Initial iPad Setup Training

Hardware Overview

Power/Lock   Back Camera

Mute

Headphone Jack

Volume

Connection Port

Front Camera   Microphone (top-center)

Home Screen

Home Button
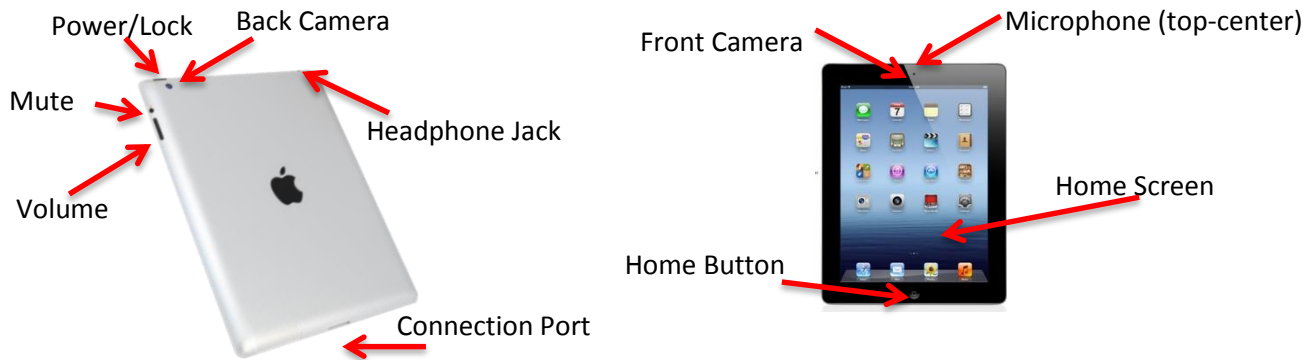
Turning On a New iPad:

1. Swipe the arrow at the bottom (under "iPad") to begin
2. Choose "English" as your language and hit the blue arrow in the top, right corner.
3. Choose "United States" and touch the blue, "Next" button in the top, right corner.
4. Choose "Enable Location Services" and touch the blue, "Next" button in the top, right corner.
5. Choose the "BPS-Personal" Wi-Fi Network, enter your Username (firstname.lastname) and your Password (the one you use to log into your computer), Accept certificate by touching the "Accept" button, and touch the blue, "Next" button in the top, right corner.
6. Choose "Set Up as New iPad" and touch the blue, "Next" button in the top, right corner.
7. Choose "Skip This Step" at the very bottom of your screen for your Apple ID (if you do it here, it will require you to enter a credit card). When it asks "Are you sure?" choose "Skip."
8. Agree to the Terms and Conditions by touching the blue "Agree" button at the bottom right of the screen. When the pop-up appears, choose "Agree" again.
9. Choose "Use Dictation" on the Dictation screen (unless you want this disabled for full classroom use…since it doesn't work well with background noise).
10. Choose "Don't Send" for Diagnostics.
11. Choose the white "Start Using iPad" button near the bottom of the screen.
12. Enjoy!

Setting Up Email:

1. Open the **Settings** application on your device's home screen.
2. Open **Mail, Contacts, Calendars.**
3. Press **Add Account...**.
4. Select **Microsoft Exchange**.
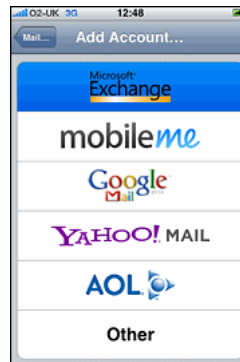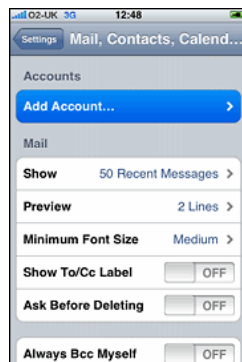
5. In the **Email** field, enter your full Google Account email address.
6. In the **Password** field, enter your bps101.net password
7. Enter a **Description** if you wish
8. Press **Next** at the top of the pop-up box
6. Leave the **Domain** field blank.
7. In the next box that appears, enter your full **@bps101.net** email address as the **Email**
8. In the **Server**, enter **m.google.com**.
9. For the **Username**, enter your full **@bps101.net** email address again
10. ONLY enter your email password as the **Password** <u>IF</u> there are no dots already there.
11. Tap **Next** at the top of your screen.
      **(Choose Cancel if the Unable to Verify Certificate dialog appears.)
12. In the next pop-up that appears, make sure to toggle "ON" mail, contacts, and calendars.
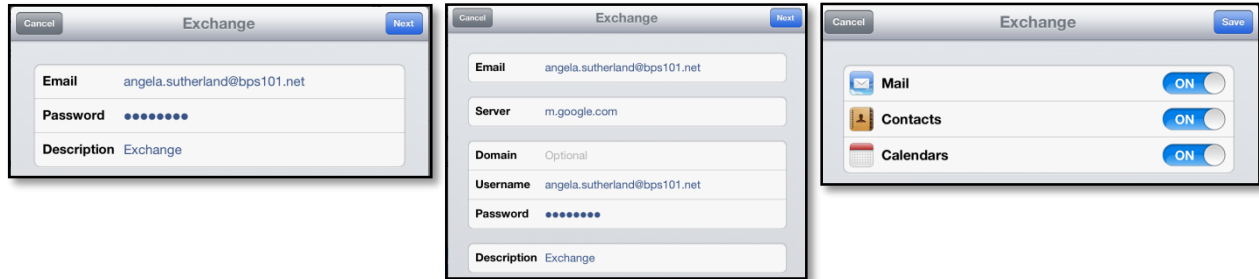
Setting Up Your Apple ID:

When you use Apple services, such as the App Store or registering your product online, you create an Apple ID. You can use the same Apple ID for iTunes, the Mac App Store, iCloud, iMessage, FaceTime, Game Center, and more. It is recommended to use only one Apple ID.

1. Open the App Store on your device.
2. Find a free application on the App Store.
3. **Important:** Before proceeding to the next step, you must download and install the free application by tapping **Free** followed by tapping **Install**.
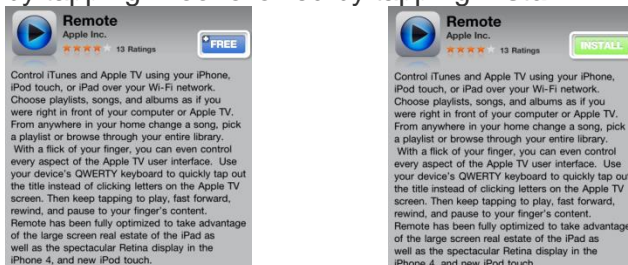

4. Tap Create New Apple ID.

5. Confirm your country or region by clicking **Next** if the Store box says "United States."
6. You'll need to read and agree to the iTunes Store Terms & Conditions. Tap Agree located at the bottom of the page to continue.
7. Enter your email address, security questions, birthday, and create your password.

8. You can also enter an optional rescue email address. If you frequently change email addresses, this is recommended.
9. Once you are satisfied with the information entered, tap Next.
10. Select None as your payment option.
11. Continue to fill out the required email, address, and phone number fields. Tap Next.
12. You'll then see a screen that says "Verify your Account." Tap "Done" and check your email for a verification email from iTunes Store.
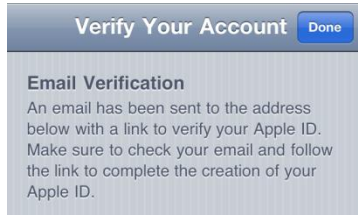
13. Open the email, and click the link enclosed in the email to activate your account.
14. Once you tap the link, the App Store should automatically open and prompt you to sign in with your account name and password.
15. Tap Sign In and you will see a thank you screen.
16. You have set up your account successfully, and you can start enjoying iTunes, iBooks, and the App Store.

Gestures:

1. Home Button (Located on the bottom, front of your iPad):

- Tap the Home button to wake your iPad's display
- Click the Home button once to take you back to your home screen
- Double-clicking the Home button shows you all the apps that are running on your iPad in a bar along the bottom of the screen. To switch to a running app just tap on it here in this bar. Just swipe the screen downwards to remove this bar.
- To exit "Jiggle Mode" after re-arranging app icons or filling folders, tap the Home button
- To produce the search field, while on the home screen, tap the Home button once
- To take a screenshot, press the Power (or sleep/wake) button at the top right of the iPad and the Home button at the same time for just a quick second. When you do you'll see the screen flash white for a moment and you'll hear the camera shutter sound. Once you've done that, you can go to the Photos app and see your screenshot in the Camera Roll album.
- Force a misbehaving iPad to shut down by pressing the Home button and power button simultaneously to reset
- Accessibility functions: Triple-clicking the Home button can perform one of five accessibility functions: toggle VoiceOver, switch the display to white-on-black, toggle zoom, toggle AssistiveTouch and ask which function should be performed. Change the accessibility functions of the Home button by going to Settings<General<Accessibility<Triple-click Home

2. Multitasking Gestures: (Turn on by going to Settings<General<Multitasking Gestures and turn on)

- Five Finger Pinch:
    - Return to Home from open app-When app is open gently touch iPad / iPad2/ iPad 3 screen surface with five fingertips and bring them closer together without losing contact

- Swipe Up with Four Fingers =Show multitasking bar (open apps) at bottom of screen
    - Gently touch the screen surface with four fingertips and move them up without losing contact

- Swipe Horizontally with Four Fingers=Switch between opened app-
    - Gently touch screen surface with four fingertips and move them horizontally right / left up without losing contact

Tips, Trick and Other Info:

Syncing Calendars
You can sync Calendar in these ways:
- Syncing Google Calendars:
  - In Google Calendars, make sure any calendar you want to sync is shared with you or added to your account.
  - FROM YOUR MOBILE DEVICE, go to m.google.com in Safari
  - Choose "Sync"
  - Choose the device to which you wish to add calendars from the list (this is slightly tricky if you own more than one iPad)
  - Check the calendars you wish to sync
  - FROM THE iCAL APP on your mobile device, click on the calendars you wish to display. (This will add a checkmark to calendars to show they are displayed.)
- or to set up a CalDAV account for accounts that are not Google Calendars
  - Go to Settings<Mail, Contacts, Calendars<Add Account and tap on Other.
  - Tap on Add CalDAV Account and enter your account (you may need to look up the settings for your specific carrier online)
  - Exit the Settings app and tap on the Calendar app and all your events should appear.

Buying iPad Apps
- Any **free app** can be downloaded onto your device (with discretion for the kind of app it is and the educational value in having it there).

- Any paid app you have purchased for a ***personal device you own***, <u>cannot</u> legally be downloaded onto a ***district-owned device***. There is nothing to stop you from doing this *currently* on district devices. If the district were audited, however, you would responsible for any legal/financial action.

- To download paid apps that you are buying out of your own pocket, I would create <u>a separate Apple ID</u> (different than your personal one and different than your district one.) for **paid apps you purchase on your own** for use in the classroom. That way, if you were to leave the district, you would not lose your app if your district email is disabled, and you would not have it tied to your personal Apple ID, so you could use it in another district. Every app you purchase using your district email belongs to the district when you leave.

- Any **paid app purchased using building funds or a district** budget should be purchased through the Helpdesk.
  - Go to Helpdesk: https://www.bps101.net and enter your User Name and Password.
  - Create a new ticket
  - Fill in Location and Room
  - For Request Type: Choose "Requisition Request"
  - Then a new box will appear: Choose "Purchase/Install iPad App"
  - Add Request Detail which would include Reasoning for Purchase.
  - Fill in Custom Fields with "App Name," "Quantity," "Funding Source (you MUST have a budget code for where the $ will come from for the purchase), and "Total Cost"
  - Submit Request

- You should submit a helpdesk ticket for any **paid app you wish to purchase through the Volume Purchasing Program** (apps are half-price with a minimum purchase of 20). You must have the account name/number from which you wish to have the purchase deducted. (Follow the steps above for app requests from the Volume Purchasing Program).

- **Redeeming a VPP Code:**
  - Open the **Appstore** (you should already be signed in to the iPad with your Apple ID)
  - Touch the lowest left button ("Featured")
  - Scroll all the way to the bottom
  - Touch "**Redeem**"
  - In the pop-up box that appears, enter the VPP redemption code you were given
  - Your app will automatically begin to install

- **Steps for Downloading Apps**
  - o Open the App Store on your iPad

  - o Search for the App you are looking for by name in the upper right search bar
  - o When you have found the App, press the button that either says "Free" or the price.
  - o Press the button again to "Install App" or "Buy App"
  - o When prompted, enter the Apple ID and password you are using to download the App.

Control iPad Notifications
- By going to Settings > Notifications, you can decide which apps can pop up alerts, which have notifications at the top of the screen, and which appear in Notification Center. This means you can make sure that noisy apps don't clog things up for you, and you notice the important things.

Orientation Lock or Mute
- The Mute on the upper right side of your iPad can be changed to an orientation lock control is you desire. On your Home screen, go to Settings > General to choose between Lock Rotation and Mute.

iPad iOS Version
- Sometimes Apple releases a new operating system, and you may want to know which version of operating system (iOS) you're running on your device. To do this, go to Settings<General<About and under Version, you will find your current iOS version.

Cleaning your iPad
- Simply wipe the screen with a soft, lint-free cloth to remove oil left by your hands. Do not use household cleaners or any liquid with solvents, alcohol, ammonia or abrasives. Never use aerosol sprays.

Sending Batches of Pictures Directly from your iPad by Email

- Tap on the Photos app
- Choose the album which houses the pictures you wish to email
- In the upper, right corner, press the box with the arrow.
- Select the photos (max. of 5) you want to email
- Press "Share" at the upper left.
- Enter email field information, and press Send in the upper right

Uploading photos and videos to your computer

- Connect iPad to your computer using the Dock Connector to USB Cable.
- If iTunes pops up, close it.
- If this is the first time you have connected your iPad to your computer, your computer will download the device software.
- When the Autoplay pop-up box (or flashing folder at the bottom) appears, choose "Open device to view folders"
- Double-click "Internal Storage"
- Open the DCIM folder (and any other folders that appear) to get to your photo or video files
- Select,copy to paste or drag files to a new folder on your computer.

iCloud and Photos/Videos

- If on, automatically syncs to your other devices
- You can store up to 1000 photos, and they will automatically save to "Photo Stream"
- These photos will remain in iCloud for 30 days. Any photos you want to keep or edit should be saved to your "Camera Roll"

Creating Folders
- Press and hold an app until the apps on a page start to jiggle.
- Press and one of the apps you wish to house in a folder and drag it on top of another you wish to house in the same folder.
- Name or change the name of the desired folder.

Hiding and Unhiding Apps
- Hiding Apps
    - Make sure your iTunes version is up to date
    - Click on the iTunes Store in the far, left column
    - Click on "Purchased" in the Quick Links menu on the right side of the Store home page.
    - Click on the "Apps" icon under the word "Purchased" to view your purchased apps.
    - Hover your mouse over the app you wish to hide. A small "x" in a round circle will appear in the top, left corner of the app icon. Click the "x."
    - A notification will pop up telling you the app will now be hidden and how you can unhide it in the future. Click OK. The app will disappear from your history and all associated iOS devices.

- Unhiding Apps
    - From the iTunes Store page, click on your Apple ID in the black bar at the top of the program.
    - Sign in with your password and click "View Account"
    - Under the heading "iTunes in the Cloud" you will see "Hidden Purchases.
    - To the right of "Hidden Purchases, click on the link "View Hidden Purchases."
    - Click on the Apps icon to view hidden apps.
    - Next to the app, click on the "Unhide" button.

Turn iPad Caps Lock On
- Double tap on either shift key to turn on Caps Lock.
- Single Tap to turn off Caps Lock.