

Clevertouch & interactive screens | Easy | 2 min read

Saving a lesson to USB, Google Drive or OneDrive and opening it at home

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

A lesson you create on the screen is only useful if you can get it back later. The safest habit is to save to somewhere you control, rather than leaving it on the panel.

Why not leave it on the screen?

The panel's own storage is shared, can fill up, and may be wiped during updates or resets. On many screens other people can open files saved there. Treat it as temporary.

Saving to a USB stick

1. Plug a USB stick into a port on the front or side of the screen.
2. In your whiteboard app, choose **Save** or **Save as** from the menu.
3. Choose the USB stick as the place to save. It may appear under a name like USB drive.
4. Give the file a clear name, such as the class and date.
5. Wait for the save to finish before removing the stick. If there is an eject option, use it.

Saving to Google Drive or OneDrive

Options for cloud storage depend on your screen's software and what your school allows. If it is available:

1. Open the browser on the screen and sign in to your school account.
2. Upload your saved file, or export or share from the app if it offers cloud saving.
3. Sign out when you finish.

Never save your password in a shared browser.

Opening it at home

- A file saved in a whiteboard format may need the same software on your home computer. Some versions can export as a PDF or images, which open almost anywhere.
- Use an export option if you want to read, print or share the lesson without special software.
- Cloud files can be opened from any device where you sign in.

Good habits

1. Save regularly, not just at the end.
2. Keep two copies of important lessons.
3. Do not put pupil data on a personal USB stick.
4. Check your school's rules about using personal storage and home computers.

When to get more help

Ask IT if the USB stick is not detected, saving to the cloud is blocked, or your lessons will not open at home. Tell them the file type, where you saved it and what happens.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.