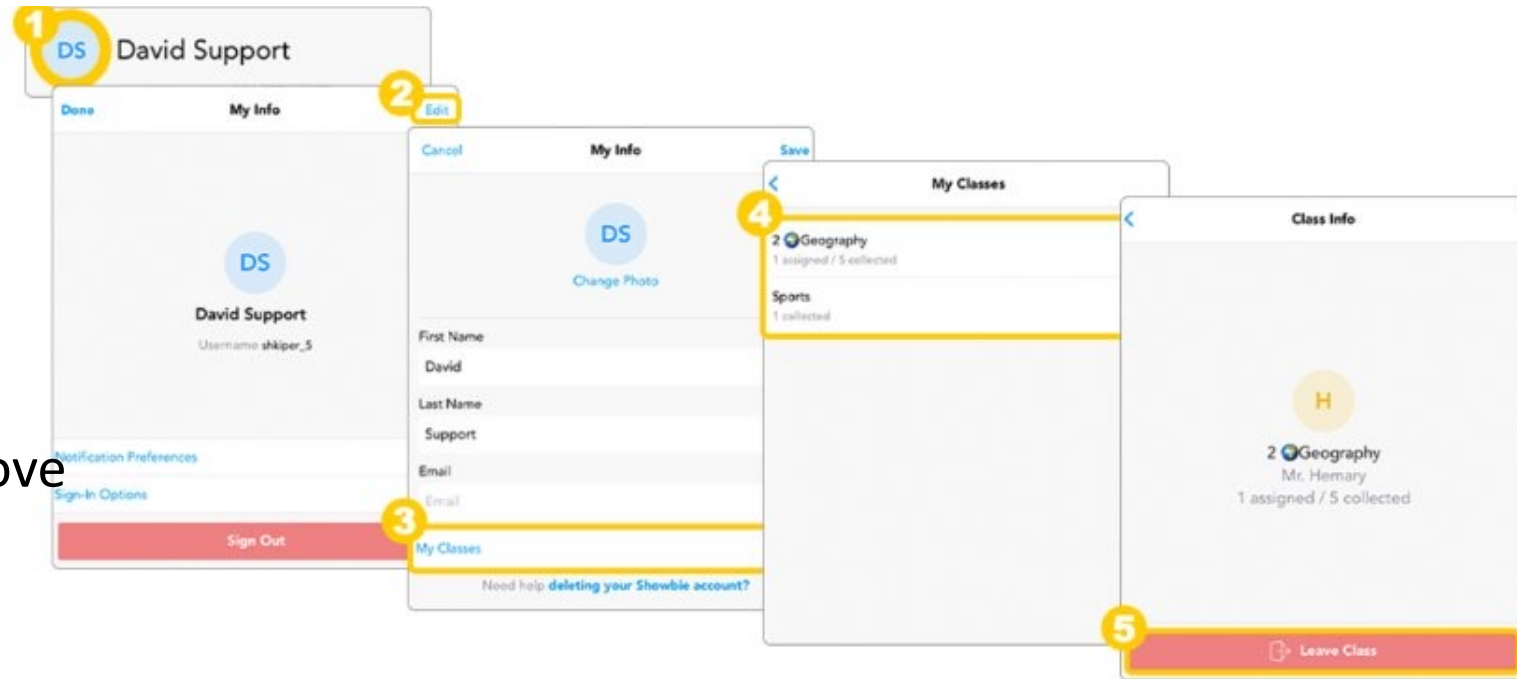


Leaving old showbie classes

NB: Year 11s should not do this as you will still need your work from Year 10

Ensure you have downloaded any worksheets you might need and any important class documents into Goodnotes.

- Tap on your profile picture
- Tap *Edit*
- Tap *My Classes*
- Select the class you would like to remove yourself from
- Tap *Leave class*



Arbor logging in

- To access Arbor you need to go to this website, NOT the app.
<https://stjohnthebaptist.uk.arbor.sc/?/home-ui/index>



SJB

Log in



Log in with Microsoft

The IT team will be available in the hub P3 if you get stuck on any step.

Click log in with Microsoft – it is your SJB email address

Paid app missing?

- If you had a paid educational app on your iPad that is now missing you need to do the following:
- Email helpdesk@sjb.surrey.sch.uk they will approve the app into the self service app on the iPad and then you'll be able to download it.