



iPads 4 Kurrambee

This manual was developed for staff at Kurrambee School who were unfamiliar with iPads.

Developed as part of our ESES Project, 2013 it has also been shared with other local schools. Buying apps, installing apps and using iTunes accounts has deliberately not been addressed in this document as Kurrambee is still fine tuning the process for this and it will be managed as a whole school using Volume Purchasing. Other settings may choose to do this differently. We would like to acknowledge Lakeside SSP who shared their iPad skills checklist and manual with us prior to us developing this document specific to our setting.

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Overview of the iPad

The picture below shows the basic buttons you need to operate an iPad.



On/Off: Holding down the on/off button at the top of the iPad will turn your iPad on or off. To turn on your iPad, hold the button down. An apple logo will appear and then your home screen with a prompt to "slide to unlock". If your iPad has a 4 digit security code



you will be asked to enter it.

When turning off, a screen asking you to "slide to power off" will appear. Swipe the button to the side to power off completely.

Volume: Press the volume buttons up and down to adjust the volume. This symbol will appear as you are adjusting the volume.



Simply flicking the switch above the volume control down will quickly mute your iPad.

Sleep/Wake Up: Quickly touching the on/off button will put your iPad to sleep. The screen will go black. When you want to use your iPad again, press it again to wake it up.



Home Button: Pressing the Home button will return you to the initial home page on your iPad. This will work from within any App.

Headphone/Speaker Jack: Headphones and Speakers can be plugged in to this jack to manage your sounds.

Connector to Charge: This is where you plug your iPad into its charger to recharge it. Turning Apps off properly helps with your battery life. Using just the USB cable, this is how you can connect your iPad to your computer. You can also purchase other cables to connect your iPad to other devices (ie. IWBs)



Connecting the iPad to an IWB

Using a VGA cable you can connect your iPad to an Interactive White Board. This means that as one student uses the iPad your whole class can see what is happening on the screen. You cannot use the IWB to control the iPad it is just projecting the iPads screen.



Searching for Apps on an iPad

If you know the name of an App that is on your iPad but can't remember which screen or folder it is in you can do a search. When you are on the home screen, you swipe LEFT (you usually swipe right) and this brings up the search bar. Just type in here what you are looking for.



Turning an App on and off



To open an App you just press once on the icon of the App that you want to open. To close an App you press the Home button. This does not fully close the App down. Apps will continue to run on "standby" in the background. This will use of excess battery power. It is important to close down your apps on a regular basis.

1. Double click the Home Button. When you double click the home button, a task bar will appear showing your most recently used apps.



2. Touch one of the app icons and hold down until all the icons begin to jiggle. A red button with a minus sign will appear at the top of each of the icons. When you see this button, you can release you finger. You then tap any app that you want to close completely.

This process only closes the App. It doesn't delete it from the iPad. (You will only delete an App when you touch a black button with an x in the middle). This will simply close the iPad App, stopping any in app processes running. It's like minimising a program or exiting an a program on a Windows machine.

Manipulating Apps

To manipulate an App on your iPad, press and hold your finger on the app you want to move. All the apps will then jiggle on the screen.

Move an app to another place



While the apps are jiggling, press hold and drag app to the desired spot. The other icons will automatically move.

Delete an app

Apps that can be deleted will appear with an 'x' in the top right hand corner while jiggling. Tap the 'x' to delete the app. You can't accidentally delete an app - the iPad will confirm that you really want to delete the app.

Create a folder

To create a folder move one app on top of another app. A folder will appear and both app icons will appear in the new folder. The iPad will automatically name the new folder - you can then rename it if you choose to.

Add an app to an existing folder

Drag the app onto the folder you want to put it in.

Remove an app from a folder

Open the folder and then drag the app out and put it where you want it.

Delete a folder

Move all apps out of the folder - the folder will automatically be deleted.

Rename a folder

Tap to open the folder, then tap the name and enter a new one.

**To finish editing (and to get all the icons to stop jiggling),
press the home button.**

Taking a screen shot

You can take a screenshot on your iPad by pressing the Home and the Sleep/Wake button simultaneously. The screen will flash and you'll hear a click (if the volume is turned on). This indicates that a photo has been taken.



Your screen shots are saved automatically in the Photo Gallery. Just click on the photo icon to view them. From here you can view, edit and share your pictures.

Creating Albums in an iPad

You will soon find that you have lots of photos on your iPad. To make your photos easier to manage, you can create new albums and sort your photos accordingly.

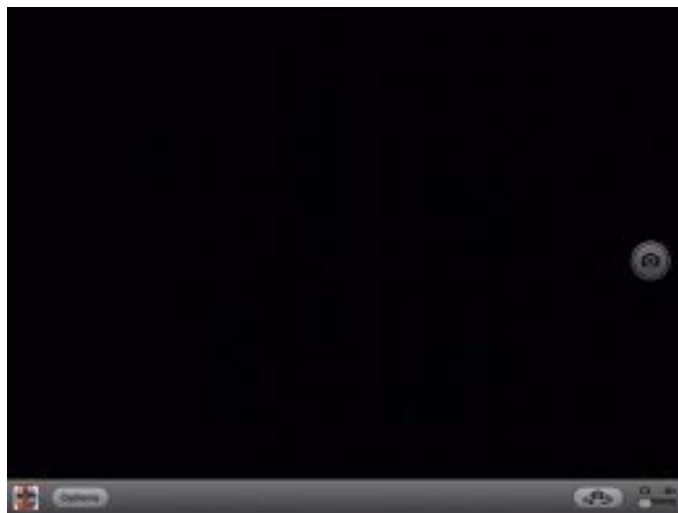
1. Go into Photos
2. Press 'albums' at the top of the page
3. To add an album, press the small '+' sign on the top left hand corner. Now you can name your album and select photos to add
4. To delete and album, press edit on the top right hand corner and press the 'x' to delete.

Taking photos and videos

iPads have a built in camera that takes both still pictures and video. The quality of your images will depend on which ipad you have.



To open the camera app, press the camera icon. This is the default camera that comes with the ipads software. There are many different apps you can buy that take pictures but the quality of the picture is still dependant on your hardware.



1. Shutter Button. Press this to take the picture.
2. Press here to move between taking photos and videos.
3. Press here to use the front camera (to take a selfie ...)
4. Options button gives you a grid - some people say this makes it easier to take a straight photo.
5. Press here to see you image you've just taken full screen. You can also scroll through recently taken pictures from here.



Your photos and videos are saved automatically in the Photo Gallery. Just click on the photo icon to view them. From here you can view, edit and share your pictures. You can also put them in folders to help organise your images/videos.

Accessing and playing music



To play music on your iPad, tap the music icon. Press the play button to play music and the forward and backward buttons to move between tracks within playlists. Playlists can be created on your iPad or within iTunes.



You can choose to view your songs within Playlists (once you have created them), by Artist, Song or Album. It can be handy to create playlists for assemblies, subjects, or just favourite songs.

Once a Playlist is created it can be deleted and the music still remains on the device.

Creating a playlist enables a student with physical disabilities to operate music on an iPad with the use of a switch connected to the iPad through a Bluetooth device.

Songs on an iPad follow normal copyright rules. Please see your schools ITC or person in charge on copyright before putting privately owned music on multiple devices.

Accessing the internet



iPads connect to the internet using Wi-Fi. Wi-Fi is available across Kurrambee School and in most DEC settings. It is also available in many public places and in private homes. If Wi-Fi is secure, you will need an password to connect. If it is unsecure anyone can connect.



To check to see if your Wi-Fi is on, look for the symbol on the top left of your screen.

You can connect to Wi-Fi (if available) by going into settings.

Wi-Fi is the second option down.



The Wi-Fi password is different across settings and networks. If you use different networks and have connected to all your iPad will generally switch between them automatically. Check with your ICT to find out what your password is at your school.

Guided Access

iOS 6

Guided Access helps students with disabilities such as autism remain on task and focused on content. It allows a parent, teacher or administrator to limit an iOS device to one app by disabling the Home button, as well as restrict touch input on certain areas of the screen.



To set Guided Access up -

1. Go to Settings, General, Accessibility. Under learning slide Guided Access on. You can then set a passcode to ensure students cannot get out of guided access.
2. Look for Triple Click. Set Triple Click the Home Button for - Guided Access.



To turn Guided Access on -

1. Open the App you want your student to stay in,
2. Triple Click the Home Button,
3. Select settings,
4. Select start (top right hand corner).

To turn Guided Access off -

1. Triple Click the Home Button
2. Enter the Passcode you set up
3. Select End (top left hand corner).

Security

iPads were originally intended to be one user devices. In Education we are pushing these boundaries as a teachers iPad may be used for personal use and to read emails but then be used for students to communicate and achieve educational goals. An iPad is only as secure as you make it.

The most common way that an iPad is not secure is that it gets lost, dropped or damaged in some other way. Once an iPad is damaged there is no easy or cheap way to get data off it. Ensure you back up your iPad regularly (iTunes, iCloud, DropBox, email). Anything is better than nothing !




iPads at Kurrambee School can be backed up by plugging them into the media trolley and selecting Backup. Different settings will have different methods for this.

Common security options for iPads include -

- Setting a security pin (4 digit code) to be able to access the home screen. You can also create longer passwords by turning simple passcode off. You can also tell your iPad to erase all data on your iPad after 10 failed passcode attempts.
- Creating restrictions in settings (to stop students downloading, deleting/installing apps, accessing certain apps and /or websites etc)
- You can determine content that is allowed on your iPad using standard ratings. If you set your rating to G, Apps or Music rated PG or M will not be installed on your iPad.
- Disabling In-App purchases.

Troubleshooting

Helpful Hints we've discovered along the way ...

- If an App is not working the way it should, ensure it has been closed down properly and then reopen it. (Turning an app on and off)
 - The switch on the side of your iPad (near the volume button) can be used for two things. It can switch the volume between normal and mute/silent and it can lock rotation so your iPad will not change from portrait to landscape when it is moved. You can access these options in settings. Go to settings, general, select which side switch option you would like. Double clicking your home button also allows you to change volume and rotation settings.
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- If you attach an external keyboard to your iPad or external switch using Bluetooth your keyboard on your iPad is sometimes disabled. To get your keyboard back make sure you tell the iPad it is no longer there otherwise it will keep looking for it. Go to Settings, Bluetooth, click on the blue arrow next to the device you are no longer using and select "forget this device".
 - You can transfer pictures you've taken on your iPad onto a Windows computer simply by plugging your iPad into your computer, going to Computer and selecting your iPad. It will show the iPad as an external hard drive, just select images you want to move and copy.
 - To put photos/images on an iPad you need to use iTunes or your email account. All schools will manage this differently. Please see your AP or ICT at your local school. It is useful to have images of students, routine activities, places at school etc on your iPad to use in a number of apps.