

iPad Basics Guide

WAYNE HIGHLANDS SCHOOL DISTRICT

Contents

How Do I?.....	3
Power	3
Reset it if it freezes.....	3
Charge it.	3
Sound	3
Mute the sound.	3
Change the sounds (notifications).....	3
Use headphones/earbuds.....	3
Lock Orientation.....	4
Change the wallpaper (Background).	4
Adjust the brightness.....	4
Print	4
Internet/WIFI	4
Know you are connected.....	4
Can't connect.	4
App Navigation.....	4
Move among open apps.....	4
Move apps around.	4
Organize apps into folders.....	5
Delete an app.....	5
Add apps.	5
Security	5
What is a passcode?	5
Setting a passcode.	5
Changing a passcode.....	5
Meet SIRI.....	5
Enable SIRI.....	6
Shut SIRI off.....	6
How to activate.	6
Using Gestures.....	6
Other Details.....	6

Searching the iPad..... 6

Care..... 6

Apple ID..... 6

Control Center..... 7

Notification Center..... 7

Do NOT Disturb..... 7

Dictation..... 7

Taking Screenshots 7

Sharing Work 8

 Email 8

 Sending Work from Apps..... 8

Accessibility Settings 8

 Vision 8

 Interaction 8

 Hearing 8

 Media 9

 Learning..... 9

Apple iOS 10 User Guide..... 9

How Do I?

Power

Turn it on/off.

Press and hold power button, upper right corner to turn it on.

To get into the iPad, press the home button again. The swipe to open is gone.

To completely shut it down, press and hold the power button on the upper right until you get the "slide to power off" message on the screen. Slide that.

To put the screen to sleep without completely powering down, press the power button on the upper right but don't hold it down.

Reset it if it freezes.

Try shutting it down.

Press and hold the power button on the upper right until you get the "slide to power off" message on the screen. Slide that.

If that doesn't fix the problem, do a hard reset but holding the power button and the home button (bottom center) until the iPad shuts off. The iPad will restart itself.

If the problem persists, contact the tech dept.

Charge it.

Do NOT keep your iPad plugged in, but don't drain it to 0% all of the time. The iPad is happiest between 20-80%.

Sound

Change the volume.

Volume up and down buttons are the right side at the top.

Mute the sound.

The slider above the volume buttons will mute the iPad by default. You can also make that button the "lock orientation" button by going into settings - general.

Change the sounds (notifications).

Go into the settings - sounds.

Use headphones/earbuds.

Use the jack at the top, left.

Visual Stuff

Lock the orientation of the screen so I don't get seasick.

The iPad adjusts its orientation depending on the way you hold it. If you choose to lock it to horizontal or vertical, you can do that by going to settings - general - use side switch to...

Lock Orientation

Swipe up from the bottom and click the lock with the circle.

Change the wallpaper (Background).

Go to settings - wallpapers and brightness.

Adjust the brightness.

Go to settings - wallpapers and brightness.

Print

iPads print to Air Print printers. The cart iPads are not currently configured for this. The HS iPads can print to the HS Library Color Cube printer only. To do so, make sure Bluetooth is turned on and the iPad is connected to WHSDK12 wifi, not guest.

Internet/WIFI

Connect to WIFI.

Go to settings - Wi-Fi, make sure the slider is turned on (green). Tap the network you want to connect to and, if required, enter the password. School iPads are automatically configured to connect to WHSDK12.

Know you are connected.

You will see the little wifi symbol on the screen (upper, left next to the word iPad).

Can't connect.

Make sure wifi is turned on, network selected, and password (if needed) is correct. If problem persists, click on the blue "i." Click "Forget this Network" and start again.

App Stuff

Open and close apps.

Tap on an app to open it.

Press the home button to get out of any app. Note that this doesn't "close" the app. It is still running in the background.

App Navigation

Move among open apps.

Double tap the home button to see all of the apps that are running. Swipe to move among them and tap on the one you want.

To totally close the app, swipe up.

Move apps around.

Press and hold until the app shakes. Drag the app to the location you want it.

Organize apps into folders.

Press and hold an app until it shakes. Drag it on top of another app and let go. It will create a folder and name it, although you can change the name. You can move folders around just as you would move apps.

Delete an app.

Press and hold an app until it shakes. Click the X in the upper, right corner.
Security Stuff

Add apps.

Teachers have the Apple App Store from which to get apps. Students do not. Everyone has an app called "Self Service." This is our WHSD App Store. Anyone can open this app, find one of the school approved apps, and click "install." No password or Apple ID is required for this. Teachers request the apps the the technology dept. adds them to Self Service. For a list of apps in Self Service, visit <http://bit.ly/whsdipadapps>

Security

What is a passcode?

This is a code that you need to enter in order to use the iPad. I suggest using it because it just protects the personal content you have on the iPad, like email, notes.... The passcode can be simple (4 digit number) or it can be complex, up to 27 characters. We STRONGLY suggest you set one. If you get yourself locked out, we can reset it for you.

Setting a passcode.

Go to settings - turn passcode on - enter a passcode - re-enter your passcode.

Changing a passcode.

Go to settings - touch "change passcode" - enter your old passcode - type your new passcode - re-enter your new passcode.

Please note that you cannot reuse a passcode.

Meet SIRI

SIRI is a built in part of the iPad operating system that allows you to use voice commands to do things like:

Open apps.

Search the web.

Dictates your speech.

Sends texts.

Sends tweets and Facebook posts/updates.

Sets reminders and notes.

Adds events to your calendar.

Send email.

Find a contact.

Get directions.

Set an alarm.

Set a timer.

You can also ask her what she can do and she will give you a complete list.

Enable SIRI.

SIRI is enabled on your school iPad by default. If, for some reason she is not, go to settings - general - Siri - and make sure the slider is green.

Shut SIRI off.

Go to settings - general - Siri - and move the slider to grey.

How to activate.

Press and hold the home button until it beeps.

Using Gestures

Tap, drag, swipe, and pinch are the basic gestures that you can use on the iPad.

To zoom: Use two fingers on the screen and push them away from each other. Pinch to zoom back in.

To return to the main screen: Pinch 4 or 5 fingers.

To access Notification Center: Swipe down from the very top. To get rid of it, go to the bottom and swipe up.

To access Control Center: Swipe up from the bottom. To get rid of it, swipe down.

To search the iPad: From the home screen, swipe down.... just not from the very top of the screen.

Other Details

Searching the iPad

Spotlight search will let you search all of the contents of your iPad... apps, email and more.

To access it from the home screen, swipe down.

Care

Avoid extreme temperatures. DO NOT leave it in a vehicle during cold or hot temps.

Clean it using a soft, lint-free cloth. DO NOT use cleansers.

Apple ID

Apple ID allows you to add apps and music. It also allows you to download iBooks and content from iTunes U. You can also communicate using FaceTime and iMessage with it.

Here are instructions for creating an apple ID. Please note that you do NOT need a credit card to do so.

On a computer:

- *Open iTunes
- *Go to the App Store within iTunes
- *Search out a free app, such as Pinterest.
- *Click GET+
- *Click the "Create an Apple ID" box and set your Apple ID up this way. When you do this, you get the option NONE as a payment source.
- *Create the ID
- *Check your email to confirm

On an iPad:

- *Go to settings
- *Go to iTunes and App Store
- *Click on the school Apple ID and choose SIGN OUT.
- *Sign in using your Apple ID.

Control Center

Swipe up from the bottom for quick access to some of the iPad's settings. You can control music currently playing from there, turning on/off wifi, enabling airplane mode, turning on/off Bluetooth, setting Do Not Disturb, setting orientation lock, accessing the clock, taking a picture (video), adjusting volume, and adjusting brightness.

Notification Center

Swipe down from the top to access notifications. These might include but are not limited to: weather, scheduled calendar events, notifications from various apps. You can control these by going to settings - notification center.

Do NOT Disturb

When this is turned on, and the iPad is asleep, you will not receive FaceTime calls. You can control this by going to settings - Do Not Disturb.

Dictation

Your iPad can dictate your text in many apps. If dictation is available within an app, you will see a little microphone next to the space bar on your keyboard. Press that to begin.

More tips here.

Taking Screenshots

To snap a picture of the screen hold the power button on the top and the home button at the bottom at the same time. The screen will flash indicating that you have taken a picture. You can find the picture in Photos.

Sharing Work

Email

If students configure the mail app on the iPad to their school email, they have the ability to use the same share button and email their work to you.

Sending Work from Apps

If you have the ability to share work from apps, or send it, you will notice the icon that looks like a piece of paper with an arrow coming out of it. If you click that icon you will get options, depending on the app. Many will let you email right from the app.

Accessibility Settings

The iPad has built in settings to help many types of learners and users. To find these settings, go to Settings – General – Accessibility.

Vision

Voiceover: speaks items on the screen

Zoom: magnifies the entire screen

Magnifier: use camera to quickly magnify things

Display Accommodations: invert colors, add color filters, reduce intensity

Speech: speak a highlighted selection, typing feedback

Larger Text: change text sizes

Bold Text: make text bold

Button Shapes: add shapes around the buttons

Increase Contrast: reduce transparency, darken colors

Reduce Motion: reduces motion of the user interface

On/Off Labels

Interaction

Switch Control: use iPad by sequentially highlighting items on screen, can use adaptive accessories

Assistive Touch: use iPad if you have difficulty touching screen or if adaptive accessory is required, customize gestures

Touch Accommodations: adjust the way response to touches are handled

Keyboard: show lowercase or uppercase keys, deal with hardware keyboards

Shake to Undo: allows the setting to be disabled

Call Audio Routing: set default for speaker, Bluetooth headset...

Home Button: adjust click speed

Hearing

Hearing Devices: hearing aid mode

LED Flash for Alerts: on or off
Mono Audio

Media

Subtitles & Captioning
Audio Descriptions

Learning

Guided Access: keeps iPad locked into a single app
Accessibility Shortcut: can set triple-click of home button to be shortcuts for voiceover, invert colors, color filters, reduce white point, zoom, switch control, assistive touch.

Apple iOS 10 User Guide

Here is a link to Apple's Official User Guide
<http://help.apple.com/ipad/10/>